



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

31<sup>st</sup> August 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 **Monday 11<sup>th</sup> September 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*

**THIS MEETING MAY  
BE RECORDED \***

**Clare Evans**  
**Town Clerk**

## Agenda

### 1. APOLOGIES & SUBSTITUTIONS

### 2. QUESTIONS FROM THE PUBLIC

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

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

### 3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

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

#### 4. MINUTES

*Pages 6 - 10*

To approve the Minutes of the meetings held on 30<sup>th</sup> May 2023.

**Recommendation: To approve the Minutes of the meeting held on 30<sup>th</sup> May 2023 and for these to be signed by the Chairman.**

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

*Pages 11 - 14*

Personnel Sub-Committee: 24<sup>th</sup> April 2023

**Recommendation: To receive the Minutes detailed above.**

#### 6. INCOME AND EXPENDITURE REPORT

*Pages 15 - 20*

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

*This report is provided for information*

#### 7. BANK AND CASH RECONCILIATION STATEMENTS

*Pages 21 -23*

Members are requested to receive the monthly bank and cash reconciliation statements for April, May and June 2023.

**Recommendations:**

- 1. To approve the monthly bank and cash reconciliation statements for April, May and June 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.**

#### 8. LIST OF CHEQUE PAYMENTS

*Pages 24 - 59*

Members will find a list of payments for the period April, May and June 2023 (inclusive).

*This report is provided for information.*

## **9. INVESTMENT REPORT**

*Pages 60 - 68*

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.

**Recommendation: The financial information provided in this report is provided for information.**

## **10. INSURANCE CLAIMS**

Members are advised that there has been no insurance claim since the last meeting of this committee.

*This report is provided for information.*

## **11. NEW OFFICE PROVISION EMR**

*Pages 69 - 72*

Members are reminded that at the Town Council meeting held on the 19<sup>th</sup> June 2023 it was suggested that the use of funds from the EMR for New Office Provision be considered (minute number 12497) therefore, members will find attached a report in order to support the use of funds from EMR Office Provision to allow the modelling of the Town Council offices.

Members will find a report attached.

**Recommendations:**

- 1) To recommend to Town Council the approval, retrospectively, of a sum of £1,125 for the purchase of new chairs and desks for new members of staff and for this sum to be taken from the EMR Office Provision.**
- 2) To recommend to Town Council that a further sum of up to £10,000 to be used for works to upgrade the IT cabling and electrical works and for this sum to be taken from the EMR Office Provision.**
- 3) To agree to a costings exercise in order to enable reconfiguration of the lobby area in order to allow for more office space.**

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- 4) **To recommend to Town Council that the committee responsible for the EMR Office Provision be amended to the Corporate Services Committee.**

## 12. VAT ON SPORTING FEES

*Pages 73 - 77*

Members are being requested to consider and determine whether the Town Council will stop charging VAT on sports services.

Members will find a report and correspondence attached.

**Recommendation:** **To consider and determine whether the Town Council will stop charging VAT on sports services as soon as possible and certainly from 1st April 2023 and if so, whether the Town Council will want to compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and whether to refund that VAT to the bodies charged for sports.**

## 13. PETITIONS POLICY

*Pages 78 - 84*

At the Town Council meeting held on the 19<sup>th</sup> June 2023 members were requested to note that a petition had been submitted to the Town Council on the 15<sup>th</sup> May 2023, at the Annual Town's meeting.

Members were advised that there was no legislation nor local policy directing how the council was to respond. Therefore, members suggested a policy for petitions be produced (minute number 12498).

Members will find a report and draft petitions policy attached.

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

## 14. HEALTH AND SAFETY POLICY

*Pages 85 - 92*

Members will find the Town Councils Health & Safety at Work Policy which has been slightly amended, to show the change of job titles and names of new Head of Service.

Other than these amendments the policy remains fit for purpose.

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

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

*Pages 93 - 99*

At the Corporate Services meeting held on the 4<sup>th</sup> October 2022 it was agreed that although historically this document had been presented annually at a full Council meeting. Moving forward, it was thought that this policy should be added to the Policy Review list in order that this Committee has sight of it, for comment, before being presented to Council.

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

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

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

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

# HOUGHTON REGIS TOWN COUNCIL

## Corporate Services Committee

Minutes of the meeting held on

30<sup>th</sup> May 2023 at 7.00pm.

Present: Councillors: D Jones Chairman  
J Carroll  
E Costello  
W Henderson  
M Herber  
C Slough

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

Public: 0

Absent: Councillor: C Rollins

### 12449 APOLOGIES & SUBSTITUTIONS

None.

### 12450 QUESTIONS FROM THE PUBLIC

None.

### 12451 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

### 12452 ELECTION OF VICE-CHAIR

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

Nomination: Cllr Herber Nominated by: Cllr Carroll  
Seconded by: Cllr Herber

Nomination: Cllr C Slough Nominated by: Cllr Henderson  
Seconded by: Cllr C Slough

A recoded vote was requested.

Members in favour of Cllr Herber: Cllr Carroll and Cllr Herber

Members in favour of Cllr C Slough: Cllr Costello, Cllr Henderson and Cllr C Slough

Accordingly, Cllr C Slough was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year of 2023/2024.

**12453 MINUTES**

To approve the Minutes of the meeting held on 27<sup>th</sup> February 2023.

**Resolved: To approve the Minutes of the meeting held on 27<sup>th</sup> February 2023 and for these to be signed by the Chairman.**

**12454 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Personnel Sub-Committee: 16<sup>th</sup> January 2023

**Resolved: To receive the Minutes detailed above.**

**12455 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

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

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

Members received this report for information.

**12456 FINANCIAL REPORT 2023/24**

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 compilation of this report, financial year 2022/2023 had not been closed down.

Members were advised the budget figures were as set in January 2023.

Members received, for information, the budget report for Corporate Services Committee.

**Resolved:**

- 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.**

## 12457 BANK AND CASH RECONCILIATION STATEMENTS

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

It was highlighted that between 28<sup>th</sup> February and 31<sup>st</sup> March £311,000 had been moved out of the LA Deposit Fund Account. It was assumed that this sum had been transferred out of the account to fund the Tithe Farm project, as this project had started. A request was made that confirmation be provided to members that the funding which was due to be received, by the Town Council, to fund this project, had actually been received.

**Resolved:**

- 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.**

## 12458 LIST OF CHEQUE PAYMENTS

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

It was clarified that the payment list received by councillors had already been checked and reconciled by designated councillors.

Members received this report for information.

## 12459 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements, the Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

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

This report had 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).

Cllr Jones and Cllr Herber volunteered to engage in a review of the councils approach to risk and investment with the requisite that professional support would be offered for councillors undertaking this role.

**Resolved:** **To nominate Cllr Jones and Cllr Herber 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.****12460 RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS**

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

Members received a list of Direct Debits and Standing Orders.

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

Members highlighted the top 7 items were associated with cost of living support scheme, it was acknowledged that this scheme had been extended to March 2024 in the budget.

**Resolved:**

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.**

**12461 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

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.

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

**12462 INSURANCE CLAIMS**

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

Members received this report 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 a piece of play equipment. The platform was snapped in half.	1,100	17 <sup>th</sup> April 2023

**12463 OFFICER/MEMBER PROTOCOL**

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

There had been no amendments to this document and therefore it was considered fit for purpose.

Members received a copy of the Officer/Member Protocol, it was suggested that this document be presented at the first meeting of each new administration.

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

**12464 COUNCILLORS EXPENSES**

Members received a copy of the Town Councils Councillor Expenses Policy.

This policy was provided for review every 4 years, following each new administration.

