



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

19th May 2023

To: Members of the Corporate Services Committee

Cllrs: **D Jones (Chair)**, J Carroll, E Costello, W Henderson, M Herber, C Rollins, C Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Tuesday 30th May 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. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Corporate Services Committee for 2023/2024.

5. MINUTES

Pages 6 - 8

To approve the Minutes of the meetings held on 27th February 2023.

Recommendation: To approve the Minutes of the meeting held on 27th February 2023 and for these to be signed by the Chairman.

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

Pages 9 - 11

Personnel Sub-Committee: 16th January 2023

Recommendation: To receive the Minutes detailed above.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 12 - 13

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

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

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

This report is provided for information.

8. FINANCIAL REPORT 2023/24

Pages 14 - 20

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. However, at the time of compiling this

report, financial year 2022/2023 had not been closed down. It is hoped that an income and expenditure report can be provided to members, prior to the meeting.

Members will find attached, for information, the budget report for Corporate Services Committee.

- Recommendations:**
- 1) **To approve a virement of the sum of £300 from budget heading Advertising (190-4031) to Accountancy & Software (101-4057) to enable the town council to subscribe to a platform offering an electronic signature (for example Docusign, E-Sign or similar).**
 - 2) **To recommend to Town Council, at the meeting to be held on the 19th June 2023, the transfer of the sum of £6000 from General Reserves to budget heading P&R Capital and Projects, Computer Costs (199-4026) for the purchase of IT equipment for new members of staff.**

9. BANK AND CASH RECONCILIATION STATEMENTS

Pages 21 - 23

Members are requested to receive the monthly bank and cash reconciliation statements for January, February and March 2023.

- Recommendation:**
1. **To approve the monthly bank and cash reconciliation statements for January and February and to note the draft bank and cash reconciliation statement for March 2023;**
 2. **For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

10. LIST OF CHEQUE PAYMENTS

Pages 24 - 67

Members will find a list of payments for the period January, February and March 2023 (inclusive).

This report is provided for information.

11. INVESTMENT REPORT

Pages 73 - 82

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 has been expanded to incorporate the capital value of the Property Fund as per the Internal Auditors comment from interim audit in 2022/23 (Ref E2).

Recommendation: **To nominate 2 or more members to engage in a review of the councils approach to risk and investment and for their findings to be reported back to Corporate Services Committee for further consideration.**

12. RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS

Page 83

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

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

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

Recommendations:

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

13. PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

Page 84 – 87

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand as of 1st April 2023.

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

14. INSURANCE CLAIMS

Members are advised that there has been one insurance claim since the last meeting of this committee.

This report is provided for information.

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27230000247	Date of incident: 8/4/23 Address of incident: Tithe farm Play Area, Tithe Farm Rd, Houghton Regis Nature of incident: Vandalism to a wooden platform forming part of	1,100	17 th April 2023

	a piece of play equipment. The platform was snapped in half.		
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15. OFFICER/MEMBER PROTOCOL

Pages 88 - 95

The Town Councils Officer/Member Protocol was last reviewed, by this committee, on the 1st June 2021.

There have been no amendments to this document and therefore it is considered fit for purpose.

Members will find a report and copy of the document attached.

Recommendation: To recommend to Town Council that the Officer/Member Protocol be approved.

16. COUNCILLORS EXPENSES

Pages 96 - 105

Members will find attached a copy of the Town Councils Councillor Expenses Policy.

This policy is provided for review every 4 years, following the new administration.

Recommendation: To recommend to Town Council that the Councillor's Expenses Policy be approved.

17. POLICY DOCUMENT REVIEW

Pages 106 - 108

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out what is to be expected, from both the Council and employees and confirms legal compliance.

This schedule is provided annually at the first Corporate Services meeting following the Town Councils Annual General Meeting.

Members will find a list of suggested policy review dates that coincide with dates of the meetings for this committee for the municipal year 2023-2024.

Recommendation: To consider and approve the 2023-2024 Policy Review Document

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HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
27th February 2023 at 7.00pm.

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

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

Public: 0

Apologies: Councillors: E Cooper
C Copleston
M S Kennedy

12372 APOLOGIES & SUBSTITUTIONS

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

12373 QUESTIONS FROM THE PUBLIC

None.

12374 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12375 MINUTES

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

Resolved: 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.

12376 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

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

New Office Sub-Committee: 21st February 2022

Resolved: To receive the Minutes detailed above.

12377 INCOME AND EXPENDITURE REPORT

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

Members received this report for information.

12378 BANK AND CASH RECONCILIATION STATEMENTS

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

Resolved:

- 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.**

12379 LIST OF CHEQUE PAYMENTS

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

Members received this report for information.

12380 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 received this report for information.

It was highlighted that there was an error contained within the report as the sum was billions rather than millions.

12381 INSURANCE CLAIMS

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

Members received this report for information.

12382 LEAVE ENTITLEMENT POLICY AND FAMILY FRIENDLY POLICY

Members were 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 discussed the contents of the policies and what constituted a close family relative. Members requested the last sentence in 8.3 of the Holidays and Other Absences Policy be removed from the policy.

Resolved: 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.

The Chairman declared the meeting closed at 7.47pm

Dated this day of

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 16th January 2023 at 6.30pm

Present:	Councillors:	S Goodchild J Carroll D Jones C Slough	Chairman Substitute
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Public:	0	
Also present:	Councillor:	Y Farrell	
Apologies:	Councillor:	C Copleston	

PE248 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Copleston (Cllr C Slough substituted).

PE249 QUESTIONS FROM THE PUBLIC

None.

PE250 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE251 MINUTES

To approve the minutes of the Personnel Sub-Committee meetings held on 8th and 17th November 2022 for consideration.

Resolved: To approve the Minutes of the meetings held on 8th and 17th November 2022 and for these to be signed by the Chairman.

PE252 FREEDOM OF INFORMATION REQUESTS

For the period October to December, inclusive, no Freedom of Information requests have been received.

Resolved: To note the information.

PE253 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December the Clerk has had 4 day's leave.
The following leave requests are made:

The following leave is requested:

- 15th February to 20th February 2023 (4 days)

The Clerk has an additional 0.5 days to take prior to end of March 2023, giving a total of 5 days annual leave to be carried forward to 2023/24.

Overtime

The Clerk has attended 13 meetings or events outside of the normal working day within the period October to December (compared with 11 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE254 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee is 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 is needed and to undertake the Clerks appraisal. Often this position has been taken by the Chair of the Sub Committee but this is not a requirement.

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

Nominee: Cllr Jones Nominated by: Cllr Goodchild
Seconded by: Cllr C Slough

No other nominations were received.

A recorded vote was requested.

Members in favour: Cllr C Slough and Cllr Goodchild

Members against: 0

Abstentions: Cllr Carroll and Cllr Jones

Accordingly, Cllr Jones was appointed as the Clerks appointed person.

Resolved: To appoint Cllr Jones of the Sub-Committee as an Appointed Person.

PE255 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

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.

PE256 STAFF SICKNESS

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

It was requested that regional or national figures are sourced for comparison.

Resolved: To note the information.

The Chairman declared the meeting closed at 7.02pm

Dated this 24th day of April 2023

Chairman S.A. Gadheda

Corporate Services Committee

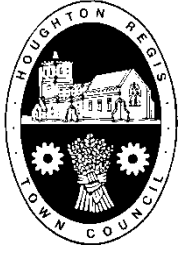
Functions

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

- To determine all matters relating to staff including staffing resources and structures
- To consider, determine and approve staff and Member training requirements.

Terms of Reference

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



CORPORATE SERVICES COMMITTEE

Agenda Item 8

Date:	30th May 2023
Title:	Financial Report
Purpose of the Report:	To provide members with a financial report for the Corporate Services Committee.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATIONS:

- 1) To approve a virement of the sum of £300 from budget heading Advertising (190-4031) to Accountancy & Software (101-4057) to enable the Town Council to subscribe to a platform offering an electronic signature (for example Docusign, E-Sign or similar).**
- 2) To recommend to Town Council, at the meeting to be held on the 19th June 2023, the transfer of the sum of £6000 from General Reserves to budget heading P&R Capital and Projects, Computer Costs (199-4026) for the purchase of IT equipment for new members of staff.**

2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. However, at the time of compiling this report, financial year 2022/2023 had not been closed down. It is anticipated that a report can be provided to members, prior to the meeting.

3. BUDGET 2023-2024

Members are provided with a report, as attached, detailing the approved budget for this committee for financial year 2023-2024, as agreed at the Town Council meeting held on the 23rd January 2023 (minute number 12323).

4. BUDGET 2023-2024 ISSUES FOR CONSIDERATION

Electronic Signatures

Along with most town and parish councils, more and more administration and accounting work is being undertaken electronically. However, what is missing is the

ability to electronically sign documents. In order to streamline these tasks and to further support the Town Councils Vision, members are being requested to approve a virement of the sum of £300 from budget heading Advertising (190-4031) to Accountancy & Software (101-4057) to enable the town council to subscribe to a platform offering an electronic signature (for example DocuSign, E-Sign or similar).

Computer costs

As can be seen, the council has already budgeted, in the 2023-2024 financial year, a figure of £4000 for new IT equipment (P&R Capital and Projects, Computer Costs (199-4026)). This figure supported the purchase of new IT equipment for 3 existing members of staff as well as for a newly appointed Head of Environmental & Community Services. The cost of the purchase of these 4 new laptops has amounted to £3451.

In addition to the above, the council will need to purchase a further 4 laptops to support the work of new members of staff (Cemeteries/Allotment Officer, Finance Officer, Democratic Services Officer and Lead Youth Worker).

The cost of the additional laptops far exceeds the remaining budget provision. Therefore, members are being requested to support the officer's recommendation that £6,000 be transferred from General Reserves to the P&R Capital and Projects, Computer Costs (199-4026) budget. This provision would not only allow for the purchase of the new laptops but also for any ad hoc IT equipment for members.

If Members are minded to support this recommendation, they are being requested to make a recommendation to Town Council, at the meeting to be held on the 19th June 2023, in order that the purchase of this equipment can be made as soon as possible. For information, there is a 28 day delivery period from date of purchase, there is also a period to be allowed for set up.

Interviews for 2 of the new posts have already been arranged.

4. COUNCIL VISION

Aspirations

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

Objective 2: A Greener Cleaner Houghton Regis

2.1 To reduce the use of paper by the council

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

- Lack of budget provision, under budget heading 101-4057 (Accountancy & Software) & 199-4026 (P&R Capital and Projects, Computer Costs)

Risk Implications

- Service delivery.

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

By signing up to a platform that will allow the use of electronic signatures will support officers in being more efficient in their service delivery.

More IT equipment is required for new members of staff, who hopefully will be in post by the end of June beginning of July. Furthermore, new IT equipment may need to be purchased on an ad hoc basis for members as the year progresses. By ensuring there is sufficient budget provision to support these purchases, ensures that the Town Council is proactive in their monitoring of their budgets.

7. APPENDICES

Appendix A: Approved Corporate Services Annual Budget 2023-2024

24/01/2023

Houghton Regis Town Council

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services										
101	Corporate Management									
1076	Precept received	969,231	969,231	1,119,236	1,119,236	1,119,236	0	1,196,781	0	0
1091	Income Miscellaneous	0	60	0	171	171	0	0	0	0
1096	Interest & Dividends Received	25,200	29,166	28,360	24,940	32,000	0	39,360	0	0
	Total Income	994,431	998,457	1,147,596	1,144,347	1,151,407	0	1,236,141	0	0
4051	BANK & LOAN CHARGES	60	0	40	71	300	0	840	0	0
4056	AUDIT FEES	2,750	2,711	3,000	-30	3,000	0	3,200	0	0
4057	ACCOUNTANCY & SOFTWARE	2,100	1,895	2,600	1,179	2,600	0	5,000	0	0
4061	CCLA Management Fees	4,000	4,289	4,000	2,394	4,500	0	4,800	0	0
	Overhead Expenditure	8,910	8,894	9,640	3,615	10,400	0	13,840	0	0
	Movement to/(from) Gen Reserve	985,521	989,563	1,137,956	1,140,732	1,141,007		1,222,301		
102	Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	450	0	600	64	64	0	890	0	0
4008	TRAINING/COURSES	700	336	700	62	200	0	1,400	0	0
4009	TRAVEL	350	296	350	216	300	0	350	0	0
4020	MISC. ESTABLISH.COST	400	278	400	230	300	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,743	2,848	2,800	2,745	0	2,879	0	0
4059	OTHER PROFESSIONAL FEES	0	0	4,000	1,859	4,000	0	5,000	0	0
4104	HOSPITALITY ALLNCE	200	54	250	131	200	0	250	0	0
4131	ELECTION COSTS	12,000	7,813	12,000	5,350	5,350	0	10,000	0	0
5021	Tfr to Elections Res	0	4,187	0	6,650	6,650	0	0	0	0

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		16,900	15,708	21,148	17,364	19,809	0	21,169	0	0
Movement to/(from) Gen Reserve		(16,900)	(15,708)	(21,148)	(17,364)	(19,809)		(21,169)		
190	<u>Central Services</u>									
1082	INC-LETTINGS	30	33	30	0	0	0	30	0	0
1091	Income Miscellaneous	100	901	100	56	56	0	100	0	0
1099	Insurance Claims	0	0	0	11,850	11,850	0	0	0	0
Total Income		130	934	130	11,906	11,906	0	130	0	0
4007	CONFERENCE COSTS	800	75	800	580	580	0	800	0	0
4008	TRAINING/COURSES	2,500	960	2,500	2,884	2,884	0	4,000	0	0
4009	TRAVEL	500	0	500	0	0	0	500	0	0
4011	RATES	7,300	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	300	600	182	600	0	500	0	0
4014	ELECTRICITY	1,500	1,729	2,700	1,357	1,800	0	2,400	0	0
4015	GAS	1,600	1,242	850	461	700	0	1,200	0	0
4017	HEALTH & SAFETY	400	446	400	211	250	0	400	0	0
4020	MISC. ESTABLISH.COST	200	195	200	225	200	0	300	0	0
4021	COMMUNICATIONS COSTS	3,600	5,493	5,800	5,943	7,500	0	5,000	0	0
4022	POSTAGE	1,500	1,694	800	225	300	0	600	0	0
4023	STATIONERY	1,000	650	1,000	610	1,000	0	700	0	0
4025	INSURANCE	14,000	13,516	14,000	13,035	13,035	0	13,500	0	0
4026	COMPUTER COSTS	5,000	5,331	6,300	6,706	6,800	0	6,000	0	0
4027	PHOTOCOPIER CHARGES	2,000	1,623	1,600	1,115	1,200	0	1,600	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4031	ADVERTISING	500	0	500	0	0	0	1,000	0	0
4036	PROPERTY MAINTENANCE	2,000	1,134	2,000	1,073	3,323	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	600	285	600	116	200	0	600	0	0
4042	Equipment Repairs & Maintenance	1,000	100	1,000	334	500	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	200	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	9,000	0	5,000	11,023	11,023	0	5,000	0	0
	Overhead Expenditure	55,600	42,083	54,450	53,190	59,006	0	53,400	0	0
	Movement to/(from) Gen Reserve	(55,470)	(41,149)	(54,320)	(41,285)	(47,100)		(53,270)		
191	<u>Personnel/Staff Costs</u>									
4001	STAFF SALARIES	423,205	407,780	431,705	311,461	428,000	0	526,440	0	0
4002	EMPLOYERS N.I	42,320	33,928	49,646	29,918	47,000	0	72,648	0	0
4003	EMPLOYERS SUPERANN.	100,723	86,264	102,745	72,844	98,000	0	141,085	0	0
4005	STAFF OVERTIME	7,000	497	6,000	10,589	12,000	0	10,000	0	0
4038	MAINTENANCE CONTRACTS	0	153	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	5,500	12,822	5,500	11,729	13,000	0	20,000	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-35,000	0	0
	Overhead Expenditure	578,748	541,445	595,596	436,541	598,000	0	735,173	0	0
	Movement to/(from) Gen Reserve	(578,748)	(541,445)	(595,596)	(436,541)	(598,000)		(735,173)		
199	<u>P&R Capital and Projects</u>									
4026	COMPUTER COSTS	3,000	5,021	4,000	4,403	4,403	0	4,000	0	0
	Overhead Expenditure	3,000	5,021	4,000	4,403	4,403	0	4,000	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(5,021)</u>	<u>(4,000)</u>	<u>(4,403)</u>	<u>(4,403)</u>		<u>(4,000)</u>		
Corporate Services - Income	994,561	999,391	1,147,726	1,156,253	1,163,313	0	1,236,271	0	0
Expenditure	663,158	613,151	684,834	515,113	691,618	0	827,582	0	0
Movement to/(from) Gen Reserve	<u>331,403</u>	<u>386,240</u>	<u>462,892</u>	<u>641,140</u>	<u>471,695</u>		<u>408,689</u>		
Total Budget Income	994,561	999,391	1,147,726	1,156,253	1,163,313	0	1,236,271	0	0
Expenditure	663,158	613,151	684,834	515,113	691,618	0	827,582	0	0
Movement to/(from) Gen Reserve	<u>331,403</u>	<u>386,240</u>	<u>462,892</u>	<u>641,140</u>	<u>471,695</u>		<u>408,689</u>		

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/01/2023	Liquidity Manager Account	76,986.22
1	31/01/2023	NatWest Current Account	1,000.00
2	31/01/2023	Business Reserve Account	267.30
3	31/01/2023	Natwest Youth Council	551.72
			78,805.24
<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
			1,544,555.24
<u>Receipts not on Bank Statement</u>			
0	31/01/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			1,544,555.24
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	77,986.22
2		NATWEST ONLINE ac 41172051	267.30
3		Natwest Yth Council	551.72
		Other Cash & Bank Balances	1,465,750.00
		Total Cash & Bank Balances	1,544,555.24

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	28/02/2023	Liquidity Manager Account	20,252.47
1	28/02/2023	NatWest Current Account	1,000.00
2	28/02/2023	Business Reserve Account	267.48
3	28/02/2023	Natwest Youth Council	480.52
			22,000.47
<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	17.38
		Postage Franking M/C float	0.00
		TREASURY ACCOUNT	0.00
			1,465,717.38
			1,487,717.85
<u>Receipts not on Bank Statement</u>			
0	28/02/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			1,487,717.85
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	21,252.47
2		NATWEST ONLINE ac 41172051	267.48
3		Natwest Yth Council	480.52
		Other Cash & Bank Balances	<u>1,465,717.38</u>
		Total Cash & Bank Balances	<u>1,487,717.85</u>

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2023	Liquidity Manager Account	21,093.37
1	31/03/2023	NatWest Current Account	1,000.00
2	31/03/0223	Business Reserve Account	267.71
3	31/03/0223	Natwest Youth Council	423.01
			22,784.09
<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	554,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	1.20
		Postage Franking M/C float	0.00
		TREASURY ACCOUNT	0.00
			1,154,701.20
			1,177,485.29
<u>Receipts not on Bank Statement</u>			
0	31/03/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			1,177,485.29
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	22,093.37
2		NATWEST ONLINE ac 41172051	267.71
3		Natwest Yth Council	423.01
		Other Cash & Bank Balances	1,154,701.20
Total Cash & Bank Balances			1,177,485.29

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PAYROLL Payroll Options							
826-Payroll fees Dec 22	31/12/2022	142516	1	135.49	0.00	135.49	0.00
					0.00	135.49	
Above paid on 31/01/2023 by Cheque DDR							
WAV04 Anglian Water							
Purchase Ledger Payment	04/01/2023	ON ACC 932	1	0.00	0.00	18.00	-18.00
					0.00	18.00	
Above paid on 04/01/2023 by Cheque DDR10							
WAV06 Anglian Water							
Purchase Ledger Payment	04/01/2023	ON ACC 933	1	0.00	0.00	120.00	-120.00
					0.00	120.00	
Above paid on 04/01/2023 by Cheque DDR11							
GRE05 Grenke Leasing Ltd							
759-Copier Lease 1.1-31.3.23	21/12/2022	0000062945/2023	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 05/01/2023 by Cheque DDR12							
CAS09 Castle Water - 2597769							
Purchase Ledger Payment	05/01/2023	ON ACC 934	1	0.00	0.00	25.78	-25.78
					0.00	25.78	
Above paid on 05/01/2023 by Cheque DDR13							
BRI02 BT Payment Services Ltd							
850-Telephone	26/12/2022	Q0331A	1	447.74	0.00	447.74	0.00
					0.00	447.74	
Above paid on 09/01/2023 by Cheque DDR14							
FRA02 Francotyp Postalia Ltd							
831-Postage top up	05/01/2023	24402994	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 11/01/2023 by Cheque DDR15							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
888-M/Cres electricity	01/12/2022	00984900	1	123.99	0.00	123.99	0.00
860-Depot electricity	04/01/2023	01022986	1	414.82	0.00	414.82	0.00
Purchase Ledger Payment	08/12/2022	ON ACC 882	1	-123.99	0.00	-123.99	0.00
					0.00	414.82	
							Above paid on 11/01/2023 by Cheque DDR16
YU001 Yu Energy							
859-O/Close electricity	04/01/2023	01023241	1	50.44	0.00	50.44	0.00
					0.00	50.44	
							Above paid on 11/01/2023 by Cheque DDR17
YU001 Yu Energy							
863-M/Cres electricity	04/01/2023	01023413	1	135.38	0.00	135.38	0.00
					0.00	135.38	
							Above paid on 11/01/2023 by Cheque DDR18
YU001 Yu Energy							
858-P/Side electricity	04/01/2023	01023463	1	18.15	0.00	18.15	0.00
					0.00	18.15	
							Above paid on 11/01/2023 by Cheque DDR19
YU001 Yu Energy							
864-Office electricity	04/01/2023	01023551	1	207.45	0.00	207.45	0.00
					0.00	207.45	
							Above paid on 11/01/2023 by Cheque DDR20
YU001 Yu Energy							
862-P/Side electricity	04/01/2023	01023553	1	34.18	0.00	34.18	0.00
					0.00	34.18	
							Above paid on 11/01/2023 by Cheque DDR21
YU001 Yu Energy							
865-T/Farm electricity	04/01/2023	01023552	1	113.80	0.00	113.80	0.00
					0.00	113.80	
							Above paid on 11/01/2023 by Cheque DDR22

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
857-Depot electricity	04/01/2023	01023554	1	14.53	0.00	14.53	0.00
					0.00	14.53	
Above paid on 11/01/2023 by Cheque DDR23							
YU001 Yu Energy							
Purchase Ledger Payment	11/01/2023	ON ACC 935	1	0.00	0.00	268.25	-268.25
					0.00	268.25	
Above paid on 11/01/2023 by Cheque DDR24							
PLU03 Plusnet Plc							
856-Depot broadband	10/01/2023	00002193203-057	1	20.60	0.00	20.60	0.00
					0.00	20.60	
Above paid on 17/01/2023 by Cheque DDR25							
CAS10 Castle Water - 2597749							
855-P/Side water charges	03/01/2023	8315784	1	26.93	0.00	26.93	0.00
					0.00	26.93	
Above paid on 17/01/2023 by Cheque DDR26							
POZ01 Pozitive Energy 135115							
867-T/Farm gas	13/01/2023	13511520232698046	1	8.33	0.00	8.33	0.00
					0.00	8.33	
Above paid on 19/01/2023 by Cheque DDR27							
POZ02 Pozitive Energy 135118							
870-P/Side gas	13/01/2023	13511820232698048	1	8.33	0.00	8.33	0.00
					0.00	8.33	
Above paid on 19/01/2023 by Cheque DDR28							
POZ03 Pozitive Energy 135116							
868-Depot gas	13/01/2023	13511620232713445	1	50.22	0.00	50.22	0.00
					0.00	50.22	
Above paid on 19/01/2023 by Cheque DDR29							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
776-Mobile phones	24/12/2022	V02062123747	1	259.24	0.00	259.24	0.00
					0.00	259.24	
Above paid on 03/01/2023 by Cheque DDR3							
POZ04 Pozitive Energy 135119							
871-M/Cres gas	13/01/2023	13511920232713363	1	465.22	0.00	465.22	0.00
					0.00	465.22	
Above paid on 19/01/2023 by Cheque DDR30							
POZ05 Pozitive Energy 135117							
869-Office gas	13/01/2023	13511720232712473	1	198.07	0.00	198.07	0.00
					0.00	198.07	
Above paid on 19/01/2023 by Cheque DDR31							
DUN02 Biffa Waste Services Ltd							
755-Trade refuse	23/12/2022	614C05069	1	657.72	0.00	657.72	0.00
					0.00	657.72	
Above paid on 23/01/2023 by Cheque DDR32							
BRI02 BT Payment Services Ltd							
851-Telephone	20/12/2022	M011KM	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 03/01/2023 by Cheque DDR4							
YOU01 Your NRG Ltd							
767-Diesel	13/12/2022	1051124	1	3,155.17	0.00	3,155.17	0.00
543-Diesel	24/03/2022	912587	1	3,807.60	0.00	3,807.60	0.00
544-Diesel	19/07/2022	966157	1	3,714.72	0.00	3,714.72	0.00
Purchase Ledger Payment	09/08/2022	ON ACC 489	1	-3,714.72	0.00	-3,714.72	0.00
Purchase Ledger Payment	14/04/2022	ON ACC 81	1	-3,807.60	0.00	-3,807.60	0.00
					0.00	3,155.17	
Above paid on 03/01/2023 by Cheque DDR5							
WAV02 Anglian Water							
Purchase Ledger Payment	04/01/2023	ON ACC 928	1	0.00	0.00	54.00	-54.00
					0.00	54.00	
Above paid on 04/01/2023 by Cheque DDR6							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglian Water							
<i>Purchase Ledger Payment</i>	04/01/2023	ON ACC 929	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
	Above paid on 04/01/2023 by Cheque DDR7						
WAV03 Anglian Water							
<i>Purchase Ledger Payment</i>	04/01/2023	ON ACC 930	1	0.00	0.00	115.00	-115.00
					0.00	115.00	
	Above paid on 04/01/2023 by Cheque DDR8						
WAV05 Anglian Water							
<i>Purchase Ledger Payment</i>	04/01/2023	ON ACC 931	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
	Above paid on 04/01/2023 by Cheque DDR9						
BQ01 Trade UK							
<i>828-decorating materials</i>	09/01/2023	1334549095	1	102.51	0.00	102.51	0.00
					0.00	102.51	
	Above paid on 17/01/2023 by Cheque FP1						
BRA04 Michaela Brazier							
<i>891-Brazier Deposit refund</i>	16/01/2022	DEPOSIT	1	50.00	0.00	50.00	0.00
					0.00	50.00	
	Above paid on 20/01/2023 by Cheque FP1						
ARE001 Arena Security Ltd							
<i>750-Remembrance Event security</i>	30/11/2022	INV-3079	1	86.40	0.00	86.40	0.00
					0.00	86.40	
	Above paid on 03/01/2023 by Cheque FP1						
BED02 Bedfordshire Pension Fund							
<i>924-Pensions Jan 23</i>	31/01/2023	JAN23	1	10,111.03	0.00	10,111.03	0.00
					0.00	10,111.03	
	Above paid on 27/01/2023 by Cheque FP1						

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01	Right Fuelcard Company Ltd						
764-Fuel A/C	11/12/2022	4813865	1	42.32	0.00	42.32	0.00
765-Fuel A/C	18/12/2022	4824919	1	28.85	0.00	28.85	0.00
					0.00	71.17	
	Above paid on 03/01/2023 by Cheque FP10						
HOU02	House of Flags Ltd						
834-Union/St George flags	13/01/2023	SI236000295	1	132.96	0.00	132.96	0.00
					0.00	132.96	
	Above paid on 17/01/2023 by Cheque FP10						
SCR02	Trade UK Account						
766-Vacuum/exp. foam	19/12/2022	1330114027	1	51.97	0.00	51.97	0.00
					0.00	51.97	
	Above paid on 03/01/2023 by Cheque FP11						
GIB01	Gibbs & Dandy PLC						
835-Paving slabs/sand	06/01/2023	3401/01964443	1	99.17	0.00	99.17	0.00
					0.00	99.17	
	Above paid on 17/01/2023 by Cheque FP11						
GRE06	Greenbridge Designs Ltd						
819-Memorial plaques	31/12/2022	INV-0674	1	463.20	0.00	463.20	0.00
					0.00	463.20	
	Above paid on 17/01/2023 by Cheque FP12						
HMR001	HMRC						
793-PAYE/NI Nov 22	30/11/2022	NOV 22	1	16,392.24	0.00	16,392.24	0.00
					0.00	16,392.24	
	Above paid on 03/01/2023 by Cheque FP12						
GBI01	Geo Browns Implements Ltd						
836-Mower repairs	11/01/2023	118062	1	667.29	0.00	667.29	0.00
837-mower repairs	11/01/2023	118083	1	289.14	0.00	289.14	0.00
					0.00	956.43	
	Above paid on 17/01/2023 by Cheque FP13						