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

**12465 POLICY DOCUMENT REVIEW**

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out expectations, from both the Council and employees, and confirmed legal compliance.

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

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

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

**The Chairman declared the meeting closed at 7.45pm**

**Dated this 11<sup>th</sup> day of September 2023.**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL****Personnel Sub-Committee  
Minutes of the meeting held on  
24<sup>th</sup> April 2023 at 6.00pm**

Present: Councillors: S Goodchild Chairman  
J Carroll  
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

**PE257 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Copleston.

**PE258 QUESTIONS FROM THE PUBLIC**

None.

**PE259 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE260 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 16<sup>th</sup> January 2023 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 16<sup>th</sup> January 2023 be approved as a correct record and signed accordingly.**

**PE261 FREEDOM OF INFORMATION REQUESTS**

For the period January to March, inclusive, 0 Freedom of Information request were received.

**Resolved: To note the information.**

**PE262 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

*DJT*

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From January to March, inclusive, the Clerk has had 5 day's leave.

The following leave is requested:

- 0.5 days leave 26<sup>th</sup> April
  - 5 days leave 3<sup>rd</sup>-7<sup>th</sup> July
  - 5 days leave 31<sup>st</sup> July – 4<sup>th</sup> August
- 10 days leave 23<sup>rd</sup> August – 5<sup>th</sup> September

#### Overtime

The Clerk has attended 12 meetings or events outside of the normal working day within the period January to March, inclusive, (compared with 13 meetings in the previous quarter).

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

#### **PE263 UK STAFF SICKNESS ABSENCE FIGURES**

At the last Personnel Sub-Committee meeting held 16<sup>th</sup> January 2023, minute number PE256, it was requested that national sickness figures be obtained to compare the council's sickness levels with national statistics. These figures were obtained from the Office for National Statistics and provided year on year figures from 1995.

*Members received this report for information.*

#### **PE264 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
- Staff payments

**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.

#### **PE265 STAFF SICKNESS**

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

**Resolved:** To note the information.

#### **PE266 STAFFING MATTER**

Members received a verbal update on an ongoing staffing matter.

**Resolved:** To note the information.

#### **PE267 STAFF PAYMENTS**

*DJJ*

Members received an appendix containing the Salary Point number, for the year 2023/24, for all staff, along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

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

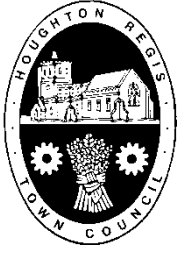
The Chairman declared the meeting closed at 6.21pm

Dated this 10<sup>th</sup> day of July 2023

D. J. Jones.

Chairman





## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 6**

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<b>Date:</b>	<b>11<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Corporate Services Committee.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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*This report is provided for information.*

### **1. BACKGROUND**

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

The income and expenditure report is provided for reference.

### **2. ISSUES FOR CONSIDERATION**

101-1076 – Precept

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

101-1096 – Interest & Dividends received.

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

101-4051 Bank & Loan Charges

Charges to date.

101-4056 Audit Fees

No expenditure to date.

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts. Expenditure to date includes software support for the Omega and Cemetery packages.

101-4061 CCLA Management Fees

No expenditure to date.

102-4007 Member Conferences

No expenditure to date.

102-4008 Member Training

No expenditure to date. Members are reminded the training opportunities are available through NALC.

102-4009 Travel

Some civic expenses incurred.

102-4020 Misc. Establishment Costs

Hire of hall for annual Parish Meeting.

102-4024 Subscriptions

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

102-4059 Other Professional Fees

No expenditure to date.

102-4104 Hospitality Allowance

Expenditure relates to hospitality after the AGM.

102-4131 – Election Costs

No expenditure to date.

190-1082 Inc Lettings

Hire income received for Chamber.

190-1091 Income Misc.

No income to date.

190 1099 Insurance Claims

Income received against vandalism to a wooden platform forming part of a piece of play equipment at Tithe Farm.

190-4007 Conference Costs

No expenditure to date.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. This also covers the Certificate in Local Council Administration (CILCA) registration, for the Head of Environment and Community Services.

190-4009 Travel

Covers officer travel.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

Payments made.

190-4015 Gas

Payments made.

190-4017 Health & Safety

Expenditure to date relates to gel ice packs.

190-4020 Misc. Est Costs

Various small-scale expenditure incurred.

190-4021 Communication Costs

Land line and mobile charges.

This budget is already nearly up to 50% of the annual budget, it is anticipated that there will be a budget overspend of around £1,700. This will be monitored during the year.



190-4022 Postage

Postage costs incurred.

190-4023 Stationery

Ad hoc office supplies purchased.

190-4025 Insurance

No expenditure to date.

190-4026 Computer Costs

Ad hoc costs incurred plus the annual IT support fee and Microsoft Office charges. A miscode has been noticed and will be rectified. The sum of £177.34 for an annual Allotment software maintenance cost should be coded to budget 101-4057 – Accountancy & Software.

190-4027 Photocopier charges

Ad hoc costs incurred.

190-4031 Advertising

Expenditure incurred for advertising for new staff.

190-4036 Property maintenance

Ad hoc costs incurred.

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs and sanitary services.

190-4042 Equip Main & Repairs

No expenditure to date.

190 4051 Bank & Loan Charges

A miscode has been noticed and will be rectified. The sum of £64 for Bankline Charges and Sum Up fees should be coded to budget 101-4051 Bank & Loan Charges

190-4059 Other Professional Fees

No expenditure to date

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

This expenditure relates to April, May and June.

191-4005 Staff overtime

This expenditure relates to April, May and June.

191-4059 Other Professional Fees

This budget is being used due to the ongoing need to utilise accountancy support. It is anticipated this support will reduce within the next quarter. This budget also covers the HR retainer charge, payroll fees and employee assistance programme fees as well as some ad hoc other professional support.

199 4805 New Equipment (incl IT)

Members are reminded that a recommendation to Town Council was made by this committee for 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.

### **3. COUNCIL VISION**

#### **Aspirations**

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 this report

#### **Legal Implications**

- There are no legal implications arising from this report

#### **Financial Implications**

- There are no financial implications arising from this report

#### **Risk Implications**

- There are no risk implications arising from this report

#### **Equalities Implications**

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

This project / issue does not discriminate.

#### **Press Contact**

There are no press implications arising from this report.