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
795-PAYE/NI Dec 22	31/12/2022	DEC22	1	8,697.48	0.00	8,697.48	0.00
					0.00	8,697.48	
Above paid on 03/01/2023 by Cheque FP13							
HOU07 Houghton Regis Memorial Hall							
820-HR Memorial Hall Grant	19/12/2022	GRANT3	1	2,000.00	0.00	2,000.00	0.00
Purchase Ledger Payment	22/12/2022	ON ACC 887	1	-2,000.00	0.00	-2,000.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
CAS12 Casle Water							
787-O/Close water	23/12/2022	TE00387656	1	105.93	0.00	94.84	11.09
					0.00	94.84	
Above paid on 03/01/2023 by Cheque FP14							
JME01 J M Electrical Services BEDFORD Ltd							
821-Install outside light O/Cl	30/12/2022	5819	1	907.92	0.00	907.92	0.00
822-V/Green outside light	30/12/2022	5820	1	721.80	0.00	721.80	0.00
					0.00	1,629.72	
Above paid on 17/01/2023 by Cheque FP15							
SLC01 SLCC							
811-CE SLCC Membership fees	01/01/2023	MEM241424-1	1	543.00	0.00	543.00	0.00
					0.00	543.00	
Above paid on 03/01/2023 by Cheque FP15							
LAM01 Lamps & Tubes Illuminations Ltd							
839-GOBO Projector	10/01/2023	INV-71014	1	1,440.00	0.00	1,440.00	0.00
838-Christmas lights	10/01/2023	INV-71015	1	3,673.20	0.00	3,673.20	0.00
					0.00	5,113.20	
Above paid on 17/01/2023 by Cheque FP16							
LAN03 Latent Digital Solutions Ltd							
823-Copier charges	28/12/2022	303775	1	87.80	0.00	87.80	0.00
					0.00	87.80	
Above paid on 17/01/2023 by Cheque FP17							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEI001 Leighton-Linslade Town Council							
840-L/Linslase dinner ticket	04/01/2023	4123	1	26.00	0.00	26.00	0.00
					0.00	26.00	
Above paid on 17/01/2023 by Cheque FP18							
MCS01 MCS Contract Cleaning Limited							
824-Cleaning materials	29/12/2022	42192	1	78.97	0.00	78.97	0.00
825-Public toilets cleaning	30/12/2022	42201	1	1,920.00	0.00	1,920.00	0.00
					0.00	1,998.97	
Above paid on 17/01/2023 by Cheque FP19							
BLA01 Blain's Trailers & Tyres Ltd							
751-Tyre disposal credit	23/11/2022	2122	1	-8.40	0.00	-8.40	0.00
					0.00	-8.40	
Above paid on 03/01/2023 by Cheque FP2							
LEC01 Bryan Lecoche Ltd							
829-The Green Traveller evicti	09/01/2023	7114	1	5,055.25	0.00	5,055.25	0.00
					0.00	5,055.25	
Above paid on 17/01/2023 by Cheque FP2							
BLA01 Blain's Trailers & Tyres Ltd							
752-2 x tyres	03/11/2022	75155	1	136.80	0.00	136.80	0.00
753-4 x tyres	16/11/2022	75291	1	568.80	0.00	568.80	0.00
					0.00	705.60	
Above paid on 03/01/2023 by Cheque FP2							
PRE04 Prestige Design & Workwear Ltd							
841-Protective clothing	05/01/2023	114778	1	94.80	0.00	94.80	0.00
					0.00	94.80	
Above paid on 17/01/2023 by Cheque FP20							
REA002 Reactive Doors Ltd							
842-Office door repairs	12/01/2023	RD13709	1	2,700.00	0.00	2,700.00	0.00
					0.00	2,700.00	
Above paid on 17/01/2023 by Cheque FP21							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ORI001 Origin Amenity Solutions							
843-Line Marker	06/01/2023	OASI0044627	1	646.80	0.00	646.80	0.00
					0.00	646.80	
Above paid on 17/01/2023 by Cheque FP22							
TOT01 Right Fuelcard Company Ltd							
844-Fuel a/c	01/01/2023	4855309	1	18.40	0.00	18.40	0.00
					0.00	18.40	
Above paid on 17/01/2023 by Cheque FP23							
SCR02 Trade UK Account							
845-Masking tape	11/01/2023	1335404732	1	11.98	0.00	11.98	0.00
					0.00	11.98	
Above paid on 17/01/2023 by Cheque FP24							
SPA01 Spaldings Limited							
848-Strimmer head	10/01/2023	SC-2059412	1	-144.00	0.00	-144.00	0.00
846-Strimmer heads	06/01/2023	SI-2834620	1	203.18	0.00	203.17	0.01
847-Strimmer head	11/01/2023	SI-2835445	1	144.00	0.00	144.00	0.00
					0.00	203.17	
Above paid on 17/01/2023 by Cheque FP25							
SCU01 Scutum South East Ltd							
827-Office Alarm maint 23/24	31/12/2022	95373	1	601.13	0.00	601.13	0.00
					0.00	601.13	
Above paid on 17/01/2023 by Cheque FP26							
TEC01 Techies Limited							
849-Server IT Support	03/01/2023	INV-3509	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 17/01/2023 by Cheque FP27							
MKD01 M K Driver Training							
853-B&E Training BM	24/06/2019	1453	1	685.00	0.00	685.00	0.00
854-B&E Retest BM	07/08/2019	1526	1	295.00	0.00	295.00	0.00
					0.00	980.00	
Above paid on 17/01/2023 by Cheque FP28							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
756-Screenwash/fireflyp	15/12/2022	1329086449	1	32.30	0.00	32.30	0.00
					0.00	32.30	
Above paid on 03/01/2023 by Cheque FP3							
CEN04 Central Bedfordshire Council							
812-Depot rent 25.12-24.3.23	25/12/2022	7100013340	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 17/01/2023 by Cheque FP3							
CHA01 Chapman Planning							
757-N/Plan consultancy	31/12/2022	311222	1	1,631.25	0.00	1,631.25	0.00
					0.00	1,631.25	
Above paid on 03/01/2023 by Cheque FP4							
CLO02 Cloudy Group							
830-App hosting	01/01/2023	INV-3160	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 17/01/2023 by Cheque FP4							
JEW01 Jewels Art Craft & Coffee							
754-Craft event refreshments	26/11/2022	261122	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 03/01/2023 by Cheque FP5							
DCK01 DCK Accounting Solutions Ltd							
813-Accounts Dec 22	31/12/2022	TPC10512	1	410.40	0.00	410.40	0.00
					0.00	410.40	
Above paid on 17/01/2023 by Cheque FP5							
DSS001 DSSL Group Ltd							
758-3 x CCTV Cameras	21/12/2022	35375	1	13,709.68	0.00	13,709.68	0.00
					0.00	13,709.68	
Above paid on 03/01/2023 by Cheque FP6							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN04 Dunstable Town Council							
814-Xmas market licence	31/12/2022	GEN15450	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 17/01/2023 by Cheque FP6							
JCURL01 John Curl							
761-EX67 KKW repairs	13/12/2022	247133	1	291.13	0.00	291.13	0.00
760-KY64 BGK wiper blades	13/12/2022	247134	1	28.22	0.00	28.22	0.00
					0.00	319.35	
Above paid on 03/01/2023 by Cheque FP7							
HOU15 Houghton Regis Bowls Club							
832-H/R Bowls Club grant	05/01/2023	GRANT	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 17/01/2023 by Cheque FP7							
BUS01 Business HR Solutions (Consultancy) Ltd							
833-HR Retainer/report	01/01/2023	INV-030131	1	551.18	0.00	551.18	0.00
					0.00	551.18	
Above paid on 17/01/2023 by Cheque FP8							
LAM01 Lamps & Tubes Illuminations Ltd							
762-Christmas lights	13/12/2022	INV-70958	1	9,450.00	0.00	9,450.00	0.00
					0.00	9,450.00	
Above paid on 03/01/2023 by Cheque FP8							
MOO01 Moonshine Entertainments							
763-Xmas lights entertainment	31/12/2022	2151	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 03/01/2023 by Cheque FP9							
HEA01 Health Assured Ltd							
816-EAP 16 lives	01/04/2022	SF-135202	1	-408.00	0.00	-408.00	0.00
815-EAP - 34 Lives	01/04/2022	SF-135220	1	867.00	0.00	867.00	0.00
817-EAP 34 Lives	01/04/2022	SF-139410	1	-867.00	0.00	-867.00	0.00
818-EAP 34 Lives	01/04/2022	SF-139727	1	600.00	0.00	600.00	0.00
					0.00	192.00	
Above paid on 17/01/2023 by Cheque FP9							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01							
Techies Limited							
462-IT Support	06/09/2021	INV-1736	1	2,160.00	0.00	2,160.00	0.00
526-Msoft 365 subs	04/10/2021	INV-1851	1	3,120.13	0.00	3,120.13	0.00
375-IT Support contract	03/08/2022	INV-2973	1	2,235.60	0.00	1,456.40	779.20
Purchase Ledger Payment	03/03/2022	ON ACC 1072	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/03/2022	ON ACC 1073	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	17/12/2020	ON ACC 11025	1	2,313.06	0.00	2,313.06	0.00
Purchase Ledger Payment	03/05/2022	ON ACC 148	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/05/2022	ON ACC 149	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/06/2021	ON ACC 231	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	03/06/2021	ON ACC 232	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	06/06/2022	ON ACC 343	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	06/06/2022	ON ACC 344	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	05/07/2021	ON ACC 377	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	05/07/2021	ON ACC 378	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/08/2021	ON ACC 392	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/08/2021	ON ACC 393	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	04/07/2022	ON ACC 414	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	04/07/2022	ON ACC 415	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/08/2022	ON ACC 476	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/08/2022	ON ACC 477	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/09/2021	ON ACC 536	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	03/09/2021	ON ACC 537	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	01/09/2021	ON ACC 542	1	108.00	0.00	108.00	0.00
Purchase Ledger Payment	05/09/2022	ON ACC 584	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	05/09/2022	ON ACC 585	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	04/10/2021	ON ACC 593	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	04/10/2021	ON ACC 594	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	03/10/2022	ON ACC 704	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/10/2022	ON ACC 705	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/11/2021	ON ACC 750	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/11/2021	ON ACC 751	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	18/11/2021	ON ACC 754	1	-108.00	0.00	-108.00	0.00
Purchase Ledger Payment	04/04/2022	ON ACC 77	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	04/04/2022	ON ACC 78	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/12/2021	ON ACC 782	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/12/2021	ON ACC 783	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	04/01/2022	ON ACC 795	1	-253.86	0.00	-253.86	0.00
Purchase Ledger Payment	04/01/2022	ON ACC 796	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	07/01/2022	ON ACC 798	1	-6.16	0.00	-6.16	0.00
Purchase Ledger Payment	03/11/2022	ON ACC 799	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/11/2022	ON ACC 800	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	07/01/2022	ON ACC 810	1	-6.16	0.00	-6.16	0.00
Purchase Ledger Payment	05/12/2022	ON ACC 872	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	19/12/2022	ON ACC 884	1	-16.26	0.00	-16.26	0.00
Purchase Ledger Payment	05/12/2022	ON ACC 886	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	03/02/2022	ON ACC 900	1	-260.01	0.00	-260.01	0.00
Purchase Ledger Payment	03/02/2022	ON ACC 901	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	04/05/2021	ON ACC 94	1	-180.00	0.00	-180.00	0.00
Purchase Ledger Payment	04/05/2021	ON ACC 95	1	-253.86	0.00	-253.86	0.00
					0.00	276.16	

Above paid on 03/01/2023 by Cheque S/O1

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01							
Techies Limited							
<i>375-IT Support contract</i>	03/08/2022	INV-2973	1	779.20	0.00	180.00	599.20
					0.00	180.00	
Above paid on 03/01/2023 by Cheque S/O2							
Total Purchase Ledger Payments for Month 10					0.00	97,075.97	

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
861-V/Green electricity	04/01/2023	01023555	1	268.29	0.00	268.29	0.00
1078-V/Green elec	04/01/2023	01023555A	1	-0.04	0.00	-0.04	0.00
					0.00	268.25	
Above paid on 28/02/2023 by Cheque CN Match							
GBI01 Geo Browns Implements Ltd							
1025-Sale Tractor rotavator	06/03/2023	123778	1	-5,160.00	0.00	-5,160.00	0.00
1026-Honda Tractor Rotavator	06/03/2023	123794	1	5,160.00	0.00	5,160.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
RPM01 Reids Playground Maintenance Ltd							
729-Play equip repairs (insura	29/11/2022	5198A	1	8,364.00	0.00	8,364.00	0.00
729-Play equip repairs (insura	29/11/2022	5198C	1	-8,364.00	0.00	-8,364.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
BQ01 Trade UK							
1073-ADJ B&Q	28/02/2023	ADJ	1	-0.60	0.00	-0.60	0.00
					0.00	-0.60	
Above paid on 28/02/2023 by Cheque CN Match							
SPA01 Spaldings Limited							
1077-Spaldings adj	06/01/2023	ADJ	1	-0.01	0.00	-0.01	0.00
					0.00	-0.01	
Above paid on 28/02/2023 by Cheque CN Match							
CEN04 Central Bedfordshire Council							
1074-Adj Cen Beds	28/02/2023	ADJ	1	-10.00	0.00	-10.00	0.00
					0.00	-10.00	
Above paid on 28/02/2023 by Cheque CN Match							
CRO01 Cromwell Group (Holdings) Ltd							
1075-Adj Cromwell	28/02/2023	ADJ	1	-0.60	0.00	-0.60	0.00
					0.00	-0.60	
Above paid on 28/02/2023 by Cheque CN Match							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02	Bedfordshire Pension Fund						
141-Pensions Apr 22	30/04/2022	APR22.	1	0.70	0.00	0.70	0.00
1072-Pensions Aug 22	31/08/2022	AUD22ADJ	1	216.39	0.00	216.39	0.00
					0.00	217.09	
Above paid on 28/02/2023 by Cheque CN Match							
GBI01	Geo Browns Implements Ltd						
941-HR retainer	01/12/2022	INV-029595	1	-12.26	0.00	-12.26	0.00
941-HR Retainer	01/01/2022	INV-029595A	1	12.26	0.00	12.26	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
BED02	Bedfordshire Pension Fund						
543-Pension Adj July 21	30/09/2021	JUL21A	1	27.93	0.00	27.93	0.00
					0.00	27.93	
Above paid on 28/02/2023 by Cheque CN Match							
CEN04	Central Bedfordshire Council						
Purchase Ledger Payment	21/03/2022	ON ACC 37	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 28/02/2023 by Cheque CN Match							
CRO01	Cromwell Group (Holdings) Ltd						
Purchase Ledger Payment	14/06/2022	ON ACC 447	1	0.60	0.00	0.60	0.00
					0.00	0.60	
Above paid on 28/02/2023 by Cheque CN Match							
BED02	Bedfordshire Pension Fund						
Purchase Ledger Payment	03/08/2022	ON ACC 479	1	-9,673.38	0.00	-9,673.38	0.00
					0.00	-9,673.38	
Above paid on 28/02/2023 by Cheque CN Match							
BQ01	Trade UK						
Purchase Ledger Payment	15/08/2022	ON ACC 530	1	0.60	0.00	0.60	0.00
					0.00	0.60	
Above paid on 28/02/2023 by Cheque CN Match							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
<i>Purchase Ledger Payment</i>	20/09/2022	ON ACC 589	1	9,428.36	0.00	9,428.36	0.00
					0.00	9,428.36	
Above paid on 28/02/2023 by Cheque CN Match							
YU001 Yu Energy							
<i>Purchase Ledger Payment</i>	11/01/2023	ON ACC 935	1	-268.25	0.00	-268.25	0.00
					0.00	-268.25	
Above paid on 28/02/2023 by Cheque CN Match							
SPA01 Spaldings Limited							
<i>846-Strimmer heads</i>	06/01/2023	SI-2834620	1	0.01	0.00	0.01	0.00
					0.00	0.01	
Above paid on 28/02/2023 by Cheque CN Match							
EE01 EE Limited							
<i>1045-Mobile phones</i>	24/01/2023	V02071721302	1	258.52	0.00	258.52	0.00
					0.00	258.52	
Above paid on 01/02/2023 by Cheque DDR1							
WAV04 Anglian Water							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1054	1	0.00	0.00	18.00	-18.00
					0.00	18.00	
Above paid on 06/02/2023 by Cheque DDR10							
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1055	1	0.00	0.00	120.00	-120.00
					0.00	120.00	
Above paid on 06/02/2023 by Cheque DDR11							
CAS09 Castle Water - 2597769							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1056	1	0.00	0.00	25.78	-25.78
					0.00	25.78	
Above paid on 06/02/2023 by Cheque DDR12							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1000-Depot electricity	01/02/2023	01033833	1	462.42	0.00	462.42	0.00
					0.00	462.42	
Above paid on 08/02/2023 by Cheque DDR13							
YU001 Yu Energy							
999-O/Close pav electricity	01/02/2023	01034113	1	33.72	0.00	33.72	0.00
					0.00	33.72	
Above paid on 08/02/2023 by Cheque DDR14							
YU001 Yu Energy							
998-M/Cres electricity	01/02/2023	01034313	1	139.43	0.00	139.43	0.00
					0.00	139.43	
Above paid on 08/02/2023 by Cheque DDR15							
YU001 Yu Energy							
997-P/Side pav electricity	01/02/2023	01034378	1	12.88	0.00	12.88	0.00
					0.00	12.88	
Above paid on 08/02/2023 by Cheque DDR16							
YU001 Yu Energy							
996-Office electricity	01/02/2023	01034489	1	240.74	0.00	240.74	0.00
					0.00	240.74	
Above paid on 08/02/2023 by Cheque DDR17							
YU001 Yu Energy							
993-P/Side pav electricity	01/02/2023	01034490	1	43.12	0.00	43.12	0.00
					0.00	43.12	
Above paid on 08/02/2023 by Cheque DDR18							
YU001 Yu Energy							
1001-T/Farm pav electricity	01/02/2023	01034491	1	106.70	0.00	106.70	0.00
					0.00	106.70	
Above paid on 08/02/2023 by Cheque DDR19							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
906-F/Machine lease 1.2-30.4.2	01/02/2023	287841	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 01/02/2023 by Cheque DDR2							
YU001 Yu Energy							
995-Depot electricity	01/02/2023	01034493	1	14.02	0.00	14.02	0.00
					0.00	14.02	
Above paid on 08/02/2023 by Cheque DDR20							
YU001 Yu Energy							
994-V/Green pav electricity	01/02/2023	01034492	1	250.89	0.00	250.89	0.00
					0.00	250.89	
Above paid on 08/02/2023 by Cheque DDR21							
POZ01 Pozitive Energy 135115							
1035-T/Farm gas	09/02/2023	13511520232829729	1	8.33	0.00	8.33	0.00
					0.00	8.33	
Above paid on 15/02/2023 by Cheque DDR22							
POZ02 Pozitive Energy 135118							
1038-P/Side gas	09/02/2023	13511820232829732	1	8.33	0.00	8.33	0.00
					0.00	8.33	
Above paid on 15/02/2023 by Cheque DDR23							
POZ03 Pozitive Energy 135116							
1036-Depot gas	09/02/2023	13511620232829730	1	11.62	0.00	11.62	0.00
					0.00	11.62	
Above paid on 15/02/2023 by Cheque DDR24							
POZ04 Pozitive Energy 135119							
1039-M/Cres gas	09/02/2023	13511920232829733	1	413.87	0.00	413.87	0.00
					0.00	413.87	
Above paid on 15/02/2023 by Cheque DDR25							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ05 Positive Energy 135117							
1037-Office gas	09/02/2023	13511720232829731	1	180.85	0.00	180.85	0.00
					0.00	180.85	
				Above paid on 15/02/2023 by Cheque DDR26			
CAS10 Castle Water - 2597749							
992-P/Side pav water charges	02/02/2023	8460441	1	26.93	0.00	26.93	0.00
					0.00	26.93	
				Above paid on 16/02/2023 by Cheque DDR27			
PLU03 Plusnet Plc							
991-Depot broadband	10/02/2023	00002193203-058	1	20.60	0.00	20.60	0.00
					0.00	20.60	
				Above paid on 17/02/2023 by Cheque DDR28			
DUN02 Biffa Waste Services Ltd							
896-Trade refuse	20/01/2023	614C07897	1	569.14	0.00	569.14	0.00
					0.00	569.14	
				Above paid on 20/02/2023 by Cheque DDR29			
BRI02 BT Payment Services Ltd							
925-Telephone	19/01/2023	M01208	1	234.00	0.00	234.00	0.00
					0.00	234.00	
				Above paid on 02/02/2023 by Cheque DDR3			
PAYROLL Payroll Options							
980-Payroll fees Jan 23	31/01/2023	143002	1	135.49	0.00	135.49	0.00
					0.00	135.49	
				Above paid on 28/02/2023 by Cheque DDR31			
WAV02 Anglian Water							
Purchase Ledger Payment	06/02/2023	ON ACC 1050	1	0.00	0.00	54.00	-54.00
					0.00	54.00	
				Above paid on 06/02/2023 by Cheque DDR6			