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

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

### **6. APPENDICES**

**Appendix A:** Income & Expenditure Report

22/08/2023

## Houghton Regis Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 22/08/2023

Month No: 5

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Corporate Management</b>								
1076 Precept received	0	598,391	1,196,781	598,391			50.0%	
1096 Interest & Dividends Received	0	5,829	39,360	33,531			14.8%	
Corporate Management :- Income	<b>0</b>	<b>604,219</b>	<b>1,236,141</b>	<b>631,922</b>			<b>48.9%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	0	27	840	813		813	3.3%	
4056 AUDIT FEES	0	0	3,200	3,200		3,200	0.0%	
4057 ACCOUNTANCY & SOFTWARE	0	1,781	5,000	3,219		3,219	35.6%	
4061 CCLA Management Fees	0	0	4,800	4,800		4,800	0.0%	
Corporate Management :- Indirect Expenditure	<b>0</b>	<b>1,809</b>	<b>13,840</b>	<b>12,031</b>	<b>0</b>	<b>12,031</b>	<b>13.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>602,411</b>	<b>1,222,301</b>	<b>619,890</b>				
<b>102 Democratic Rep'n &amp; Mgmt</b>								
4007 CONFERENCE COSTS	0	0	890	890		890	0.0%	
4008 TRAINING/COURSES	0	0	1,400	1,400		1,400	0.0%	
4009 TRAVEL	0	56	350	294		294	16.1%	
4020 MISC. ESTABLISH.COST	0	60	400	340		340	15.0%	
4024 SUBSCRIPTIONS	0	2,939	2,879	(60)		(60)	102.1%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
4104 HOSPITALITY ALLNCE	0	69	250	181		181	27.5%	
4131 ELECTION COSTS	0	0	10,000	10,000		10,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>3,124</b>	<b>21,169</b>	<b>18,045</b>	<b>0</b>	<b>18,045</b>	<b>14.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,124)</b>	<b>(21,169)</b>	<b>(18,045)</b>				
<b>190 Central Services</b>								
1082 INC-LETTINGS	0	30	30	0			100.0%	
1091 Income Miscellaneous	0	0	100	100			0.0%	
1099 Insurance Claims	0	1,000	0	(1,000)			0.0%	
Central Services :- Income	<b>0</b>	<b>1,030</b>	<b>130</b>	<b>(900)</b>			<b>792.3%</b>	<b>0</b>
4007 CONFERENCE COSTS	0	0	800	800		800	0.0%	
4008 TRAINING/COURSES	0	842	4,000	3,158		3,158	21.1%	
4009 TRAVEL	0	12	500	488		488	2.4%	
4011 RATES	0	7,466	7,300	(166)		(166)	102.3%	
4012 WATER RATES	0	100	500	400		400	19.9%	
4014 ELECTRICITY	0	328	2,400	2,072		2,072	13.7%	
4015 GAS	0	194	1,200	1,006		1,006	16.2%	
4017 HEALTH & SAFETY	0	13	400	387		387	3.3%	
4020 MISC. ESTABLISH.COST	0	257	300	43		43	85.7%	

## Detailed Income &amp; Expenditure by Budget Heading 22/08/2023

Month No: 5

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 COMMUNICATIONS COSTS	0	2,364	5,000	2,636		2,636	47.3%	
4022 POSTAGE	0	250	600	350		350	41.7%	
4023 STATIONERY	0	199	700	501		501	28.4%	
4025 INSURANCE	0	0	13,500	13,500		13,500	0.0%	
4026 COMPUTER COSTS	2,011	3,102	6,000	2,898		2,898	51.7%	
4027 PHOTOCOPIER CHARGES	0	349	1,600	1,251		1,251	21.8%	
4031 ADVERTISING	0	256	1,000	744		744	25.6%	
4036 PROPERTY MAINTENANCE	0	99	1,000	901		901	9.9%	
4038 MAINTENANCE CONTRACTS	0	58	600	542		542	9.7%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4051 BANK & LOAN CHARGES	0	64	0	(64)		(64)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
Central Services :- Indirect Expenditure	<b>2,011</b>	<b>15,954</b>	<b>53,400</b>	<b>37,446</b>	<b>0</b>	<b>37,446</b>	<b>29.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,011)</b>	<b>(14,924)</b>	<b>(53,270)</b>	<b>(38,346)</b>				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	0	112,334	526,440	414,106		414,106	21.3%	
4002 EMPLOYERS N.I	0	10,848	72,648	61,800		61,800	14.9%	
4003 EMPLOYERS SUPERANN.	0	39,199	141,085	101,886		101,886	27.8%	
4005 STAFF OVERTIME	0	2,637	10,000	7,363		7,363	26.4%	
4059 OTHER PROFESSIONAL FEES	225	4,188	20,000	15,812		15,812	20.9%	
4992 Trs from Earmarked Reserve	0	0	(35,000)	(35,000)		(35,000)	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	<b>225</b>	<b>169,205</b>	<b>735,173</b>	<b>565,968</b>	<b>0</b>	<b>565,968</b>	<b>23.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(225)</b>	<b>(169,205)</b>	<b>(735,173)</b>	<b>(565,968)</b>				
<u>199 P&amp;R Capital and Projects</u>								
4805 CAP - New Equipment (incl IT)	0	8,811	4,000	(4,811)		(4,811)	220.3%	
P&R Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>8,811</b>	<b>4,000</b>	<b>(4,811)</b>	<b>0</b>	<b>(4,811)</b>	<b>220.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(8,811)</b>	<b>(4,000)</b>	<b>4,811</b>				
Grand Totals:- Income	<b>0</b>	<b>605,249</b>	<b>1,236,271</b>	<b>631,022</b>			<b>49.0%</b>	
Expenditure	<b>2,236</b>	<b>198,903</b>	<b>827,582</b>	<b>628,679</b>	<b>0</b>	<b>628,679</b>	<b>24.0%</b>	
<b>Net Income over Expenditure</b>	<b>(2,236)</b>	<b>406,346</b>	<b>408,689</b>	<b>2,343</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,236)</b>	<b>406,346</b>						

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**Houghton Regis Town Council**
**Bank - Cash and Investment Reconciliation as at 30 April 2023**


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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	30/04/2023	Liquidity Manager Account	738,311.15
1	30/04/2023	NatWest Current Account	1,000.00
2	30/04/2023	Business Reserve Account	267.92
3	30/04/2023	Natwest Youth Council	384.43
			<b>739,963.50</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		Fixed Rate Bond	0.00
		Float temp -Easter Playschem	0.00
		Float temp - Council Events	0.00
		L A Deposit Fund Account	554,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	35.65
		Postage Franking M/C float	0.00
		TREASURY ACCOUNT	0.00
			<b>1,154,735.65</b>
			<b>1,894,699.15</b>
<u>Unpresented Payments</u>			
1	25/04/2023	FP15	2,910.96
			<b>2,910.96</b>
			<b>1,891,788.19</b>
<u>Receipts not on Bank Statement</u>			
0	30/04/2023	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			
			<b>1,891,788.19</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	736,400.19
2		NATWEST ONLINE ac 41172051	267.92
3		Natwest Yth Council	384.43
		Other Cash & Bank Balances	1,154,735.65
		<b>Total Cash &amp; Bank Balances</b>	<b>1,891,788.19</b>

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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 May 2023

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/05/2023	Liquidity Manager Account	399,062.34
1	31/05/2023	NatWest Current Account	1,000.00
2	31/05/2023	Business Reserve Account	268.18
3	31/05/2023	Natwest Youth Council	334.47
			<b>400,664.99</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	769,500.00
		PETTY CASH FLOAT	32.49
			<b>1,369,732.49</b>
			<b>1,770,397.48</b>
<u>Unpresented Payments</u>			
1	09/05/2023	FP7	13,511.79
1	23/05/2023	FP7	1,500.00
			<b>15,011.79</b>
			<b>1,755,385.69</b>
<u>Receipts not on Bank Statement</u>			
0	31/05/2023	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			
			<b>1,755,385.69</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	385,050.55
2		NATWEST ONLINE ac 41172051	268.18
3		Natwest Yth Council	334.47
		Other Cash & Bank Balances	1,369,732.49
		<b>Total Cash &amp; Bank Balances</b>	<b>1,755,385.69</b>

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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 30 June 2023

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2023 Liquidity Manager Account	351,064.10
1	30/06/2023 NatWest Current Account	1,000.00
2	30/06/2023 Business Reserve Account	0.00
3	30/06/2023 Natwest Youth Council	101.51
		<b>352,165.61</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	L A Deposit Fund Account	769,500.00
	PETTY CASH FLOAT	37.20
		<b>1,369,737.20</b>
		<b>1,721,902.81</b>
<u>Unpresented Payments</u>		
1	23/05/2023 FP7	1,500.00
1	08/06/2023 FP20	27.00
		<b>1,527.00</b>
		<b>1,720,375.81</b>
<u>Receipts not on Bank Statement</u>		
0	30/06/2023 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,720,375.81</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	350,537.10
2	NATWEST ONLINE ac 41172051	268.43
3	Natwest Yth Council	101.51
	Other Cash & Bank Balances	1,369,737.20
	<b>Total Cash &amp; Bank Balances</b>	<b>1,720,644.24</b>