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglian Water							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1051	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
Above paid on 06/02/2023 by Cheque DDR7							
WAV03 Anglian Water							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1052	1	0.00	0.00	115.00	-115.00
					0.00	115.00	
Above paid on 06/02/2023 by Cheque DDR8							
WAV05 Anglian Water							
<i>Purchase Ledger Payment</i>	06/02/2023	ON ACC 1053	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
Above paid on 06/02/2023 by Cheque DDR9							
BED02 Bedfordshire Pension Fund							
<i>986-Pensions Feb 23</i>	28/02/2023	FEB22	1	11,479.25	0.00	11,479.25	0.00
					0.00	11,479.25	
Above paid on 27/02/2023 by Cheque FP							
BQ01 Trade UK							
<i>946-paint/masking tape</i>	01/02/2023	1342081854	1	29.15	0.00	29.15	0.00
					0.00	29.15	
Above paid on 14/02/2023 by Cheque FP1							
BED07 Police & Crime Commissioner for Beds							
<i>892-OP HANA Dec 22</i>	25/01/2023	B0003488	1	1,628.00	0.00	1,628.00	0.00
<i>893-OP HANA Nov 22</i>	25/01/2023	B0003489	1	1,628.00	0.00	1,628.00	0.00
<i>894-OP HANA Oct 22</i>	25/01/2023	B0003490	1	1,724.70	0.00	1,724.70	0.00
<i>895-OP HANA Sep 22</i>	25/01/2023	B0003491	1	2,340.40	0.00	2,340.40	0.00
<i>Purchase Ledger Payment</i>	01/02/2023	ON ACC 1103	1	0.00	0.00	-0.10	0.10
					0.00	7,321.00	
Above paid on 01/02/2023 by Cheque FP1							
BED01 Bedfordshire Rural Communities Charity							
<i>950-BRCC Grant</i>	01/02/2023	GRANT	1	355.00	0.00	355.00	0.00
					0.00	355.00	
Above paid on 14/02/2023 by Cheque FP10							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LIS01 Lisa Roberts Catering							
912-Pride Houghton buffet	06/12/2022	INV-18022023	1	1,592.00	0.00	1,592.00	0.00
					0.00	1,592.00	
Above paid on 01/02/2023 by Cheque FP10							
PER01 Perfect Print							
942-8000 H/Regis leaflets	31/01/2023	23/5406	1	335.00	0.00	335.00	0.00
					0.00	335.00	
Above paid on 14/02/2023 by Cheque FP11							
LAN03 Latent Digital Solutions Ltd							
913-copier charges	27/01/2023	303893	1	91.54	0.00	91.54	0.00
					0.00	91.54	
Above paid on 01/02/2023 by Cheque FP11							
PER01 Perfect Print							
Purchase Ledger Payment	14/02/2023	ON ACC 1107	1	0.00	0.00	-20.00	20.00
Purchase Ledger Payment	14/02/2023	ON ACC 1107	1	20.00	0.00	20.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
PER01 Perfect Print							
Purchase Ledger Payment	14/02/2023	ON ACC 1108	1	0.00	0.00	20.00	-20.00
					0.00	20.00	
Above paid on 14/02/2023 by Cheque FP11A							
PEG001 Pegasus Bars							
951-POH wine/event licence	07/02/2023	7223	1	201.00	0.00	201.00	0.00
					0.00	201.00	
Above paid on 14/02/2023 by Cheque FP12							
HAW001 Matt Hawkins							
914-Hawkins Deposit refund	31/01/2023	DEPOSIT	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 01/02/2023 by Cheque FP12							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NEW001 P R Newson Ltd							
952-Tree works	05/02/2023	11941	1	11,940.00	0.00	11,940.00	0.00
					0.00	11,940.00	
Above paid on 14/02/2023 by Cheque FP13							
MAR04 Martin Rix							
915-Allotment shed bases	17/01/2023	13105	1	5,978.40	0.00	5,978.40	0.00
					0.00	5,978.40	
Above paid on 01/02/2023 by Cheque FP13							
MCS01 MCS Contract Cleaning Limited							
916-Public toilets cleaning	30/01/2023	42268	1	1,920.00	0.00	1,920.00	0.00
					0.00	1,920.00	
Above paid on 01/02/2023 by Cheque FP14							
RBS01 Rialtas Business Solutions Ltd							
953-Omega Software support	10/02/2023	SM27123	1	1,497.44	0.00	1,497.44	0.00
954-Cemetery Software supp	14/02/2023	SM27124	1	505.50	0.00	505.50	0.00
					0.00	2,002.94	
Above paid on 14/02/2023 by Cheque FP14							
PRE04 Prestige Design & Workwear Ltd							
917-Staff uniforms	11/01/2023	114871	1	504.00	0.00	504.00	0.00
918-Staff uniforms	11/01/2023	114900	1	624.00	0.00	624.00	0.00
					0.00	1,128.00	
Above paid on 01/02/2023 by Cheque FP15							
SCR02 Trade UK Account							
955-Hex bolts	08/02/2023	1344681263	1	10.99	0.00	10.99	0.00
					0.00	10.99	
Above paid on 14/02/2023 by Cheque FP15							
SPA01 Spaldings Limited							
956-Hot melt ice crystals	01/02/2023	SI-2839677	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 14/02/2023 by Cheque FP16							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBS01	Rialtas Business Solutions Ltd						
919-MTD subscription	09/01/2023	SM26944	1	147.44	0.00	147.44	0.00
					0.00	147.44	
Above paid on 01/02/2023 by Cheque FP16							
SCR02	Trade UK Account						
920-Masking tape	26/01/2023	1340451611	1	16.98	0.00	16.98	0.00
					0.00	16.98	
Above paid on 01/02/2023 by Cheque FP17							
TOT01	Right Fuelcard Company Ltd						
957-Fuel a/c	05/02/2023	4917097	1	18.40	0.00	18.40	0.00
					0.00	18.40	
Above paid on 14/02/2023 by Cheque FP17							
FAR03	Cllr Y Farrell						
922-Mayor travel expenses	12/01/2023	12123	1	48.06	0.00	48.06	0.00
921-Mayor raffle tickets bough	17/01/2023	17123	1	30.00	0.00	30.00	0.00
					0.00	78.06	
Above paid on 01/02/2023 by Cheque FP18							
TAR001	Tarkett Sports						
943-Pre Planning	31/01/2023	1800020277	1	13,545.00	0.00	13,545.00	0.00
					0.00	13,545.00	
Above paid on 14/02/2023 by Cheque FP18							
TOW02	Townsweb Archiving Ltd						
958-Digitalise mintues	13/02/2023	ARC0232-0002	1	2,569.20	0.00	2,569.20	0.00
					0.00	2,569.20	
Above paid on 14/02/2023 by Cheque FP19							
HMR001	HMRC						
923-PAYE/NI Jan 23	31/01/2023	JAN23	1	8,734.47	0.00	8,734.47	0.00
					0.00	8,734.47	
Above paid on 01/02/2023 by Cheque FP19							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
899-Materials	17/01/2023	1337189855	1	32.49	0.00	32.49	0.00
897-Screws	23/01/2023	1339054310	1	17.12	0.00	17.12	0.00
898-Protective clothing	25/01/2023	1340055430	1	17.09	0.00	17.09	0.00
					0.00	66.70	
Above paid on 01/02/2023 by Cheque FP2							
BATES Bates Wells							
936-F/Foundation legal fees	21/12/2022	2223191	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 14/02/2023 by Cheque FP2							
WIR01 Wireless CCTV Ltd							
944-CCTV Camera Maint	04/01/2023	64548	1	605.11	0.00	605.11	0.00
					0.00	605.11	
Above paid on 14/02/2023 by Cheque FP20							
ZUR02 ZMCD Claims Recoveries Account							
945-Ins Claim refund	31/01/2023	27220000622	1	6,870.00	0.00	6,870.00	0.00
					0.00	6,870.00	
Above paid on 14/02/2023 by Cheque FP21							
BADGEMASTE Badgemaster Ltd							
947-ID badges	03/02/2023	0000082612	1	130.74	0.00	130.74	0.00
					0.00	130.74	
Above paid on 14/02/2023 by Cheque FP3							
CEN04 Central Bedfordshire Council							
900-TE staff training	19/01/2023	1800144458	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 01/02/2023 by Cheque FP3							
DES001 DE Signs & Labels Ltd							
901-Reserved plaques	18/01/2023	19238	1	72.00	0.00	72.00	0.00
902-Consultation banners	18/01/2023	19239	1	237.60	0.00	237.60	0.00
903-Terra Croft sign	19/01/2023	19241	1	42.00	0.00	42.00	0.00
					0.00	351.60	
Above paid on 01/02/2023 by Cheque FP4							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLO02 Cloudy Group							
948-App hosting	01/02/2023	INV-3519	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 14/02/2023 by Cheque FP4							
EME001 Emerald Events Hire Ltd							
905-Pride houghton stage decor	27/01/2023	0000392	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 01/02/2023 by Cheque FP5							
DCK01 DCK Accounting Solutions Ltd							
937-Accountancy Jan 23	31/01/2023	TPC10550	1	1,090.13	0.00	1,090.13	0.00
					0.00	1,090.13	
Above paid on 14/02/2023 by Cheque FP5							
DUN01 Dunstable Plumbing Merchants Ltd							
939-Plumbing materials	31/01/2023	023231	1	6.60	0.00	6.60	0.00
938-Outside tap	31/01/2023	023242	1	43.56	0.00	43.56	0.00
					0.00	50.16	
Above paid on 14/02/2023 by Cheque FP6							
GBI01 Geo Browns Implements Ltd							
908-Bomford Kesterl Arm mower	17/01/2023	118674	1	29,520.00	0.00	29,520.00	0.00
907-Sale 420 Side Arm Flail	31/01/2023	191803	1	-9,600.00	0.00	-9,600.00	0.00
					0.00	19,920.00	
Above paid on 01/02/2023 by Cheque FP6							
GBI01 Geo Browns Implements Ltd							
940-Roller assembly	31/01/2023	119936	1	83.82	0.00	83.82	0.00
					0.00	83.82	
Above paid on 14/02/2023 by Cheque FP7							
HOU07 Houghton Regis Memorial Hall							
909-Pride Houghton Hall hire	20/01/2023	20/01/2023/40	1	298.00	0.00	298.00	0.00
					0.00	298.00	
Above paid on 01/02/2023 by Cheque FP7							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
910-Pension Added Yrs Dec 22	23/01/2023	751859	1	53.29	0.00	53.29	0.00
					0.00	53.29	
Above paid on 01/02/2023 by Cheque FP8							
BUS01 Business HR Solutions (Consultancy) Ltd							
941-HR Retainer	01/12/2022	INV-029595S	1	12.26	0.00	12.26	0.00
Purchase Ledger Payment	14/02/2023	ON ACC 1104	1	0.00	0.00	0.70	-0.70
					0.00	12.96	
Above paid on 14/02/2023 by Cheque FP8							
KEM001 Kempston Town Council							
911-Mayor Kempston Quiz tickets	25/01/2023	25123	1	14.00	0.00	14.00	0.00
					0.00	14.00	
Above paid on 01/02/2023 by Cheque FP9							
HOU16 Housing 21							
949-Housing 21 Grant	01/02/2023	GRANT	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 14/02/2023 by Cheque FP9							
TEC01 Techies Limited							
375-IT Support contract	03/08/2022	INV-2973	1	599.20	0.00	180.00	419.20
					0.00	180.00	
Above paid on 03/02/2023 by Cheque S/O4							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	3,314.02	0.00	276.16	3,037.86
					0.00	276.16	
Above paid on 03/02/2023 by Cheque S/O5							
Total Purchase Ledger Payments for Month 11					0.00	104,871.56	

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
<i>F/Machine lease</i>	01/11/2022	11122	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 31/03/2023 by Cheque CN Match							
ANG01 Anglian Water Business Ltd (National)							
<i>628-Depot water charges</i>	24/10/2022	11183564	1	113.02	0.00	113.02	0.00
<i>628-Depot water charges</i>	24/10/2022	11183564C	1	-113.02	0.00	-113.02	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
FRA02 Francotyp Postalia Ltd							
<i>495-Frinking machine lease</i>	01/08/2022	1822	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 31/03/2023 by Cheque CN Match							
FAR03 Cllr Y Farrell							
<i>Mayor Allowance</i>	19/05/2022	19522	1	3.00	0.00	3.00	0.00
					0.00	3.00	
Above paid on 31/03/2023 by Cheque CN Match							
DUN04 Dunstable Town Council							
<i>904-Dunstable Mayor donation</i>	23/01/2023	23123	1	5.00	0.00	5.00	0.00
<i>904-Dunstable Mayor donation</i>	23/01/2023	23123C	1	-5.00	0.00	-5.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
FRA02 Francotyp Postalia Ltd							
<i>342-Postage</i>	29/06/2022	23513926	1	-98.82	0.00	-98.82	0.00
<i>73-Postage download</i>	03/11/2022	23588150	1	250.00	0.00	250.00	0.00
					0.00	151.18	
Above paid on 31/03/2023 by Cheque CN Match							
LUT01 Luton Borough Council							
<i>674-Luton Mayor dinner tickets</i>	30/11/2022	301122	1	-35.00	0.00	-35.00	0.00
					0.00	-35.00	
Above paid on 31/03/2023 by Cheque CN Match							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN02	Biffa Waste Services Ltd						
662-Trade refuse	18/11/2022	614C01989	1	526.18	0.00	526.18	0.00
661-Trade refuse	18/11/2022	614C01990	1	871.20	0.00	871.20	0.00
501-Trade Refuse	23/09/2022	614C96118	1	846.28	0.00	846.28	0.00
502-Waste disposal	23/09/2022	614C96120	1	168.00	0.00	168.00	0.00
1076-Trade Refuse	23/09/2022	614C96120C	1	-168.00	0.00	-168.00	0.00
594-Music fesital refuse	10/11/2022	614M09294	1	349.80	0.00	349.80	0.00
595-Event trade refuse	10/11/2022	614M09295	1	493.80	0.00	493.80	0.00
596-Event trade refuse	10/11/2022	614M09296	1	578.40	0.00	578.40	0.00
					0.00	3,665.66	
Above paid on 31/03/2023 by Cheque CN Match							
ANG01	Anglian Water Business Ltd (National)						
6460117/10047/Anglian Water Bu	10/12/2019	6460117	1	-742.30	0.00	-742.30	0.00
6460165/10071/Anglian Water Bu	10/12/2019	6460165	1	-62.38	0.00	-62.38	0.00
6460173/10048/Anglian Water Bu	10/12/2019	6460173	1	484.36	0.00	484.36	0.00
7998043/10803/Anglian Water Bu	16/10/2020	7998043	1	73.72	0.00	73.72	0.00
					0.00	-246.60	
Above paid on 31/03/2023 by Cheque CN Match							
BED07	Police & Crime Commissioner for Beds						
Adj Police & Crime Commissione	01/02/2023	ADJ	1	-0.10	0.00	-0.10	0.00
					0.00	-0.10	
Above paid on 31/03/2023 by Cheque CN Match							
ANG01	Anglian Water Business Ltd (National)						
Depot Water	31/03/2023	ADJ	1	210.15	0.00	210.15	0.00
					0.00	210.15	
Above paid on 31/03/2023 by Cheque CN Match							
BUS01	Business HR Solutions (Consultancy) Ltd						
Adjust HR Solutions	14/02/2023	ADJ1	1	0.70	0.00	0.70	0.00
					0.00	0.70	
Above paid on 31/03/2023 by Cheque CN Match							
ANG01	Anglian Water Business Ltd (National)						
Purchase Ledger Payment	17/10/2018	ON ACC 0	1	-26.17	0.00	-26.17	0.00
Purchase Ledger Payment	31/10/2020	ON ACC 10852	1	-171.33	0.00	-171.33	0.00
					0.00	-197.50	
Above paid on 31/03/2023 by Cheque CN Match							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED07	Police & Crime Commissioner for Beds						
<i>Purchase Ledger Payment</i>	01/02/2023	ON ACC 1103	1	0.10	0.00	0.10	0.00
					0.00	0.10	
	Above paid on 31/03/2023 by Cheque CN Match						
BUS01	Business HR Solutions (Consultancy) Ltd						
<i>Purchase Ledger Payment</i>	14/02/2023	ON ACC 1104	1	-0.70	0.00	-0.70	0.00
					0.00	-0.70	
	Above paid on 31/03/2023 by Cheque CN Match						
FAR03	Cllr Y Farrell						
<i>Purchase Ledger Payment</i>	19/05/2022	ON ACC 157	1	-3.00	0.00	-3.00	0.00
					0.00	-3.00	
	Above paid on 31/03/2023 by Cheque CN Match						
ANG01	Anglian Water Business Ltd (National)						
<i>Purchase Ledger Payment</i>	19/05/2021	ON ACC 162	1	63.49	0.00	63.49	0.00
<i>Purchase Ledger Payment</i>	21/07/2021	ON ACC 382	1	170.46	0.00	170.46	0.00
					0.00	233.95	
	Above paid on 31/03/2023 by Cheque CN Match						
FRA02	Francotyp Postalia Ltd						
<i>Purchase Ledger Payment</i>	01/08/2022	ON ACC 475	1	-90.00	0.00	-90.00	0.00
					0.00	-90.00	
	Above paid on 31/03/2023 by Cheque CN Match						
DUN02	Biffa Waste Services Ltd						
<i>Purchase Ledger Payment</i>	20/09/2022	ON ACC 587	1	-2,165.32	0.00	-2,165.32	0.00
					0.00	-2,165.32	
	Above paid on 31/03/2023 by Cheque CN Match						
FRA02	Francotyp Postalia Ltd						
<i>Purchase Ledger Payment</i>	01/11/2022	ON ACC 797	1	-90.00	0.00	-90.00	0.00
<i>Purchase Ledger Payment</i>	09/11/2022	ON ACC 808	1	-151.18	0.00	-151.18	0.00
					0.00	-241.18	
	Above paid on 31/03/2023 by Cheque CN Match						