29/08/2023

**Houghton Regis Town Council Current Year**

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**List of Purchase Ledger Payments for Month 1**

User: DEBBIE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
<i>43-Telephone</i>	20/04/2023	M015&3	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 03/04/2023 by Cheque DDR4							
<b>EE01</b> <b>EE Limited</b>							
<i>Mobile phone</i>	24/03/2023	V02091648377	1	258.22	0.00	258.22	0.00
					<b>0.00</b>	<b>258.22</b>	
Above paid on 03/04/2023 by Cheque DDR3							
<b>TEC01</b> <b>Techies Limited</b>							
<i>375-IT Support contract</i>	03/08/2022	INV-2973	1	419.20	0.00	180.00	239.20
					<b>0.00</b>	<b>180.00</b>	
Above paid on 03/04/2023 by Cheque S/O1							
<b>TEC01</b> <b>Techies Limited</b>							
<i>375-IT Support contract</i>	03/08/2022	INV-2973	1	239.20	0.00	239.20	0.00
<i>564-M/Soft 365/Backup</i>	07/10/2022	INV-3222	1	2,581.70	0.00	36.96	2,544.74
					<b>0.00</b>	<b>276.16</b>	
Above paid on 03/04/2023 by Cheque SO/2							
<b>WAV02</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 115	1	0.00	0.00	54.00	-54.00
					<b>0.00</b>	<b>54.00</b>	
Above paid on 04/04/2023 by Cheque DDR5							
<b>WAV03</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 117	1	0.00	0.00	115.00	-115.00
					<b>0.00</b>	<b>115.00</b>	
Above paid on 04/04/2023 by Cheque DDR7							
<b>WAV04</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 119	1	0.00	0.00	18.00	-18.00
					<b>0.00</b>	<b>18.00</b>	
Above paid on 04/04/2023 by Cheque DDR9							

Continued over page



Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WAV05</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 118	1	0.00	0.00	33.00	-33.00
					<b>0.00</b>	<b>33.00</b>	
	Above paid on 04/04/2023 by Cheque DDR8						
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 120	1	0.00	0.00	120.00	-120.00
					<b>0.00</b>	<b>120.00</b>	
	Above paid on 04/04/2023 by Cheque DDR10						
<b>WAV07</b> <b>Anglain Water</b>							
<i>Purchase Ledger Payment</i>	04/04/2023	ON ACC 116	1	0.00	0.00	22.00	-22.00
					<b>0.00</b>	<b>22.00</b>	
	Above paid on 04/04/2023 by Cheque DDR6						
<b>CAS09</b> <b>Castle Water - 2597769</b>							
<i>Purchase Ledger Payment</i>	05/04/2023	ON ACC 122	1	0.00	0.00	8.74	-8.74
					<b>0.00</b>	<b>8.74</b>	
	Above paid on 05/04/2023 by Cheque DDR						
<b>GRE05</b> <b>Grenke Leasing Ltd</b>							
<i>1079-Copier Lease 1.4-30.6.23</i>	22/03/2023	000170306/2023	1	118.80	0.00	118.80	0.00
					<b>0.00</b>	<b>118.80</b>	
	Above paid on 05/04/2023 by Cheque DDR11						
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
<i>1083-Telephone</i>	26/03/2023	Q0345L	1	473.62	0.00	473.62	0.00
					<b>0.00</b>	<b>473.62</b>	
	Above paid on 11/04/2023 by Cheque DDR12						
<b>YU001</b> <b>Yu Energy</b>							
<i>22-Depot Elec Mar 23</i>	03/04/2023	01088272	1	439.87	0.00	439.87	0.00
					<b>0.00</b>	<b>439.87</b>	
	Above paid on 11/04/2023 by Cheque DDR13						