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LUT01 Luton Borough Council							
<i>Purchase Ledger Payment</i>	30/11/2022	ON ACC 810	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 31/03/2023 by Cheque CN Match							
DUN02 Biffa Waste Services Ltd							
<i>Purchase Ledger Payment</i>	12/12/2022	ON ACC 883	1	-102.96	0.00	-102.96	0.00
<i>Purchase Ledger Payment</i>	19/12/2022	ON ACC 885	1	-1,397.38	0.00	-1,397.38	0.00
					0.00	-1,500.34	
Above paid on 31/03/2023 by Cheque CN Match							
EE01 EE Limited							
<i>1046-Mobile phones</i>	24/02/2023	V02081403083	1	0.10	0.00	0.10	0.00
<i>1046-Mobile phones</i>	24/02/2023	V02081403083A	1	-0.10	0.00	-0.10	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
EE01 EE Limited							
<i>1046-Mobile phones</i>	24/02/2023	V02081403083	1	260.30	0.00	260.20	0.10
					0.00	260.20	
Above paid on 06/03/2023 by Cheque DDR1							
YU001 Yu Energy							
<i>1146-Depot elec</i>	01/03/2023	01058808	1	12.48	0.00	12.48	0.00
					0.00	12.48	
Above paid on 08/03/2023 by Cheque DDR10							
YU001 Yu Energy							
<i>1145-V/Green elec</i>	01/03/2023	01058809	1	179.39	0.00	179.39	0.00
					0.00	179.39	
Above paid on 08/03/2023 by Cheque DDR11							
CAS10 Castle Water - 2597749							
<i>1049-P/Side water charges</i>	02/03/2023	8598074	1	23.76	0.00	23.76	0.00
					0.00	23.76	
Above paid on 16/03/2023 by Cheque DDR12							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLU03 Plusnet Plc							
1032-Depot broadband	10/03/2023	00002193203-059	1	20.60	0.00	20.60	0.00
					0.00	20.60	
							Above paid on 17/03/2023 by Cheque DDR13
POZ01 Pozitive Energy 135115							
1040-T/Farm gas	13/03/2023	13511520233002565	1	7.52	0.00	7.52	0.00
					0.00	7.52	
							Above paid on 20/03/2023 by Cheque DDR14
POZ02 Pozitive Energy 135118							
1043-P/Side gas	13/03/2023	13511820233002562	1	7.52	0.00	7.52	0.00
					0.00	7.52	
							Above paid on 20/03/2023 by Cheque DDR15
POZ03 Pozitive Energy 135116							
1041-Depot gas	13/03/2023	13511620233002564	1	12.63	0.00	12.63	0.00
					0.00	12.63	
							Above paid on 20/03/2023 by Cheque DDR16
POZ04 Pozitive Energy 135119							
1044-M/Cres gas	13/03/2023	13511920233002561	1	96.45	0.00	96.45	0.00
					0.00	96.45	
							Above paid on 20/03/2023 by Cheque DDR17
POZ05 Pozitive Energy 135117							
1042-Office gas	13/03/2023	13511720233002563	1	153.89	0.00	153.89	0.00
					0.00	153.89	
							Above paid on 20/03/2023 by Cheque DDR18
DUN02 Biffa Waste Services Ltd							
964-Trade refuse	24/02/2023	614C10846	1	723.42	0.00	723.42	0.00
					0.00	723.42	
							Above paid on 27/03/2023 by Cheque DDR19

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI02	BT Payment Services Ltd						
1047-Telephone	20/08/2022	20082022	1	234.00	0.00	234.00	0.00
90-Telephone	21/04/2022	M003N5	1	234.00	0.00	234.00	0.00
1084-Telephone	19/10/2022	M009AW	1	234.00	0.00	234.00	0.00
1085-Telephone	20/11/2022	M010G&	1	234.00	0.00	234.00	0.00
987-Telephone	20/02/2023	M013SV	1	234.00	0.00	234.00	0.00
Purchase Ledger Payment	27/06/2022	ON ACC 352	1	-324.00	0.00	-324.00	0.00
Purchase Ledger Payment	07/10/2022	ON ACC 713	1	-144.00	0.00	-144.00	0.00
Purchase Ledger Payment	01/11/2022	ON ACC 798	1	-234.00	0.00	-234.00	0.00
Purchase Ledger Payment	05/12/2022	ON ACC 874	1	-234.00	0.00	-234.00	0.00
					0.00	234.00	
Above paid on 06/03/2023 by Cheque DDR2							
PWLB01	PWLB						
1003-PWLB Loan repayment	03/03/2023	3323	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 31/03/2023 by Cheque DDR20							
PAYROLL	Payroll Options						
1011-Payroll fees Feb 23	28/02/2023	143484	1	135.49	0.00	135.49	0.00
					0.00	135.49	
Above paid on 31/03/2023 by Cheque DDR21							
YU001	Yu Energy						
1152-Depot elec	01/03/2023	01058230	1	406.49	0.00	406.49	0.00
					0.00	406.49	
Above paid on 08/03/2023 by Cheque DDR3							
WAV02	Anglian Water						
Purchase Ledger Payment	06/03/2023	ON ACC 1158	1	0.00	0.00	54.00	-54.00
					0.00	54.00	
Above paid on 06/03/2023 by Cheque DDR3							
YU001	Yu Energy						
1150-O/Close elec	01/03/2023	01058471	1	37.14	0.00	37.14	0.00
					0.00	37.14	
Above paid on 08/03/2023 by Cheque DDR4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	06/03/2023	ON ACC 1159	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
	Above paid on 06/03/2023 by Cheque DDR4						
YU001 Yu Energy							
<i>1149-M/Cres Elec</i>	01/03/2023	01058649	1	148.92	0.00	148.92	0.00
					0.00	148.92	
	Above paid on 08/03/2023 by Cheque DDR5						
WAV03 Anglian Water							
<i>Purchase Ledger Payment</i>	06/03/2023	ON ACC 1160	1	0.00	0.00	115.00	-115.00
					0.00	115.00	
	Above paid on 06/03/2023 by Cheque DDR5						
YU001 Yu Energy							
<i>1144-P/Side elec</i>	01/03/2023	01058708	1	11.49	0.00	11.49	0.00
					0.00	11.49	
	Above paid on 08/03/2023 by Cheque DDR6						
WAV05 Anglian Water							
<i>Purchase Ledger Payment</i>	06/03/2023	ON ACC 1161	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
	Above paid on 06/03/2023 by Cheque DDR6						
YU001 Yu Energy							
<i>1148-Office elec</i>	01/03/2023	01058805	1	177.58	0.00	177.58	0.00
					0.00	177.58	
	Above paid on 08/03/2023 by Cheque DDR7						
WAV04 Anglian Water							
<i>Purchase Ledger Payment</i>	06/03/2023	ON ACC 1162	1	0.00	0.00	18.00	-18.00
					0.00	18.00	
	Above paid on 06/03/2023 by Cheque DDR7						

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1147-P/Side elec	01/03/2023	01058806	1	38.94	0.00	38.94	0.00
					0.00	38.94	
Above paid on 08/03/2023 by Cheque DDR8							
WAV06 Anglian Water							
Purchase Ledger Payment	06/03/2023	ON ACC 1163	1	0.00	0.00	120.00	-120.00
					0.00	120.00	
Above paid on 06/03/2023 by Cheque DDR8							
YU001 Yu Energy							
1151-T/Farm elec	01/03/2023	01058807	1	88.57	0.00	88.57	0.00
					0.00	88.57	
Above paid on 08/03/2023 by Cheque DDR9							
CAS09 Castle Water - 2597769							
Purchase Ledger Payment	06/03/2023	ON ACC 1164	1	0.00	0.00	8.74	-8.74
					0.00	8.74	
Above paid on 06/03/2023 by Cheque DDR9							
ALL06 Allens Catering Hire Services Ltd							
960-POH Catering equip hire	18/02/2023	234018	1	1,206.74	0.00	1,206.74	0.00
961-POH Catering equip damage	19/02/2023	234022	1	26.37	0.00	26.37	0.00
					0.00	1,233.11	
Above paid on 01/03/2023 by Cheque FP1							
AMF01 AMF Services (Bedford) Ltd							
1018-Pressure washer repair	03/03/2023	27441	1	196.80	0.00	196.80	0.00
1080-Allet 24 Shaver service	22/03/2023	27585	1	519.24	0.00	519.24	0.00
1081-Dennis mower service	22/03/2023	27586	1	673.59	0.00	673.59	0.00
					0.00	1,389.63	
Above paid on 30/03/2023 by Electronic Payment Ref FP1							
TB001 T&B Contractors Ltd							
1002-Valuation 1	03/03/2023	33866	1	208,775.18	0.00	178,904.50	29,870.68
					0.00	178,904.50	
Above paid on 06/03/2023 by Cheque FP1							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER01 Perfect Print							
<i>Purchase Ledger Payment</i>	29/03/2023	ON ACC 1114	1	0.00	0.00	20.00	-20.00
					0.00	20.00	
Above paid on 29/03/2023 by Cheque FP1							
TB001 T&B Contractors Ltd							
<i>Purchase Ledger Payment</i>	08/03/2023	ON ACC 1153	1	0.00	0.00	41,755.00	-41,755.00
<i>Purchase Ledger Payment</i>	08/03/2023	ON ACC 1153	1	-41,755.00	0.00	-41,755.00	0.00
<i>Purchase Ledger Payment</i>	08/03/2023	ON ACC 1154	1	-41,755.00	0.00	-41,755.00	0.00
<i>Purchase Ledger Payment</i>	08/03/2023	ON ACC 1155	1	-41,755.00	0.00	-41,755.00	0.00
<i>Purchase Ledger Payment</i>	13/03/2023	ON ACC 1156	1	-11,884.32	0.00	-11,884.32	0.00
					0.00	-95,394.32	
Above paid on 06/03/2023 by Cheque FP1							
PER01 Perfect Print							
<i>1096-N/Plan Documents</i>	28/02/2023	23/5145	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP10							
BED02 Bedfordshire Pension Fund							
<i>972-Pension Added Yrs Jan 23</i>	24/02/2023	752055	1	53.29	0.00	53.29	0.00
					0.00	53.29	
Above paid on 01/03/2023 by Cheque FP10							
GRE06 Greenbridge Designs Ltd							
<i>1008-Install Monarchs</i>	28/02/2023	INV-0715	1	1,380.00	0.00	1,380.00	0.00
					0.00	1,380.00	
Above paid on 14/03/2023 by Cheque FP10							
PER01 Perfect Print							
<i>Purchase Ledger Payment</i>	14/02/2023	ON ACC 1108	1	-20.00	0.00	-20.00	0.00
<i>Purchase Ledger Payment</i>	29/03/2023	ON ACC 1114	1	-20.00	0.00	-20.00	0.00
					0.00	-40.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP10							
JOA01 J Cross							
<i>973-POH Photography</i>	20/02/2023	B00743	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 01/03/2023 by Cheque FP11							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BUS01 Business HR Solutions (Consultancy) Ltd							
1027-HR Retainer	01/03/2023	INV-031324	1	257.42	0.00	257.42	0.00
					0.00	257.42	
Above paid on 14/03/2023 by Cheque FP11							
SPA01 Spaldings Limited							
1097-Anvil nozzles	16/03/2023	SI-2850127	1	39.60	0.00	39.60	0.00
					0.00	39.60	
Above paid on 30/03/2023 by Electronic Payment Ref FP11							
HOU10 Houghton Regis PCC St Thomas' Church							
1098-Hall hire 15.5.23	28/03/2023	2023/5	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP12							
BED02 Bedfordshire Pension Fund							
1028-Pension Added Yrs Feb 23	13/03/2023	752171	1	53.29	0.00	53.29	0.00
					0.00	53.29	
Above paid on 14/03/2023 by Cheque FP12							
COR01 James Corrigan							
974-Job evaluations	14/02/2023	INV4/HOUGHRR	1	630.00	0.00	630.00	0.00
					0.00	630.00	
Above paid on 01/03/2023 by Cheque FP12							
LAN03 Latent Digital Solutions Ltd							
1009-Copier charges	28/02/2023	304013	1	43.49	0.00	43.49	0.00
					0.00	43.49	
Above paid on 14/03/2023 by Cheque FP13							
VAL01 Vale Training Services Ltd							
1099-Pole Saw training July 23	22/03/2023	30414544	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP13							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BUS01 Business HR Solutions (Consultancy) Ltd							
976-HR Retainer	01/08/2022	INV-027439	1	257.42	0.00	257.42	0.00
975-HR Retainer	01/02/2023	INV-030746	1	257.42	0.00	257.42	0.00
					0.00	514.84	
Above paid on 01/03/2023 by Cheque FP13							
LEI001 Leighton-Linslade Town Council							
977-L/Linslade Bingo tickets	15/02/2023	15223	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 01/03/2023 by Cheque FP14							
FAR03 Cllr Y Farrell							
1100-Mayor Exp Jan-Mar 23	23/03/2023	23323	1	139.50	0.00	139.50	0.00
1101-Mayor travel expenses	23/03/2023	23323A	1	74.16	0.00	74.16	0.00
					0.00	213.66	
Above paid on 30/03/2023 by Electronic Payment Ref FP14							
LS003 LS Events							
1010-Coronation Face painting	28/02/2023	28223	1	260.00	0.00	260.00	0.00
					0.00	260.00	
Above paid on 14/03/2023 by Cheque FP14							
RUT001 Michael Rutledge							
1102-T/Farm wreck removal	15/03/2023	15323	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP15							
MCS01 MCS Contract Cleaning Limited							
978-Public Toilets cleaning	28/02/2023	42346	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 01/03/2023 by Cheque FP15							
LIW001 LIW Advertising Ltd							
1029-Hogsty Handbook advert	09/03/2023	INV-2984	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 14/03/2023 by Cheque FP15							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UKS001	UK Safety Management Ltd						
1111-Depot PAT Testing	17/03/2023	968732	1	96.00	0.00	96.00	0.00
1109-V/Green Pav PAT Testing	17/03/2023	968736	1	94.80	0.00	94.80	0.00
1112-M/Cres Pav PAT Testing	17/03/2023	968741	1	72.00	0.00	72.00	0.00
1110-O/Cres Pav PAT Testing	17/03/2023	968744	1	70.80	0.00	70.80	0.00
					0.00	333.60	
Above paid on 30/03/2023 by Electronic Payment Ref FP16							
ORI001	Origin Amenity Solutions						
979-Battert assemblies	24/02/2023	OASI0050123	1	181.80	0.00	181.80	0.00
1030-Trustee amenity	03/03/2023	OASI0051110	1	162.60	0.00	162.60	0.00
					0.00	344.40	
Above paid on 14/03/2023 by Cheque FP16							
SCU01	Scutum South East Ltd						
889-Alarm maint credit	31/10/2022	CRE03946	1	-105.08	0.00	-105.08	0.00
					0.00	-105.08	
Above paid on 01/03/2023 by Cheque FP17							
PER03	Perfect Personalised Parties						
1031-Egg Hunt Face painting	08/03/2023	INV-0101	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 14/03/2023 by Cheque FP17							
SCU01	Scutum South East Ltd						
890-Alarm modifications/maint	31/10/2022	INV94782	1	1,092.00	0.00	1,092.00	0.00
					0.00	1,092.00	
Above paid on 01/03/2023 by Cheque FP17							
HMR001	HMRC						
1113-PAYE/NI Mar 23	31/03/2023	MAR23	1	7,992.05	0.00	7,992.05	0.00
					0.00	7,992.05	
Above paid on 30/03/2023 by Electronic Payment Ref FP17							
SCU01	Scutum South East Ltd						
Purchase Ledger Payment	13/10/2022	ON ACC 719	1	-373.80	0.00	-373.80	0.00
					0.00	-373.80	
Above paid on 01/03/2023 by Cheque FP17							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER01 Perfect Print							
1013-Shop Local pads	28/02/2023	23/5416	1	570.00	0.00	570.00	0.00
1012-Awards Programs	28/02/2023	23/5439	1	160.00	0.00	160.00	0.00
					0.00	730.00	
Above paid on 14/03/2023 by Cheque FP18							
SHE002 Shred Station							
981-Document disposal	31/01/2023	845622	1	134.40	0.00	134.40	0.00
					0.00	134.40	
Above paid on 01/03/2023 by Cheque FP18							
SCU01 Scutum South East Ltd							
1014-Depot Alarm Maint 23/24	28/02/2023	95951	1	611.27	0.00	611.27	0.00
1015-M/Cres Alarm Maint 23/24	28/02/2023	95952	1	377.76	0.00	377.76	0.00
					0.00	989.03	
Above paid on 14/03/2023 by Cheque FP19							
EVE001 The Events Industry Forum Ltd							
982-Purple Guide subscription	15/02/2023	PG016080	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 01/03/2023 by Cheque FP19							
SHE001 Andrew Shepherd							
1004-HR Carnival stall refund	26/02/2023	26223	1	1.50	0.00	1.50	0.00
					0.00	1.50	
Above paid on 14/03/2023 by Cheque FP2							
AMF01 AMF Services (Bedford) Ltd							
962-Ransomes 71 service	15/02/2023	27338	1	415.48	0.00	415.48	0.00
963-Ransomes 51 Service	22/02/2023	27380	1	402.18	0.00	402.18	0.00
					0.00	817.66	
Above paid on 01/03/2023 by Cheque FP2							
CEN04 Central Bedfordshire Council							
1086-Depot rent 25.3-23.6.23	25/03/2023	7100014404	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP2							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001	T&B Contractors Ltd						
<i>Purchase Ledger Payment</i>	08/03/2023	ON ACC 1154	1	0.00	0.00	41,755.00	-41,755.00
<i>Purchase Ledger Payment</i>	06/03/2023	ON ACC 1165	1	0.00	0.00	41,755.00	-41,755.00
					0.00	83,510.00	
	Above paid on 06/03/2023 by Cheque FP2						
TEC01	Techies Limited						
<i>1033-Telephone</i>	08/03/2023	INV-3788	1	144.00	0.00	144.00	0.00
					0.00	144.00	
	Above paid on 14/03/2023 by Cheque FP20						
NA001	The Nationa Allotment Society						
<i>983-Nat Allot Subs 23/24</i>	17/02/2023	S21576	1	66.00	0.00	66.00	0.00
					0.00	66.00	
	Above paid on 01/03/2023 by Cheque FP20						
FAR03	Cllr Y Farrell						
<i>984-Bingo Tickets</i>	15/02/2023	15223	1	20.00	0.00	20.00	0.00
					0.00	20.00	
	Above paid on 01/03/2023 by Cheque FP21						
TAC001	TACO Cat Rescue						
<i>1016-HR Carnival stall refund</i>	28/02/2023	28223	1	4.00	0.00	4.00	0.00
					0.00	4.00	
	Above paid on 14/03/2023 by Cheque FP21						
UKS001	UK Safety Management Ltd						
<i>1017-PAT Testing</i>	28/02/2023	959563	1	118.80	0.00	118.80	0.00
					0.00	118.80	
	Above paid on 14/03/2023 by Cheque FP22						
HMR001	HMRC						
<i>985-PAYE/NI Feb 23</i>	28/02/2023	FEB23	1	10,334.11	0.00	10,334.11	0.00
					0.00	10,334.11	
	Above paid on 01/03/2023 by Cheque FP22						

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS12	Casle Water						
786-Office water	23/12/2022	CWCB002891	1	-16.09	0.00	-16.09	0.00
Purchase Ledger Payment	08/06/2022	ON ACC 348	1	-5.54	0.00	-5.54	0.00
787-O/Close water	23/12/2022	TE00387656	1	11.09	0.00	11.09	0.00
866-O/Close water	05/01/2023	TE00390950	1	9.02	0.00	9.02	0.00
926-O/Close water	19/01/2023	TE00398048	1	-0.56	0.00	-0.56	0.00
989-O/Close water	20/02/2023	TE00410532	1	4.04	0.00	4.04	0.00
					0.00	1.96	
Above paid on 01/03/2023 by Cheque FP23							
BQ01	Trade UK						
965-Materials	14/02/2023	1346454000	1	13.20	0.00	13.20	0.00
					0.00	13.20	
Above paid on 01/03/2023 by Cheque FP3							
ALL07	Allium Environmental Ltd						
1005-Asbestos re-inspections	20/02/2023	135608	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 14/03/2023 by Cheque FP3							
CAT001	Cats Protection						
1087-Cats Prot C/Stall refund	28/03/2023	28323	1	1.00	0.00	1.00	0.00
					0.00	1.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP3							
TB001	T&B Contractors Ltd						
Purchase Ledger Payment	08/03/2023	ON ACC 1155	1	0.00	0.00	41,755.00	-41,755.00
					0.00	41,755.00	
Above paid on 08/03/2023 by Cheque FP3							
BOA01	B R Boatwright						
966-Green waste removal	31/01/2023	1527	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 01/03/2023 by Cheque FP4							
BAD001	Badger Hill Training & Assesment Centre						
1006-JM &CE Pesticide training	11/07/2022	1817T	1	310.00	0.00	310.00	0.00
1007-NPTC Pesticide certificat	11/07/2022	7727	1	390.00	0.00	390.00	0.00
					0.00	700.00	
Above paid on 14/03/2023 by Cheque FP4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001	T&B Contractors Ltd						
<i>Purchase Ledger Payment</i>	13/03/2023	ON ACC 1156	1	0.00	0.00	11,884.32	-11,884.32
					0.00	11,884.32	
	Above paid on 13/03/2023 by Cheque FP4						
DCK01	DCK Accounting Solutions Ltd						
<i>1089-Accounts Feb 23</i>	28/02/2023	TPC10600	1	923.40	0.00	923.40	0.00
<i>1088-Tith Farm Cashflow foreca</i>	20/03/2023	TPC10615	1	1,251.96	0.00	1,251.96	0.00
					0.00	2,175.36	
	Above paid on 30/03/2023 by Electronic Payment Ref FP4						
CEN04	Central Bedfordshire Council						
<i>967-CCTV 2022/23</i>	16/02/2023	1800147165	1	3,240.00	0.00	3,240.00	0.00
					0.00	3,240.00	
	Above paid on 01/03/2023 by Cheque FP5						
BRU001	Bruck Payne Associates Ltd						
<i>1034-CE ILM5 Training</i>	07/03/2023	5547	1	4,980.00	0.00	4,980.00	0.00
					0.00	4,980.00	
	Above paid on 14/03/2023 by Cheque FP5						
BAX001	Baxter & Simpson Heritage Ltd						
<i>1105-Ford Ranger LC69 HCL</i>	21/03/2023	6084965	1	23,078.00	0.00	23,078.00	0.00
					0.00	23,078.00	
	Above paid on 27/03/2023 by Cheque FP5						
EAR01	Earth Anchors						
<i>1090-Bin</i>	22/03/2023	EA37188	1	409.14	0.00	409.14	0.00
					0.00	409.14	
	Above paid on 30/03/2023 by Electronic Payment Ref FP5						
DES001	DE Signs & Labels Ltd						
<i>968-Banner date change sticker</i>	15/02/2023	19261	1	36.00	0.00	36.00	0.00
					0.00	36.00	
	Above paid on 01/03/2023 by Cheque FP6						

Continued over page

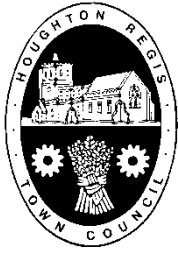
List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED07 Police & Crime Commissioner for Beds							
1091-OP HANA Feb 23	17/03/2023	B0003577	1	2,068.05	0.00	2,068.05	0.00
1092-OP HANA Jan 23	17/03/2023	B0003578	1	2,050.30	0.00	2,050.30	0.00
					0.00	4,118.35	
Above paid on 30/03/2023 by Electronic Payment Ref FP6							
CLO02 Cloudy Group							
1019-App hosting	01/03/2023	INV-3886	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 14/03/2023 by Cheque FP6							
BED02 Bedfordshire Pension Fund							
1115-Pensions Mar 23	31/03/2023	MAR23	1	9,183.48	0.00	9,183.48	0.00
					0.00	9,183.48	
Above paid on 27/03/2023 by Cheque FP6							
DUN04 Dunstable Town Council							
969-DTC Pluoghmans dinner tick	15/02/2023	15223	1	19.50	0.00	19.50	0.00
					0.00	19.50	
Above paid on 01/03/2023 by Cheque FP7							
CM001 CM Caterers							
1020-Mayor Bingo buffet	08/03/2023	267	1	192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on 14/03/2023 by Cheque FP7							
BUS01 Business HR Solutions (Consultancy) Ltd							
1093-HR Support	21/02/2023	INV-031221	1	430.20	0.00	430.20	0.00
					0.00	430.20	
Above paid on 30/03/2023 by Electronic Payment Ref FP7							
D2D001 D2D Distribution Ltd							
970-NP Leaflet distribution	08/02/2023	004301	1	1,194.00	0.00	1,194.00	0.00
					0.00	1,194.00	
Above paid on 01/03/2023 by Cheque FP8							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SON001 Dawn-Rose Songer							
1021-HR Carnival stall refund	01/03/2023	1323	1	1.50	0.00	1.50	0.00
					0.00	1.50	
Above paid on 14/03/2023 by Cheque FP8							
IAC001 IAC Audit and Consultancy Ltd							
1094-Internal Audit 22/23	03/03/2023	INV-1600	1	462.00	0.00	462.00	0.00
					0.00	462.00	
Above paid on 30/03/2023 by Electronic Payment Ref FP8							
FRU01 R A Rideout							
971-POH Flowers	08/02/2023	12803	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 01/03/2023 by Cheque FP9							
JCURL01 John Curl							
1024-EN68 CTG MOT	02/03/2023	247227	1	90.00	0.00	90.00	0.00
1022-EX67 KKW MOT	02/03/2023	247230	1	90.00	0.00	90.00	0.00
1023-MK18 WYJ MOT	06/03/2023	247233	1	94.50	0.00	94.50	0.00
					0.00	274.50	
Above paid on 14/03/2023 by Cheque FP9							
LAM01 Lamps & Tubes Illuminations Ltd							
1095-New Christmas Lights	15/03/2023	INV-71107	1	5,618.40	0.00	5,618.40	0.00
Purchase Ledger Payment	30/03/2023	ON ACC 1157	1	0.00	0.00	-5,618.40	5,618.40
					0.00	0.00	
No payment due as Credit Notes have been applied							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	3,037.86	0.00	180.00	2,857.86
					0.00	180.00	
Above paid on 03/03/2023 by Cheque S/O1							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	2,857.86	0.00	276.16	2,581.70
					0.00	276.16	
Above paid on 03/03/2023 by Cheque S/O2							
Total Purchase Ledger Payments for Month 12					0.00	325,576.63	



CORPORATE SERVICES COMMITTEE

Agenda Item 11

Date:	30th May 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

To nominate 2 or more members to engage in a review of the councils approach to risk and investment and for their findings to be reported back to Corporate Services Committee for further consideration.

The financial information provided in 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.

The Council has funds deposited in NatWest and in the Churches, Charities and Local Authorities Investment Management Company (CCLA) Public Sector Deposit Fund and the CCLA Property Fund.

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. Funds can be transferred into and out of the Deposit account without notice. The transfer out of funds from the

Property fund requires a 6 month notice period. This investment should be seen as a longer term investment opportunity.

4. CHANGES TO CCLA ACCOUNTS

The council has been advised of some changes to this account due to take effect on or around 17th July 2023. Full details can be found here:

[Transfer agency and fund changes | CCLA](#)

The changes include:

New Transfer Agent

- CCLA will appoint FNZ TA Services Limited (FNZ) as its transfer agent. As transfer agent, FNZ will process all transactions in the funds, record changes to our records and distribute interest/dividends.
- New client and account numbers.
- New fund bank accounts are currently being opened (for most funds) to send money to, with effect from 17 July 2023. The current bank accounts will be closed after 14 July 2023.
- A subscription/deposit form/buy units form/buy shares form (as appropriate) will be required for all monies sent to us.
- New contact details for sending your instructions.

Changes to funds

- Changes in dealing frequency, from weekly to daily. (The Property Funds' dealing frequencies remain monthly. All Property Fund redemption requests will remain subject to a minimum notice period of six months).
- Changes to the deadlines by which CCLA must receive dealing instructions.
- Dual-priced funds, those which currently have a different price, (bid/offer) depending on whether you are buying or selling will move to a single price for both buy and sell instructions. (The Property Funds will remain dual priced).
- Change to the fund names and investment objectives and/or investment policies of the COIF Charities and CBF Church of England Global Equity Income and COIF Charities and CBF Church of England Fixed Interest Funds

5. 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.

Members will find attached at Appendix A The Local Authorities Property Fund Fact Sheet – 31st March 2023.

Gross dividend yield rate as at:

31st March 2023 – 4.26%

31st January 2023 – 4.08%

30th September 2022 – 3.39%

30th June 2022 – 2.3%

Total fund size at:

31st March 2023 - £1,203,000
31st January 2023 – £1,227,000.00
31st October 2022 - £1,451,000.00
30th June 2022 - £1,529,000.00

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. The Clerk has enquired recently, as to whether the redemption notice period would revert back to the 90 day redemption notice period. It has been confirmed that this is not likely to happen in the near future.

6. 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.

Members can find more details on this fund by following this link [The Public Sector Deposit Fund | CCLA](#) In addition at Appendix B Members will find attached The Public Sector Deposit Fund Fact Sheet – 30th April 2023.

The declared yield rate as at:

31st March 2023 – 4.4254%
31st January 2023 – 3.5292%
31st October 2022 - 2.1368%
18th August 2022 – 1.5894%

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.

7. INTERIM INTERNAL AUDIT RECOMMENDATION

E1 Recommendation:

The Council should ensure that the Investment Policy clearly sets out the Councils approach to Risk. The Council should refer to paragraph 41 of the 'Statutory Guidance on Local Government Investments'.

For information paragraph 41 reads as follows:

The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.

Members are being asked through this recommendation to consider in more detail the following:

- the councils approach to risk
- investment options including investments of s106 funds and funds resulting from the sale of assets;
- levels of reserves;
- impact of increases in income arising from s106 receipts and possible future redemption of investments from the Property fund

This is a detailed subject and as such it is suggested that the council arrange for some external support to be provided. It is suggested that the committee nominate a 2 or more members to engage in this process. A report back to committee will be made in due course.

Recommendation E2:

The Council should put in place arrangements for the regular review and reporting of investment performance. This should consider both the interest/dividend yields and the change in the Capital Value of funds invested. This review should be recorded in the Minutes of the appropriate meeting.

In order to satisfy the recommendation above, this committee will receive an chronological report for these investments. This is provided at Appendix C.

8. COUNCIL VISION

Aspirations

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

9. IMPLICATIONS

Corporate Implications

- Financial Regulations
- Risk Management Strategy
- Banking Arrangements, Investment Strategy & Investment Arrangements

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.

10. CONCLUSION AND NEXT STEPS

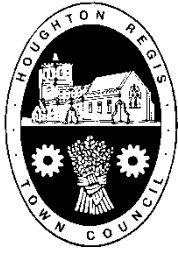
To continue the reinvestment and be presented with other investment opportunities when appropriate.

11. APPENDICES

Appendix A – The Local Authorities Property Fund Fact Sheet – 31st March 2023

Appendix B – The Public Sector Deposit Fund Fact Sheet – 30th April 2023.

Appendix C - Chronological Report



CORPORATE SERVICES COMMITTEE

Agenda Item 11

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11. APPENDICES

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Appendix C - Chronological Report

The Local Authorities' Property Fund

Fund Fact Sheet – 31 March 2023

Investment objective

The Fund aims to provide a high level of income and long-term capital appreciation.

Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets, which may be either liquid or illiquid in nature.

The Fund may invest a proportion of its assets in liquid instruments and cash in order to obtain appropriate levels of liquidity. Instruments used for this purpose may include cash and near cash equivalents, participation notes, UK real estate investment trusts, regulated or unregulated investment funds, and loan notes.

The Fund is managed in line with CCLA's responsible property investment policy.

Target investors

The Fund is designed for local authorities seeking exposure to UK commercial property for their long-term investments.

Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee, the Welsh Local Government Association and investors in the Fund.

Who can invest?

Any local authority in England, Wales, Scotland and Northern Ireland.

Income

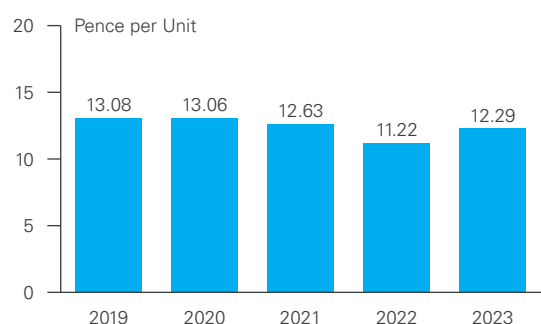
Gross dividend yield 4.26%*

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 3.49%**

* Based upon the net asset value and historic gross annual dividend of 12.2869p.