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
21-O/Close Elec Mar 23	03/04/2023	01088470	1	33.63	0.00	33.63	0.00
					<b>0.00</b>	<b>33.63</b>	
Above paid on 11/04/2023 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
19-M/Cres Elec Mar 23	03/04/2023	01088628	1	121.33	0.00	121.33	0.00
					<b>0.00</b>	<b>121.33</b>	
Above paid on 11/04/2023 by Cheque DDR15							
<b>YU001 Yu Energy</b>							
20-P/Side Elec Mar 23	03/04/2023	01088669	1	12.80	0.00	12.80	0.00
					<b>0.00</b>	<b>12.80</b>	
Above paid on 11/04/2023 by Cheque DDR16							
<b>YU001 Yu Energy</b>							
23-Office Elec Mar 23	03/04/2023	01086131	1	196.41	0.00	196.41	0.00
					<b>0.00</b>	<b>196.41</b>	
Above paid on 11/04/2023 by Cheque DDR17							
<b>YU001 Yu Energy</b>							
16-P/Side elec Mar 23	03/04/2023	01086133	1	39.48	0.00	39.48	0.00
					<b>0.00</b>	<b>39.48</b>	
Above paid on 11/04/2023 by Cheque DDR18							
<b>YU001 Yu Energy</b>							
T/Farm Elec Mar 23	03/04/2023	01086134	1	164.20	0.00	164.20	0.00
					<b>0.00</b>	<b>164.20</b>	
Above paid on 11/04/2023 by Cheque DDR19							
<b>YU001 Yu Energy</b>							
15-Depot elec Mar 23	03/04/2023	01086136	1	13.00	0.00	13.00	0.00
					<b>0.00</b>	<b>13.00</b>	
Above paid on 11/04/2023 by Cheque DDR20							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
18-V/Green elec Mar 23	03/04/2023	01086140	1	207.98	0.00	207.98	0.00
					<b>0.00</b>	<b>207.98</b>	
Above paid on 11/04/2023 by Cheque DDR21							
<b>BATPC BATPC</b>							
1-BATPC Subs 23/24	01/04/2023	AFF049A	1	2,186.00	0.00	2,186.00	0.00
					<b>0.00</b>	<b>2,186.00</b>	
Above paid on 12/04/2023 by Cheque FP1							
<b>BMK001 BALC</b>							
2-Recruitment advert	06/04/2023	4704	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 12/04/2023 by Cheque FP2							
<b>BUS01 Business HR Solutions (Consultancy) Ltd</b>							
4-HR Retainer	01/04/2023	INV-031884	1	244.46	0.00	244.46	0.00
					<b>0.00</b>	<b>244.46</b>	
Above paid on 12/04/2023 by Cheque FP12							
<b>CEN04 Central Bedfordshire Council</b>							
8-Depot Rates 23/24	01/04/2023	33016488A	1	10,042.38	0.00	5,021.38	5,021.00
					<b>0.00</b>	<b>5,021.38</b>	
Above paid on 12/04/2023 by Cheque FP3							
<b>CEN04 Central Bedfordshire Council</b>							
9-Cemetery Rates 23/24	01/04/2023	3016930A	1	1,061.00	0.00	530.00	531.00
					<b>0.00</b>	<b>530.00</b>	
Above paid on 12/04/2023 by Cheque FP4							
<b>CEN04 Central Bedfordshire Council</b>							
10-M/Cres Rates 23/24	01/04/2023	3160492A	1	4,191.60	0.00	2,095.60	2,096.00
					<b>0.00</b>	<b>2,095.60</b>	
Above paid on 12/04/2023 by Cheque FP5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
11-Office rates 23/24	01/04/2023	3012142A	1	7,466.29	0.00	3,733.29	3,733.00
					<b>0.00</b>	<b>3,733.29</b>	
Above paid on 12/04/2023 by Cheque FP6							
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
12-V/Geen Rates 23/24	01/04/2023	3080213A	1	2,544.90	0.00	1,272.90	1,272.00
					<b>0.00</b>	<b>1,272.90</b>	
Above paid on 12/04/2023 by Cheque FP7							
<b>CLO02</b> <b>Cloudy Group</b>							
3-App hosting	01/04/2023	INV-4149	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 12/04/2023 by Cheque FP8							
<b>COL02</b> <b>SD Collier</b>							
1135-Collier allt rent refund	31/03/2023	31323	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 12/04/2023 by Cheque FP24							
<b>DCK01</b> <b>DCK Accounting Solutions Ltd</b>							
1118-Accounts March 23	31/03/2023	TPC10655	1	859.27	0.00	859.27	0.00
					<b>0.00</b>	<b>859.27</b>	
Above paid on 12/04/2023 by Cheque FP9							
<b>EL001</b> <b>EllievisionAV Ltd</b>							
1119-Coronation screen hire	24/03/2023	INV-0031	1	2,043.60	0.00	2,043.60	0.00
					<b>0.00</b>	<b>2,043.60</b>	
Above paid on 12/04/2023 by Cheque FP10							
<b>HOL002</b> <b>Holywell Recycling Ltd</b>							
1122-Skip hire	31/03/2023	M045552	1	712.80	0.00	712.80	0.00
					<b>0.00</b>	<b>712.80</b>	
Above paid on 12/04/2023 by Cheque FP13							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOU07 Houghton Regis Memorial Hall</b>							
1127-Hall hire 30.4.23	04/03/2023	04/03/2023/62	1	112.00	0.00	112.00	0.00
					<b>0.00</b>	<b>112.00</b>	
Above paid on 12/04/2023 by Cheque FP18							
<b>JCURL01 John Curl</b>							
1120-Mower Battery/number plat	25/03/2023	247279	1	100.78	0.00	100.78	0.00
1121-LC69 HCL battery	31/03/2023	247286	1	306.00	0.00	306.00	0.00
					<b>0.00</b>	<b>406.78</b>	
Above paid on 12/04/2023 by Cheque FP11							
<b>KRI01 Krisgar Entertainments</b>							
1123-Carnival entertainment	10/03/2023	2307081	1	255.00	0.00	255.00	0.00
					<b>0.00</b>	<b>255.00</b>	
Above paid on 12/04/2023 by Cheque FP14							
<b>LAM01 Lamps &amp; Tubes Illuminations Ltd</b>							
1124-Xmas lights repairs	31/03/2023	INV-71143	1	784.68	0.00	784.68	0.00
Purchase Ledger Payment	30/03/2023	ON ACC 1157	1	5,618.40	0.00	5,618.40	0.00
					<b>0.00</b>	<b>6,403.08</b>	
Above paid on 12/04/2023 by Cheque FP15							
<b>LAN03 Latent Digital Solutions Ltd</b>							
1125-Copier charges	29/03/2023	304102	1	74.39	0.00	74.39	0.00
					<b>0.00</b>	<b>74.39</b>	
Above paid on 12/04/2023 by Cheque FP16							
<b>LD002 L&amp;D CF General Account</b>							
1126-LD Hospital Charity Quiz	30/03/2023	30323	1	24.00	0.00	24.00	0.00
					<b>0.00</b>	<b>24.00</b>	
Above paid on 12/04/2023 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MCS01 MCS Contract Cleaning Limited</b>							
1128-Public toilets cleaning	30/03/2023	42409	1	1,920.00	0.00	1,920.00	0.00
					<b>0.00</b>	<b>1,920.00</b>	
Above paid on 12/04/2023 by Cheque FP19							
<b>PER01 Perfect Print</b>							
1131-Queen condolence book	31/03/2023	23/5454	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 12/04/2023 by Cheque FP21							
<b>PER03 Perfect Personalised Parties</b>							
1132-Remebrance Day Sound syst	10/03/2023	INV-0104	1	100.00	0.00	100.00	0.00
1133-Xmas Lights Sound system	10/03/2023	INV-0105	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 12/04/2023 by Cheque FP22							
<b>PPLPRS PPL PRS Ltd</b>							
1130-PPL/PRS Licence 23/24	22/03/2023	SIN2333981	1	2,123.77	0.00	2,123.77	0.00
					<b>0.00</b>	<b>2,123.77</b>	
Above paid on 12/04/2023 by Cheque FP20							
<b>SAF04 The Safer Luton Partnership</b>							
1140-Event 1st aid 23/24	27/02/2023	SLP/HRTC/7043	1	530.00	0.00	530.00	0.00
1141-C/Service 1st aid	27/02/2023	SLP/HRTC/7044	1	25.00	0.00	25.00	0.00
1142-Carol Service 1st Aid 23/	27/02/2023	SLP/HRTC/7045	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>580.00</b>	
Above paid on 12/04/2023 by Cheque FP27							
<b>STR02 Strawberry Fieldz Ltd</b>							
5-Coronation PA hire	03/04/2023	INV000492	1	300.00	0.00	300.00	0.00
7-Carnival Sound system hire	03/04/2023	INV000494	1	1,050.00	0.00	1,050.00	0.00
6-H/Rocks PA Hire	03/04/2023	INV00493	1	1,350.00	0.00	1,350.00	0.00
					<b>0.00</b>	<b>2,700.00</b>	
Above paid on 12/04/2023 by Cheque FP25							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SWE03</b> <b>SWECO Building Control Ltd</b>							
1139-Building control	28/03/2023	661412295	1	1,800.00	0.00	1,800.00	0.00
					<b>0.00</b>	<b>1,800.00</b>	
Above paid on 12/04/2023 by Cheque FP26							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
1134-Fuel A/C	31/03/2023	5003157	1	33.19	0.00	33.19	0.00
					<b>0.00</b>	<b>33.19</b>	
Above paid on 12/04/2023 by Cheque FP23							
<b>POZ02</b> <b>Positive Energy 135118</b>							
67-P/Side Gas Mar 23	17/04/2023	13511820233182677	1	8.33	0.00	8.33	0.00
					<b>0.00</b>	<b>8.33</b>	
Above paid on 14/04/2023 by Cheque DDR22							
<b>POZ03</b> <b>Positive Energy 135116</b>							
65-Depot Gas Mar 23	17/04/2023	13511620233182679	1	14.00	0.00	14.00	0.00
					<b>0.00</b>	<b>14.00</b>	
Above paid on 14/04/2023 by Cheque DDR23							
<b>POZ04</b> <b>Positive Energy 135119</b>							
68-M/Cres Gas Mar 23	17/04/2023	13511920233182676	1	106.82	0.00	106.82	0.00
					<b>0.00</b>	<b>106.82</b>	
Above paid on 14/04/2023 by Cheque DDR24							
<b>POZ05</b> <b>Positive Energy 135117</b>							
66-Office Gas Mar 23	17/04/2023	13511720233182678	1	174.32	0.00	174.32	0.00
					<b>0.00</b>	<b>174.32</b>	
Above paid on 14/04/2023 by Cheque DDR25							
<b>CAS10</b> <b>Castle Water - 2597749</b>							
13-P/Side Water charges	03/04/2023	8744679	1	26.93	0.00	26.93	0.00
					<b>0.00</b>	<b>26.93</b>	
Above paid on 17/04/2023 by Cheque DDR26							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PLU03 Plusnet Plc</b>							
14-Depot Broadband	10/04/2023	00002193203-060	1	20.60	0.00	20.60	0.00
					<b>0.00</b>	<b>20.60</b>	
Above paid on 18/04/2023 by Cheque DDR27							
<b>POZ01 Pozitive Energy 135115</b>							
Purchase Ledger Payment	20/04/2023	ON ACC 121	1	0.00	0.00	2.15	-2.15
					<b>0.00</b>	<b>2.15</b>	
Above paid on 20/04/2023 by Cheque DDR28							
<b>POZ01 Pozitive Energy 135115</b>							
64-T/Far Gas Mar 23	23/04/2023	13511520233216813	1	6.17	0.00	6.17	0.00
					<b>0.00</b>	<b>6.17</b>	
Above paid on 20/04/2023 by Cheque DDR29							
<b>CAS02 Castle Water</b>							
Purchase Ledger Payment	21/04/2023	ON ACC 146	1	0.00	0.00	17.11	-17.11
					<b>0.00</b>	<b>17.11</b>	
Above paid on 21/04/2023 by Cheque DDR1							
<b>DUN02 Biffa Waste Services Ltd</b>							
1082-Trade refuse	23/03/2023	614M09564	1	276.00	0.00	276.00	0.00
					<b>0.00</b>	<b>276.00</b>	
Above paid on 24/04/2023 by Cheque DDR30							
<b>BED02 Bedfordshire Pension Fund</b>							
32-Pension Added Yrs Mar 23	20/04/2023	752493	1	53.29	0.00	53.29	0.00
					<b>0.00</b>	<b>53.29</b>	
Above paid on 25/04/2023 by Cheque FP7							
<b>BQ01 Trade UK</b>							
24-Petrol can/spout	14/04/2023	1365553426	1	36.10	0.00	36.10	0.00
					<b>0.00</b>	<b>36.10</b>	
Above paid on 25/04/2023 by Cheque FP1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DES001</b> <b>DE Signs &amp; Labels Ltd</b>							
26-A4 sign	12/04/2023	19317	1	139.20	0.00	139.20	0.00
25-Vehicle decals	12/04/2023	19318	1	102.00	0.00	102.00	0.00
					<b>0.00</b>	<b>241.20</b>	
Above paid on 25/04/2023 by Cheque FP2							
<b>DUN04</b> <b>Dunstable Town Council</b>							
1166-Market Licence 1.4.23	31/03/2023	GEN15502	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>48.00</b>	
Above paid on 25/04/2023 by Cheque FP3							
<b>GOS001</b> <b>Joseph Gosling</b>							
34-Gosling Allot rent refund	23/04/2023	23423	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 25/04/2023 by Cheque FP9							
<b>GRE06</b> <b>Greenbridge Designs Ltd</b>							
30-Huddleston inscription	12/04/2023	INV-0779	1	116.40	0.00	116.40	0.00
29-Susan inscription	12/04/2023	INV-0780	1	116.40	0.00	116.40	0.00
28-Chan inscription	12/04/2023	INV-0781	1	327.60	0.00	327.60	0.00
					<b>0.00</b>	<b>560.40</b>	
Above paid on 25/04/2023 by Cheque FP5							
<b>HOS001</b> <b>Hospice at Home Volunteers</b>							
31-Coronation performance	12/04/2023	12423	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 25/04/2023 by Cheque FP6							
<b>ICCM01</b> <b>Institute of Cemetery &amp; Crematorium Mgmt</b>							
33-ICCM Subs 23/24	01/04/2023	4686/2023/24	1	95.00	0.00	95.00	0.00
					<b>0.00</b>	<b>95.00</b>	
Above paid on 25/04/2023 by Cheque FP8							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LOW001</b> <b>Mr Russ Lowe</b>							
36-Lowe Allot rent refund	23/04/2023	23423	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 25/04/2023 by Cheque FP11							
<b>MAY001</b> <b>The Mayor's Fund</b>							
35-Lutun Charity lunch ticket	12/04/2023	12423	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
Above paid on 25/04/2023 by Cheque FP10							
<b>MAY05</b> <b>Ms GJ Mayne</b>							
27-Mayne Allot rent refund	23/04/2023	25423	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 25/04/2023 by Cheque FP4							
<b>ORI001</b> <b>Origin Amenity Solutions</b>							
38-Line marker	20/04/2023	OASI0058028	1	336.78	0.00	336.78	0.00
					<b>0.00</b>	<b>336.78</b>	
Above paid on 25/04/2023 by Cheque FP13							
<b>PHS01</b> <b>PHS Group</b>							
40-Toilet rolls	13/04/2023	69750543	1	157.32	0.00	157.32	0.00
					<b>0.00</b>	<b>157.32</b>	
Above paid on 25/04/2023 by Cheque FP14							
<b>STE003</b> <b>Nigel Steele</b>							
37-Civic Service organist	12/04/2023	12423	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 25/04/2023 by Cheque FP12							
<b>YOU01</b> <b>Your NRG Ltd</b>							
41-Diesel	12/04/2023	1135684	1	2,910.96	0.00	2,910.96	0.00
					<b>0.00</b>	<b>2,910.96</b>	
Above paid on 25/04/2023 by Cheque FP15							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS02</b> <b>Castle Water</b>							
<i>Purchase Ledger Payment</i>	26/04/2023	ON ACC 147	1	0.00	0.00	25.15	-25.15
					<b>0.00</b>	<b>25.15</b>	
							Above paid on 26/04/2023 by Cheque DDR2
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
<i>70-Pensions Apr 23</i>	30/04/2023	APR23	1	10,294.14	0.00	10,294.14	0.00
					<b>0.00</b>	<b>10,294.14</b>	
							Above paid on 28/04/2023 by Cheque FP
<b>PAYROLL</b> <b>Payroll Options</b>							
<i>1129-Payroll fees Mar 23</i>	31/03/2023	143952	1	130.51	0.00	130.51	0.00
					<b>0.00</b>	<b>130.51</b>	
							Above paid on 28/04/2023 by Cheque DDR31
				<b>Total Purchase Ledger Payments for Month 1</b>	<b>0.00</b>	<b>54,639.22</b>	

## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DUN02</b> <b>Biffa Waste Services Ltd</b>							
1116-Skip hire	31/03/2023	614C14373	1	76.02	0.00	76.02	0.00
1117-Trade refuse	31/03/2023	614C14374	1	2,895.78	0.00	2,895.78	0.00
					<b>0.00</b>	<b>2,971.80</b>	
Above paid on 02/05/2023 by Cheque DDR1							
<b>EE01</b> <b>EE Limited</b>							
72-Mobile phones	24/04/2023	V02101385703	1	301.12	0.00	301.12	0.00
					<b>0.00</b>	<b>301.12</b>	
Above paid on 02/05/2023 by Cheque DDR2							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
Purchase Ledger Payment	02/05/2023	ON ACC 235	1	0.00	0.00	90.00	-90.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 02/05/2023 by Cheque DDR3							
<b>TEC01</b> <b>Techies Limited</b>							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	2,544.74	0.00	180.00	2,364.74
					<b>0.00</b>	<b>180.00</b>	
Above paid on 03/05/2023 by Cheque S/O1							
<b>TEC01</b> <b>Techies Limited</b>							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	2,364.74	0.00	276.16	2,088.58
					<b>0.00</b>	<b>276.16</b>	
Above paid on 03/05/2023 by Cheque S/O2							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
110-Telephone	21/05/2023	M0163Q	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 04/05/2023 by Cheque DDR6							
<b>WAV01</b> <b>Wave Utilities</b>							
Purchase Ledger Payment	04/05/2023	ON ACC 236	1	0.00	0.00	23.00	-23.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 236	1	-23.00	0.00	-23.00	0.00
					<b>0.00</b>	<b>0.00</b>	