** As at 31 March 2023

Rolling 12 month distributions to 31st March:



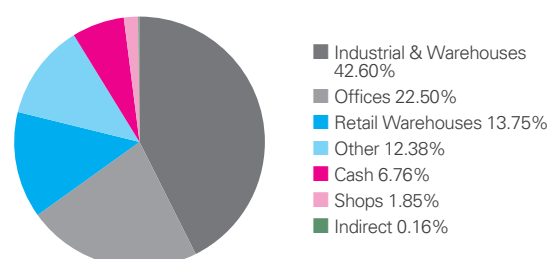
Fund update

Investor nerves were much more settled in the latest period than in the second half of last year, when the sharp climb in bond yields devastated property valuations. Capital values continued to decline over the quarter, but at nothing like the alarming pace seen in the later months of 2022. Transaction volumes were well below the long term average, but markedly higher than in the near-shutdown seen last summer. The industrial and retail warehouse sectors were the main beneficiaries of improving investor confidence; shopping centres and much of the office sector were still relatively out of favour. Overall, occupier and rental markets remained healthy as economic activity proved more resilient than many commentators had expected, and income flows remained solid. Over the quarter the Fund's total return was -0.88% compared with an estimated return on the benchmark of -0.20%. Over the past 12 months the Fund returned -13.27% compared to the estimated benchmark return of -14.11%.

The portfolio is actively managed in support of the objectives of providing a high income and capital appreciation over the long term. There is a bias towards industrial assets and away from retail, where holdings are concentrated in the retail warehouse subsector with little exposure to high street retail. There were no sales or purchases of properties during the quarter but it was another busy and positive period in terms of lease activity including, with income enhanced as a result of new leases and rent reviews.

Total returns are likely to be relatively modest but significantly better than in 2022. The office sector faces particular challenges, with changing work patterns suppressing demand and higher environmental standards placing additional expense on landlords. Valuations should stabilise but with property yields now enjoying a lower premium over the bond market, capital growth will be subdued. Income will therefore be even more than usually significant as the driver of property returns.

Asset allocation at 31 March 23



Discrete year total return performance

12 months to 31 March	2023	2022	2021	2020	2019
The Local Authorities' Property Fund	-13.27%	+21.78%	+3.75%	+0.66%	+5.99%
Comparator Benchmark	-14.11%	+22.52%	+2.46%	+0.12%	+5.69%

Annualised total return performance

Performance to 31 March 2023	1 year	3 years	5 years
The Local Authorities' Property Fund	-13.27%	+3.10%	+3.18%
Comparator Benchmark	-14.11%	+2.54%	+2.67%

Net performance shown after management fees and other expenses. Comparator Benchmark – MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index. Past performance is not a reliable indicator of future results. Source: CCLA

Top 10 property holdings at 31 March 23 – Total 33.62%

London, Beckton Retail Park	Leeds, 27 Industrial Estate
London, Cathedral Street	Bristol, Gallagher Retail Park
London, Goodman's Yard	Centennial Park, Elstree
London, Imperial House	Coventry, Torrington Avenue
London, Pickett's Lock	Bracknell, Arlington Square West

Key facts

Fund size	£1,203
Number of holdings	76
	Income units
Offer (buying) price	307.73p (xd)
Net asset value	288.27p (xd)
Bid (selling) price	283.80p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation date*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%
Fund management fee (FMF)	0.72% **
PRIPs other ongoing costs	0.72% ***

Please Contact

Kelly Watson

Market Development
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Lee Jagger

Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

* Dealing instructions for the purchase of units must be received by 5.00pm on the business day preceding the valuation date. If the valuation date is a bank holiday, the dealing day will be the previous business day. Whilst units are realisable on each monthly dealing date, all redemption requests are currently subject to a minimum notice period of 6 months (this may be reduced to 90 days at the Manager's discretion) and will therefore be processed on the next available dealing day following expiry of the notice period.

** The FMF includes the annual management charge and other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees.

*** The PRIPs other ongoing costs includes the FMF and where relevant, synthetic charges. Synthetic charges are the impact to the Fund of costs incurred in relevant underlying funds or similar investments. It does not include transaction costs. For more information on costs, including transaction costs, please refer to the Fund's Key Information Document.

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether our product is suitable, please read the Key Information Document and Scheme Information and the risk factors identified therein. We strongly recommend you seek independent professional advice prior to investing. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated. Investment in the Fund is for Eligible Local Authorities only. The Fund is an unauthorised UK Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by H M Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and supplemental Trust Deeds dated 6 April 1972, 13 September 1978, 21 April 2016 and 23 September 2019. The Fund operates as an open-ended fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001. CCLA Fund Managers Limited (registered in England & Wales No. 8735639 at, One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and is the Manager of the Local Authorities' Property Fund. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AA+mmf
Fact Sheet – 30 April 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

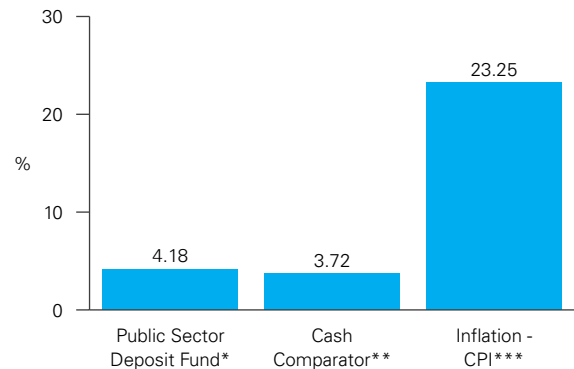
Top 10 counterparty exposures (%)

9.1%	Landesbank Baden-Wuerttemberg
9.1%	Nationwide Building Society
9.1%	Royal Bank of Canada
9.1%	Yorkshire Building Society
8.8%	Rabobank
6.0%	DBS Bank Limited
3.3%	Handelsbanken plc
3.3%	Mizuho Bank
3.3%	SMBC Bank International plc
3.3%	Sumitomo Mitsui Trust Bank

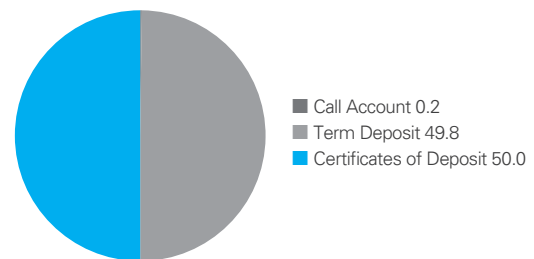
Share class 4 yield as at 30 April 2023

4.2357%

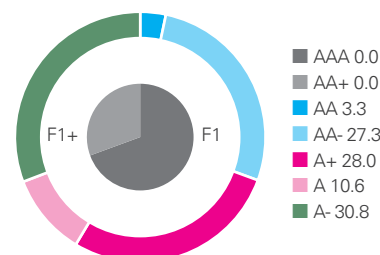
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

28.3%	UK Institutions
14.4%	Canada
12.7%	Japan
9.7%	Netherlands
9.7%	Germany
9.4%	Singapore
5.4%	Sweden
3.9%	France
2.5%	Australia
1.5%	United States

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end April

Average yield over the month	4.1846%
Yield at the month end	4.2357%

Discrete year total return performance

12 months to 30 April	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+2.47%	+0.16%	+0.12%	+0.69%	+0.69%
Comparator Benchmark	+2.53%	+0.19%	-0.03%	+0.47%	+0.53%
Relative	-0.06%	-0.03%	+0.15%	+0.22%	+0.16%

Annualised total return performance

Performance to 30 April	1 year	3 years	5 years
The Public Sector Deposit Fund	+2.47%	+0.91%	+0.82%
Comparator Benchmark	+2.53%	+0.89%	+0.73%
Relative	-0.06%	+0.02%	+0.09%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

The UK economy climbed back above the level seen prior to the Covid pandemic, although it has lagged its peers in this regard. New data for February found UK GDP to be 0.3% higher than in February 2020. Over the same period, the eurozone economy has expanded by 2.4% and the US by 5%.

Consumer price inflation (CPI) for the UK also slowed, but by less than had been forecast. March's headline CPI reading was 10.1%, down from 10.4% in February. This left the UK as the only major economy with inflation still in double digits, and raised market expectations as to the pace, peak and persistence of the Bank of England's interest rate tightening programme. Food prices, which have continued to surge even as energy costs have fallen back, were among the factors blamed for the stickiness of higher inflation.

Key facts

Fund size	£1,655m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	43.28 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

Please Contact

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*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. ***With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at, One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Short Term Investment - The Public Sector Deposit Fund 2023/24

<i>Date</i>	<i>Opening Balance (£)</i>	<i>Details</i>	<i>Amount (£)</i>	<i>Closing Balance (£)</i>	<i>Other details</i>
01/04/23	554,500			554,500	
02/05/23	554,500	Subscription	35000	589,500	Transfer of funds from Natwest
05/05/23	589,500	Subscription	30000	619,500	Transfer of funds from Natwest
12/5/23	619,500	Subscription	30000	649,500	Transfer of funds from Natwest
15/5/23	649,500	Subscription	30000	679,500	Transfer of funds from Natwest
17/5/23	679,500	Subscription	30000	739,500	Transfer of funds from Natwest
18/5/23	739,500	Subscription	30000	769,500	Transfer of funds from Natwest

Long-term Investment – LAMIT Property Fund 2018 - 2023

<i>Date</i>	<i>Opening Balance</i>	<i>Shares</i>	<i>Bid market total value (£)</i>	<i>Bid market value per one unit</i>	<i>Other details</i>
31.12.18	£600,000	213,503	648,515.36	303.75 pence	
31.03.19	£600,000	213,503	Unavailable	Unavailable	
31.03.20	£600,000	213,503	621,613.98	291.15 pence	
31.03.21	£600,000	213,503	617194.47	289.08 pence	
31.03.22	£600,000	213,503	725,525.89	345.17 pence	
31.03.23	£600,000	213,503	£605,921.51	283.80 pence	



HOUGHTON REGIS TOWN COUNCIL

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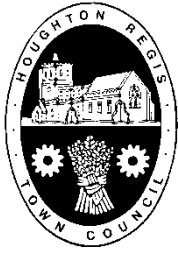
www.houghtonregis.org.uk

List of Direct Debits at 1st April 2023

Castle Water (Clean water supplier)
 Yu Energy (Electric Supplier)
 Anglian Water (Sewerage)
 BT Group Plc (landline rental)
 BT (Workshop Broadband)
 Your NRG (Red diesel supplier)
 EE Ltd (HRTC mobile phones)
 Francotyp Postalia (Postage)
 Payroll Options (Salaries)
 CPRE (Subscription)
 Pozitive Energy (Gas Supplier)
 Grenkeleasing Ltd (photocopier lease)
 Public Works Loan Board (Moore Crescent Sports Pavilion loan)
 ICO (ICO registration)
 Public Works Loan Board (Tithe Farm Pavilion loan – this loan has been approved but yet to be drawn down, loan repayments will be set up in due course as a DD)

List of Standing Orders at 1st April 2023

Thornhill Primary (Cost of Living support, to June 2023)
 HR Childrens Centre, CBC (Cost of Living support, to June 2023)
 Jewels (Cost of Living support, to June 2023)
 HR Baptist Church (Cost of Living support, to June 2023)
 HR Helpers (Cost of Living support, to June 2023)
 Dunstable Foodbank (Cost of Living support, to June 2023)
 Thomas Whitehead Academy (Cost of Living support, to June 2023)
 Techies (Landline support & licences, IT support & licences)



CORPORATE SERVICES COMMITTEE

Agenda Item 13

Date:	30th May 2023
Title:	PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT
Purpose of the Report:	To receive the Public Works Loan Repayments Annual Report.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To note the Public Works Loan Board Repayments Annual Report.

2. BACKGROUND

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

3. PUBLIC WORKS LOANS

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

- Loan No. 496047
 - Value of the loan: £170,000
 - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
 - Terms of the loan: annual rate of interest of 4.00%
 - Period of the loan: 24 years, final repayment due March 2033
 - Received: October 2009
 - Other detail:
 - This project was funded through the securing of 2 loans;
 - Commencement of works May 2009, completion April 2010.
 - Principal Balance outstanding at 31st March 2023: £94,281.48

- Loan No. 496518
 - Value of the loan: £190,125
 - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
 - Terms of the loan: annual rate of interest of 4.46%
 - Period of the loan: 24 years, final repayment due March 2033
 - Received: February 2010
 - Other detail:
 - Second loan to fund the provision of Moore Crescent Pavilion
 - Principal Balance outstanding at 31st March 2023: £107,921.11

As agreed by Town Council under Minute 11993 and 12406 borrowing approval has been sought to support the Tithe Farm Sports Project. Approval was granted on 10th May 2023. To date funds have not been drawn down as other grant sources are being utilised first to settle contractor invoices.

4. EARLY SETTLEMENT PAYMENTS

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

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

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

The PWLB have advised the following:

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

An estimate of early repayment for the loan, which is eligible for premature repayment, using a hypothetical repayment date of 22nd May 2023, and rates prevailing (PM) 12:30 18th May 2023 is as follows:

Deal	Current Interest Rate	Face Value	Amount to Repay	Accrued Interest	Premium/Discount	Principal Repayment	Total Settlement
57277	4	94,281.48	94,281.48	535.81	1,550.16	94,281.48	96,367.45
57463	4.46	107,921.11	107,921.11	683.85	4,276.24	107,921.11	112,881.20
				1,219.66	5,826.40	202,202.59	209,248.65

5. COUNCIL VISION

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

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

This review is supported by the following council policies:

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

Legal Implications

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

Financial Implications

There are no financial implications of this report.

Risk Implications

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

Equalities Implications

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

This report does not discriminate.

Press Contact

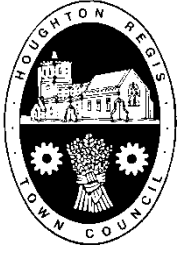
There are no press implications arising from this report.

7. CONCLUSION AND NEXT STEPS

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

8. APPENDICES

None



CORPORATE SERVICES

Agenda Item 15

Date:	30th May 2023
Title:	Officer/Member Protocol
Purpose of the Report:	To provide information to members in support of the Town Councils Officer/Member Protocol
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that the Officer/Member Protocol be approved.

2. INFORMATION

The purpose of this protocol is to guide Officers and Members of the Council in their relations with one another in such a way as to ensure the smooth running of the Council and to satisfy the ethical standards required.

To help ensure that relationships do not go awry, it is advisable to have a written protocol, which can cover the respective roles and responsibilities of Members and Officers and how concerns should be raised and resolved.

This protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance to support the effectiveness of Members, the Clerk and other staff working together to support each other's roles.

3. COUNCIL VISION

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

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- Risk to service delivery

Equalities Implications

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

This issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

5. CONCLUSION AND NEXT STEPS

In continuing to support the adoption of this protocol, Officers and Members of the Council can be guided on how to be supportive in their relations with one another, in such a way as to ensure the smooth running of the Council.

6. APPENDICES

Appendix A: Officer/Member Protocol



Houghton Regis Town Council

Officer/Member Protocol

Date of Approval:	Town Council 28 th September 2015
Dates of Review:	1 December 2016 (deferred); 27 th November 2017; 25 th November 2019; 1 st June 2021; 30 th May 2023
Dates of Re approval:	26 th March 2018; 23 rd March 2020; 4 th October 2021; 2 nd October 2023

Contents

- 1.0 Introduction**
- 2.0 Quick guide to Member and Officer roles**
- 3.0 Application of the Protocol**
- 4.0 Principles of Member/Officer relations**
- 5.0 Working arrangements**
- 6.0 Forms of address and conduct at meetings**
- 7.0 Personal relationships**
- 8.0 The management of officers**
- 9.0 Access to information**
- 10.0 Members' enquires**
- 11.0 Media relations and publicity**
- 12.0 When things go wrong: dispute resolution**
- 13.0 Monitoring and review**

1.0 INTRODUCTION - PURPOSE OF THE PROTOCOL

- 1.1 Together, Members and Officers of the Council combine the essential skills, experience and knowledge to manage an effective public sector organisation. They work together in the interests of the citizens of Houghton Regis. Members provide a democratic mandate to the Council whereas Officers contribute professional expertise and experience to deliver the work of the council.
- 1.2 The Protocol's purpose is to provide guidance on Member-Officer relations.

2.0 QUICK GUIDE TO MEMBER AND OFFICER ROLES

2.1 Members

- Democratically elected accountable to the electorate
- Community leaders within the town
- Add a political dimension
- Set policy and strategy, including the Budget
- Bound by a statutory Code of Conduct
- Involved in appointment of Town Clerk only

2.2 Officers

- Accountable to the Council
- Serve the whole Council.
- Politically impartial
- Provide advice and operational delivery within budget
- Bound by their contract of employment
- Responsible for the management of staff (Town Clerk)

3.0 APPLICATION OF THE PROTOCOL

- 3.1 The Protocol applies to all elected and co-opted Members of the Council and all Officers employed or engaged by the Council. The term 'Officer' refers to all the Council's employees. It also includes consultants and agency staff who work for the Council.