No payment due as Credit Notes have been applied

**WAV01 Wave Utilities**

<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 237	1	0.00	0.00	103.00	-103.00
<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 237	1	-103.00	0.00	-103.00	0.00
					<b>0.00</b>	<b>0.00</b>	

No payment due as Credit Notes have been applied

**WAV04 Anglian Water**

<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 275	1	0.00	0.00	23.00	-23.00
					<b>0.00</b>	<b>23.00</b>	

Above paid on 04/05/2023 by Cheque DDR

**WAV05 Anglian Water**

<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 245	1	0.00	0.00	33.00	-33.00
					<b>0.00</b>	<b>33.00</b>	

Above paid on 04/05/2023 by Cheque DDR2

**WAV06 Anglian Water**

<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 276	1	0.00	0.00	103.00	-103.00
					<b>0.00</b>	<b>103.00</b>	

Above paid on 04/05/2023 by Cheque DDR2

**WAV07 Anglain Water**

<i>Purchase Ledger Payment</i>	04/05/2023	ON ACC 244	1	0.00	0.00	22.00	-22.00
					<b>0.00</b>	<b>22.00</b>	

Above paid on 04/05/2023 by Cheque DDR1

**CAS09 Castle Water - 2597769**

<i>Purchase Ledger Payment</i>	05/05/2023	ON ACC 238	1	0.00	0.00	8.74	-8.74
					<b>0.00</b>	<b>8.74</b>	

Above paid on 05/05/2023 by Cheque DDR9

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALL06 Allens Catering Hire Services Ltd</b>							
47-Crockery/cutlery hire	28/04/2023	236068	1	415.42	0.00	415.42	0.00
					<b>0.00</b>	<b>415.42</b>	
Above paid on 09/05/2023 by Cheque FP2							
<b>AMP03 Ampthill Town Council Ampthill Mayors Ch</b>							
48-ATC Coronation concert tick	25/04/2023	25423	1	15.00	0.00	15.00	0.00
					<b>0.00</b>	<b>15.00</b>	
Above paid on 09/05/2023 by Cheque FP3							
<b>BED02 Bedfordshire Pension Fund</b>							
53-AL Capital Costs apr 23	26/04/2023	752643	1	13,511.79	0.00	13,511.79	0.00
					<b>0.00</b>	<b>13,511.79</b>	
Above paid on 09/05/2023 by Cheque FP7							
<b>CLO02 Cloudy Group</b>							
80-App hosting	01/05/2023	INV-4250	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 09/05/2023 by Cheque FP4							
<b>DCK01 DCK Accounting Solutions Ltd</b>							
51-Accounts 12&25.4.23	27/04/2023	TPC10696	1	912.00	0.00	912.00	0.00
					<b>0.00</b>	<b>912.00</b>	
Above paid on 09/05/2023 by Cheque FP5							
<b>DES001 DE Signs &amp; Labels Ltd</b>							
52-Coronation banners	26/04/2023	19331	1	52.80	0.00	52.80	0.00
					<b>0.00</b>	<b>52.80</b>	
Above paid on 09/05/2023 by Cheque FP6							
<b>HIG01 Highline Adventure Ltd</b>							
81-Climbing wall hire 24.7.23	02/05/2023	INV-0108	1	1,074.00	0.00	1,074.00	0.00
					<b>0.00</b>	<b>1,074.00</b>	
Above paid on 09/05/2023 by Cheque FP8							

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## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HMR001</b> <b>HMRC</b>							
69-PAYE/NI Apr 23	30/04/2023	APR23	1	10,557.38	0.00	10,557.38	0.00
					<b>0.00</b>	<b>10,557.38</b>	
Above paid on 09/05/2023 by Cheque FP9							
<b>MCS01</b> <b>MCS Contract Cleaning Limited</b>							
54-Toilets cleaning Apr 23	30/04/2023	42491	1	1,920.00	0.00	1,920.00	0.00
					<b>0.00</b>	<b>1,920.00</b>	
Above paid on 09/05/2023 by Cheque FP10							
<b>MIKERUFF</b> <b>Mike Ruff Music</b>							
83-Coronation Maypole teaching	08/05/2023	MR/23/1384	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 09/05/2023 by Cheque FP15							
<b>NAL01</b> <b>NALC</b>							
Staff Training	09/10/2020	1408767474	1	38.93	0.00	38.93	0.00
Staff Training	09/10/2020	1421956969	1	38.93	0.00	38.93	0.00
					<b>0.00</b>	<b>77.86</b>	
Above paid on 09/05/2023 by Cheque FP11							
<b>PER03</b> <b>Perfect Personalised Parties</b>							
56-Skate-Jam DJ 24.7.23	28/04/2023	INV-0154	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 09/05/2023 by Cheque FP12							
<b>QUI001</b> <b>Quinn Artistes Entertainment Ltd</b>							
82-Carnival Prime Street band	04/05/2023	INV-203199	1	1,530.00	0.00	1,530.00	0.00
					<b>0.00</b>	<b>1,530.00</b>	
Above paid on 09/05/2023 by Cheque FP13							
<b>RBS01</b> <b>Rialtas Business Solutions Ltd</b>							
57-Allotments software maint	28/04/2023	SM28260	1	212.81	0.00	212.81	0.00
					<b>0.00</b>	<b>212.81</b>	
Above paid on 09/05/2023 by Cheque FP14							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SCR02</b> <b>Trade UK Account</b>							
58-Cloths/vacuum bags	26/04/2023	1369624638	1	21.88	0.00	21.88	0.00
					<b>0.00</b>	<b>21.88</b>	
Above paid on 09/05/2023 by Cheque FP16							
<b>SCU01</b> <b>Scutum South East Ltd</b>							
1138-P/Side Alarm maint 23/24	31/03/2023	96278	1	110.99	0.00	110.99	0.00
1136-O/C Alarm Maint 23/24	31/03/2023	96279	1	104.05	0.00	104.05	0.00
1137-T/F Alarm maint 23/24	31/03/2023	96280	1	110.99	0.00	110.99	0.00
59-Alarm call out	24/04/2023	96380	1	138.00	0.00	138.00	0.00
61-CCTV Maint 1.6-30.5.24 M/Cr	30/04/2023	96608	1	110.99	0.00	110.99	0.00
60-Replace alarm battery depot	30/04/2023	96635	1	68.16	0.00	68.16	0.00
Scutum Credit	28/02/2023	CRE04072	1	-424.56	0.00	-424.56	0.00
					<b>0.00</b>	<b>218.62</b>	
Above paid on 09/05/2023 by Cheque FP17							
<b>SPA01</b> <b>Spaldings Limited</b>							
62-Protective clothing	26/04/2023	SI-2859841	1	338.04	0.00	338.04	0.00
					<b>0.00</b>	<b>338.04</b>	
Above paid on 09/05/2023 by Cheque FP18							
<b>THR01</b> <b>Affinity for Business</b>							
79-Standpipe licence	02/05/2023	100040449	1	394.48	0.00	394.48	0.00
					<b>0.00</b>	<b>394.48</b>	
Above paid on 09/05/2023 by Cheque FP1							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
63-Fuel A/C	30/04/2023	5070531	1	304.64	0.00	304.64	0.00
					<b>0.00</b>	<b>304.64</b>	
Above paid on 09/05/2023 by Cheque FP19							
<b>YU001</b> <b>Yu Energy</b>							
212-Depot electricity	03/05/2023	01116626	1	390.06	0.00	390.06	0.00
					<b>0.00</b>	<b>390.06</b>	
Above paid on 10/05/2023 by Cheque DDR10							