4.0 PRINCIPLES OF MEMBER/OFFICER RELATIONS

4.1 Basic Principles

Like all effective partnerships, Member-Officer relations are based on the following principles:-

- Mutual trust and respect of the different roles of Members and Officers;
- A common purpose; providing the best possible service to the residents and other stakeholders;
- A commitment to non-confrontational resolution of disputes.

4.2 Mutual trust and respect is based upon an understanding of the distinct contribution Members and Officers make and respect for the boundaries between those roles. A key principle for Officers is their political impartiality; they serve the whole Council and not particular groups or Members.

4.3 Expectations

Members can expect and will receive from Officers:-

- A commitment to the Council as a whole, and not to any political group;
- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Timely response to enquiries and complaints;
- Professional and balanced advice based on evidence and including options, not influenced by political views or preference.
- Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- Awareness of and sensitivity to the political environment;
- Respect, dignity and courtesy;
- Training and development in order to carry out their role effectively;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to have personal issues raised with them by Officers outside the agreed procedures;
- That Officers will not use their relationship with Members to advance their personal interests or to influence decisions improperly;

Officers can expect and will receive from Members:-

- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Political leadership and direction;
- Respect, dignity and courtesy;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to be subject to bullying, harassment or to be put under undue pressure. Members should have regard to the seniority of Officers in determining what reasonable requests are;
- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times comply with the Code of Conduct for Members.

5.0 WORKING ARRANGEMENTS

5.1 Members and Officers work together on a regular basis in meetings, committees and less formal settings. It is inevitable that relationships will form and to ensure the principles of Member-Officer relations are upheld, the following guidance applies:

6.0 FORMS OF ADDRESS AND CONDUCT AT MEETINGS

6.1 In formal Council, committee or sub-committee meetings:-

- Members should normally be referred to as Chair or Councillor X and normal courtesies shall be observed;
- Relations can be friendly and cordial but not over familiar, as the public or other Members and Officers could perceive this as inappropriate or favouritism;
- Comments should be constructive and not personal to individual Members or Officers;
- Officers will not allow themselves to be drawn into a party political debate.
- This guidance also applies to informal meetings to the extent that all present consider it necessary. Members and Officers should ensure that their interaction does not embarrass others, suggest favouritism or personal dislike or otherwise damage working relationships.

7.0 PERSONAL RELATIONSHIPS

7.1 If a friendship or closer relationship (including relatives) exists or forms between a Member and an Officer, this needs to be addressed openly.

8.0 THE MANAGEMENT OF OFFICERS

8.1 Although Officers will support, advise and respond to Members' requests, the law and Council policy is clear that only the Town Clerk can manage Officers. This means that:-

- day to day management of Officers is the responsibility of managers and ultimately the Town Clerk;
- Officers will comply with all reasonable requests from Members but individual Members cannot instruct Officers to do any piece of work or take any course of action;
- Officers will not seek any Member's support in any employment or other dispute or a Council appointment or promotion;

8.2 Members are responsible for the recruitment and appointment of the Town Clerk;

8.3 The Town Clerk is responsible for the recruitment of all other Officers;

8.4 A Member's role in any formal action against an Officer or grievance involving an Officer is limited to reporting an Officer's actions to their manager and/or as a witness.

9.0 ACCESS TO INFORMATION

9.1 To carry out their duties effectively, Members must have broad access to Council information. The following principles apply here:-

- Members' access to information will be compliant with their statutory and common law rights;
- Officers will not withhold information from a Member who is entitled to receive it.

9.2 Under no circumstances should Council information identified as RESTRICTED/CONFIDENTIAL or copied on Pink Papers be shared with others internally or externally, unless a Member is substituting.

10.0 MEMBERS' ENQUIRIES

10.1 Members' enquiries may be communicated by any means including meetings, telephone and email.

10.2 Officers will make every effort to provide a substantive response to a Member enquiry within 2 working days, but if a substantive response cannot be provided Officers will acknowledge receipt of the enquiry and provide a timescale within which a substantive response will be sent.

10.3 Where an enquiry imposes a disproportionate burden on an Officer's work, this should be explained and discussed with the Member concerned.

10.4 To assist Officers, Members are asked to make appointments to meet with Officers if this is the preferred method of communication.

10.5 Members are requested to respond to Officers within 2 working days so that the work of the Council can continue.

11.0 MEDIA RELATIONS AND PUBLICITY

11.1 Members and Officers will comply with the Council's Media Policy.

11.2 Members are free to speak to the media on any matter on behalf of a political party or as an individual but should make this clear in any statement made;

12.0 WHEN THINGS GO WRONG: DISPUTE RESOLUTION

- 12.1 The Council's experience is that Members and Officers work well together, however it is good practice to have a clear process to handle issues.
- 12.2 The key principle for dispute resolution is that both Members and Officers are committed to informal, non-adversarial solutions. Where a dispute arises, the first step should be for both parties to seek to resolve any differences informally between themselves or, where necessary, with the assistance of the Town Clerk, a Senior Manager or a senior Member.
- 12.3 When an informal resolution is not possible, the following processes will apply.

Formal complaints about Officers

Members should make any formal complaints about Officers to the Town Clerk or in the case of the Town Clerk to the Chair of Corporate Services Committee. The matter will be investigated and the Member will be informed of the complaint's progress and outcome.

Members must:-

- respect the confidentiality of the investigation and disciplinary process;
- not seek improperly to influence the action taken against an employee;
- accept the decision.

Formal complaints about Members

An Officer's complaint about a Member should be reported to the Town Clerk.

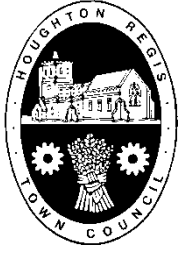
If informal resolution is not possible the matter will be reported to the Monitoring Officer who will, where appropriate, investigate the complaint and report on the outcome.

A report on the outcome will be presented at the next available full council meeting.

For more details on reporting of an outcome, please refer to the Town Councils Code of Conduct Complaints Handling Policy.

13.0 MONITORING AND REVIEW

- 13.1 This Protocol will be monitored and reviewed by Corporate Services on an annual basis.



CORPORATE SERVICES COMMITTEE

Agenda Item 16

Date:	30th May 2023
Title:	Councillors Expenses
Purpose of the Report:	To provide Members with information in relation to Councillor Allowances
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council that the Councillor's Expenses Policy be approved.

2. BACKGROUND

At the Corporate Services meeting held on the 14th September 2020 members approved and recommended to Town Council the adoption of a Councillor's Expenses Policy, in response to updated information received from NALC.

At this meeting members were reminded that the Town Council were already able to pay members travel allowances when undertaking authorised duties and subsistence expenses where certain conditions applied, however members resolved to request the Corporate Services Committee consider and recommend to Town Council a formal Councillor's Expenses Policy covering travel and subsistence.

This policy was duly adopted at the Town Council meeting held on the 14th December 2020.

3. INFORMATION

The Town Council has agreed to not pay a parish basic allowance (PBA).

Although the Town Council can pay travel and subsistence expenses, the attached policy formalises this.

The level of payment for mileage is based on the current allowances afforded to officers. Members are advised that there may be income tax deductions for some

travel and subsistence allowances in certain circumstances. Members are advised to read NALC's Legal Topic Note 33, Councillors' Allowances **attached appendix B.**

This policy is provided for review every 4 years, following the new administration.

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.

Legal Implications

- Power – Local Authorities (Members' Allowances) (England) Regulations 2003

Financial Implications

- Budget provision is available to cover these expenses.

Risk Implications

- There are no risk implications.

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 policy does not discriminate.

Press Contact

There are no press implications.

6. CONCLUSION AND NEXT STEPS

There has been no further advice coming from NALC and therefore, it is considered this policy remains fit for purpose.

7. APPENDICES

Appendix A: Councillors' Expenses Policy

Appendix B: NALC – LTN 33 – Councillors' Allowances



HOUGHTON REGIS TOWN COUNCIL

COUNCILLORS' EXPENSES POLICY

Date of Approval:	14th December 2020
Date of Review:	14 th March 2020; 30 th May 2023
Date of Re-approval:	

Based on NALC Legal Topic Note 33, Councillors' Allowances

Contents

1. Introduction
2. Travelling and subsistence
3. Car parking charges
4. Reimbursement

1. INTRODUCTION

- 1.1 Houghton Regis Town Council does not pay a parish basic allowance (PBA) to members however they have elected to pay travel and subsistence expenses under Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003.

2. TRAVELLING AND SUBSISTENCE

- 2.1 Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003. permits a local council to pay both elected and co-opted members expenses in respect of travel and subsistence when undertaking approved duties within the following categories:

- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by council.

- 2.2 Travel allowance also applies in respect of travel by bicycle or other non-motorised form of transport.

- 2.3 Travelling expenses will be reimbursed at the amount of 45p per mile an extra 5p per mile may be claimed for each approved passenger, if using a private vehicle, 20p per mile if using a bicycle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.

- 2.4 Councillors are expected to use taxis only when strictly necessary and where it is cost effective to do so. Councillors should always obtain a receipt.

- 2.5 Subsistence allowance for refreshments will only be payable where attendance at any meeting exceeds 5 ½ hours and will be limited to £8.50 maximum per event.

- 2.6 Claims shall only be made on the appropriate forms available from the Clerk. All receipts should be originals.

3. CAR PARKING CHARGES

- 3.1 Where councillors are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

4. REIMBURSEMENT

- 4.1 Expense claims are processed by the Responsible Finance Officer, when reasonable and practical, and paid within 28 days unless circumstances require payment sooner.

AUGUST 2019

LTN 33 | COUNCILLORS' ALLOWANCES

Introduction

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

The Parish Basic Allowance

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information -
 - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
 - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
 - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish Travelling and Subsistence Allowance

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

Parish Remuneration Panel

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
 - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
 - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
 - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
 - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
 - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

Levels of Allowances

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
 - a) ensure that copies are available for public inspection on reasonable notice;
 - b) publish a notice in a conspicuous place for a period of at least 14 days which:
 1. states that it has received the recommendation
 2. describes the main recommendations and specifies the recommended amounts of each allowance and
 3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to Forgo an Allowance

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of Payments Made

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chairman's Allowance

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' Carer's Allowance

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax Implications

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

Councillors' allowances in Wales

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
11	Celebrations and Similar Events	Sets out how chairmen may use their allowance in respect of celebratory events

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Policy Schedule 2023-24

Policy	Last Reviewed	Committee	Meeting Date	Comments
Alcohol, Drug & Substance Misuse	14 th September 2020 14 th December 2020	Corporate Services Town Council		Every 4 years
Banking arrangement, investment strategy & investment arrangement	4 th October 2022 19 th December 2022	Corporate Services & Town Council	30 th May 2023 2 nd October 2023	Annually
Bullying & Harassment at work policy	23 rd November 2020 14 th December 2020	Corporate Services & Town Council		Every 4 years
Capability Policy	4 th March 2019 17 th June 2019	Corporate Services & Town Council	4 th December 2023 18 th March 2024	Every 4 years.
Cemetery Regulations	7 th June 2021	Environment & Leisure	18 th September 2023	
Code of Conduct	30 th May 2022 3 rd October 2022	Corporate Services & Town Council		Every 4 years.
Committee Functions & Terms of Reference	17 th May 2023	Town Council		Annual approval at AGM agenda.
Complaints Procedure	14 th September 2020 14 th December 2020	Corporate Services & Town Council		Every 4 years.
Communications Policy & Strategy	13 th September 2021 13 th December 2021	Corporate Services & Town Council		Every 4 years.
Councillors Expenses	14 th September 2020 14 th December 2020	Corporate Services Town Council	30 th May 2023 2 nd October 2023	First meeting following new administration
Data Protection	25 th November 2019 20 th July 2020	Corporate Services & Town Council	11 th September 2023 15 th January 2024	Every 4 years
Disciplinary Procedure	2 nd March 2020 5 th October 2020	Corporate Services & Town Council		Every 4 years.
Equality & Diversity	19 th December 2022	Town Council	2 nd October 2023	Annually.
Eye care Policy	28 th November 2022 20 th March 2023	Corporate Services & Town Council		Every 4 years.
Family Friendly Policy	27 th February 2023 19 th June 2023	Corporate Services & Town Council		
Financial Regulations	17 th May 2023	Town Council		Annual approval at AGM agenda.
Flexible Working	14 th September 2020 14 th December 2020	Corporate Services & Town Council		Every 4 years.
Flexi Time Scheme	14 th September 2020 14 th December 2020	Corporate Services & Town Council		Every 4 years.

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Fraud and Ethics Policy	1 st June 2021 4 th October 2021	Corporate Services & Town Council		Every 4 years.
Freedom of Information & Model Scheme of Publication	4 th October 2022 19 th December 2022	Corporate Services & Town Council	11 th September 2023 15 th January 2024	Annually
Grievance Procedure	2 nd March 2020 5 th October 2020	Corporate Services & Town Council		Every 4 years.
Health & Safety at Work	28 th November 2022 20 th March 2023	Corporate Services & Town Council	11 th September 2023 15 th January 2024	Annually
Honorary Freeman & Freewoman	19 th December 2022	Town Council		Every 4 years
Internal Controls	3 rd October 2022	Town Council		
Internal Audit Planning, Reporting & Review Policy (including Internal Audit Specification, as an appendix)	4 th October 2022 19 th December 2022	Corporate Services Town Council		Annually
IT Use Policy	1 st March 2021 22 nd March 2021	Corporate Services & Town Council	2025	Every 4 years.
Late payments & bad debts policy	4 th October 2022 19 th December 2022	Corporate Services & Town Council	4 th December 2023 18 th March 2024	Annually
Leave & Other Absences Policy	27 th February 2022 19 th June 2023	Personnel Sub- Committee Corporate Services Town Council		Every 4 years.
Local Govt Pension Scheme: Statement of Local Discretions	28 th November 2022 20 th March 2023	Corporate Services & Town Council	4 th December 2023 18 th March 2024	Annually
Mayoral Robes Policy	23 rd September 2019 9 th December 2019	Corporate Services & Town Council	4 th December 2023 18 th March 2024	Every 4 years
Menopause Policy	4 th October 2022 19 th December 2022	Corporate Services & Town Council		Every 4 years
Officer/Member protocol	1 st June 2021 4 th October 2021	Corporate Services & Town Council	30 th May 2023 2 nd October 2023	Annually.
Petition Policy				
Press Protocols	21 st March 2021 13 th December 2021	Corporate Services & Town Council		Every 4 years.
Recruitment & Selection Policy	22 nd November 2021 13 th December 2021	Corporate Services & Town Council		Every 4 years.

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Retirement policy & flexible retirement	20 th March 2017 26 th June 2017	Corporate Services & Town Council	4 th December 2023 18 th March 2024	Every 4 years.
Safeguarding Children, Young People & Vulnerable Adults	22 nd November 2021 13 th December 2021	Corporate Services & Town Council		Every 4 years.
Scheme of Delegation	17 th May 2023	Town Council		Annual approval at AG.
Sickness Management Policy	8 th June 2020 20 th July 2020	Corporate Services & Town Council	2024	Every 4 years.
Social Media Policy	23 rd August 2017 9 th October 2017	Corporate Services & Town Council		Every 4 years.
Staff induction	22 nd November 2021 21 st March 2022	Corporate Services & Town Council		Every 4 years.
Standing Orders	17 th May 2023	Town Council		Annual approval on AGM agenda.
Statutory Functions	26 th November 2018 25 th March 2019	Corporate Services & Town Council	4 th March 2023 TBC	Every 4 years
Stress Policy	1 st March 2021 21 st or 28 th June 2021	Corporate Services & Town Council	2025	Every 4 years.
Training Statement of Intent	25 th November 2019 23 rd March 2020	Corporate Services & Town Council	4 th March 2023 TBC	Annually
Volunteering	10 th June 2019 7 th October 2019	Corporate Services & Town Council	4 th March 2023 TBC	Every 4 years
Working with Coronavirus	19 th December 2022	Corporate Services & Town Council		Every 4 years
Workplace Health Policy		Corporate Services & Town Council	4 th March 2023 TBC	Annually
Whistleblowing	23 rd November 2020 14 th December 2020	Corporate Services & Town Council		Every 4 years

Committee date	Policy
30 th May 2023	Officer/Member Protocol; Councillors Expenses
11 th September 2023	Capability Policy; Data Protection; Freedom of Information; Health and Safety at Work; Internal Audit;
4 th December 2023	Late Payments & Bad Debts; Local Government Pension Scheme; Mayrol Robes; Risk Management; Retirement Policy
4 th March 2024	Statutory Functions; Social Media Policy; Volunteering; Workplace Health; Training Statement of Intent; Petitions.