Continued over page



## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
207-O/Close water charges	03/05/2023	01116763	1	30.52	0.00	30.52	0.00
					<b>0.00</b>	<b>30.52</b>	
							Above paid on 11/05/2023 by Cheque DDR11
<b>YU001 Yu Energy</b>							
206-M/Cres water charges	03/05/2023	01116874	1	150.77	0.00	150.77	0.00
					<b>0.00</b>	<b>150.77</b>	
							Above paid on 11/05/2023 by Cheque DDR12
<b>YU001 Yu Energy</b>							
208-P/Side Electricity	03/05/2023	01116906	1	11.34	0.00	11.34	0.00
					<b>0.00</b>	<b>11.34</b>	
							Above paid on 11/05/2023 by Cheque DDR13
<b>YU001 Yu Energy</b>							
211-Office electricity	03/05/2023	01116955	1	165.88	0.00	165.88	0.00
					<b>0.00</b>	<b>165.88</b>	
							Above paid on 11/05/2023 by Cheque DDR14
<b>YU001 Yu Energy</b>							
209-P/Side electricity	03/05/2023	01116956	1	35.26	0.00	35.26	0.00
					<b>0.00</b>	<b>35.26</b>	
							Above paid on 11/05/2023 by Cheque DDR15
<b>YU001 Yu Energy</b>							
210-Depot electricity	03/05/2023	01116958	1	13.15	0.00	13.15	0.00
					<b>0.00</b>	<b>13.15</b>	
							Above paid on 11/05/2023 by Cheque DDR16
<b>YU001 Yu Energy</b>							
205-V/Green water charges	03/05/2023	01116959	1	132.55	0.00	132.55	0.00
					<b>0.00</b>	<b>132.55</b>	
							Above paid on 11/05/2023 by Cheque DDR17

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## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS10</b> <b>Castle Water - 2597749</b>							
203-P/Side water charges	02/05/2023	8873464	1	79.07	0.00	79.07	0.00
					<b>0.00</b>	<b>79.07</b>	
Above paid on 16/05/2023 by Cheque DDR18							
<b>PLU03</b> <b>Plusnet Plc</b>							
111-Broadband depot	10/05/2023	00002193203-061	1	20.60	0.00	20.60	0.00
					<b>0.00</b>	<b>20.60</b>	
Above paid on 17/05/2023 by Cheque DDR19							
<b>POZ01</b> <b>Positive Energy 135115</b>							
Purchase Ledger Payment	19/05/2023	ON ACC 239	1	0.00	0.00	7.88	-7.88
					<b>0.00</b>	<b>7.88</b>	
Above paid on 19/05/2023 by Cheque DDR20							
<b>POZ02</b> <b>Positive Energy 135118</b>							
Purchase Ledger Payment	19/05/2023	ON ACC 240	1	0.00	0.00	7.88	-7.88
					<b>0.00</b>	<b>7.88</b>	
Above paid on 19/05/2023 by Cheque DDR21							
<b>POZ05</b> <b>Positive Energy 135117</b>							
Purchase Ledger Payment	19/05/2023	ON ACC 241	1	0.00	0.00	102.61	-102.61
					<b>0.00</b>	<b>102.61</b>	
Above paid on 19/05/2023 by Cheque DDR22							
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
105-Valaution No 2	05/05/2023	34047	1	197,291.42	0.00	30,000.00	167,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 19/05/2023 by Cheque FP1							
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
105-Valaution No 2	05/05/2023	34047	1	167,291.42	0.00	30,000.00	137,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 22/05/2023 by Cheque FP2							

Continued over page

## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AKM02</b> <b>AKM South Ltd</b>							
90-Coronation staff refreshmen	06/05/2023	232	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 23/05/2023 by Cheque FP1							
<b>BUS01</b> <b>Business HR Solutions (Consultancy) Ltd</b>							
95-HR Retainer	01/05/2023	INV-032450	1	257.42	0.00	257.42	0.00
					<b>0.00</b>	<b>257.42</b>	
Above paid on 23/05/2023 by Cheque FP6							
<b>DCK01</b> <b>DCK Accounting Solutions Ltd</b>							
84-T/Farm Project accountancy	30/04/2023	TPC10721	1	225.00	0.00	225.00	0.00
					<b>0.00</b>	<b>225.00</b>	
Above paid on 23/05/2023 by Cheque FP2							
<b>FAR03</b> <b>Cllr Y Farrell</b>							
108-Mayor Travel expenses	15/05/2023	15523	1	56.43	0.00	56.43	0.00
109-Mayor expenses	15/05/2023	15523A	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>140.43</b>	
Above paid on 23/05/2023 by Cheque FP17							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
92-Battery belt with harness	11/05/2023	132436	1	56.40	0.00	56.40	0.00
93-Battery belt with harness	17/05/2023	133421	1	56.40	0.00	56.40	0.00
					<b>0.00</b>	<b>112.80</b>	
Above paid on 23/05/2023 by Cheque FP3							
<b>HEA01</b> <b>Health Assured Ltd</b>							
Purchase Ledger Payment	23/05/2023	ON ACC 114	1	1,008.00	0.00	1,008.00	0.00
113-Employee assistance progra	01/04/2023	SF-154284	1	-408.00	0.00	-408.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 23/05/2023 by Cheque FP1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HEA01 Health Assured Ltd</b>							
<i>Purchase Ledger Payment</i>	23/05/2023	ON ACC 114	1	0.00	0.00	-1,008.00	1,008.00
<i>86-Employee assistance program</i>	01/04/2023	SF-149990	1	408.00	0.00	408.00	0.00
<i>85-Employee assistance program</i>	01/04/2023	SF-154493	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>HOU03 Houghton Regis Helpers Community Org A/C</b>							
<i>96-Carnival Programme delivery</i>	22/05/2023	22523	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 23/05/2023 by Cheque FP7							
<b>HOU17 Houghton Regis Community Church</b>							
<i>94-H/Regis Comm Church refund</i>	09/05/2023	9523	1	12.00	0.00	12.00	0.00
					<b>0.00</b>	<b>12.00</b>	
Above paid on 23/05/2023 by Cheque FP5							
<b>JCURL01 John Curl</b>							
<i>97-LC69 HCL DPF regeneration</i>	09/05/2023	247342	1	132.00	0.00	132.00	0.00
<i>98-KY64 BGK battery</i>	16/05/2023	247355	1	180.29	0.00	180.29	0.00
					<b>0.00</b>	<b>312.29</b>	
Above paid on 23/05/2023 by Cheque FP8							
<b>JOA01 J Cross</b>							
<i>101-Coronation photography</i>	10/05/2023	B00747	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 23/05/2023 by Cheque FP10							
<b>LAN03 Latent Digital Solutions Ltd</b>							
<i>87-toner delivery charge</i>	31/10/2022	303670	1	5.99	0.00	5.99	0.00
					<b>0.00</b>	<b>5.99</b>	
Above paid on 23/05/2023 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MCS01 MCS Contract Cleaning Limited</b>							
102-Cleaning materials	16/05/2023	42535	1	82.98	0.00	82.98	0.00
					<b>0.00</b>	<b>82.98</b>	
Above paid on 23/05/2023 by Cheque FP12							
<b>PER01 Perfect Print</b>							
HR Leaflets Credit	29/03/2023	23/5406C	1	-40.00	0.00	-40.00	0.00
88-Town Crier Spring Edition	31/03/2023	23/5434	1	1,760.00	0.00	1,760.00	0.00
					<b>0.00</b>	<b>1,720.00</b>	
Above paid on 23/05/2023 by Cheque FP13							
<b>PER03 Perfect Personalised Parties</b>							
103-Inflatable/games hire	17/05/2023	INV-0168	1	900.00	0.00	900.00	0.00
104-Youth Cafe Inflatable hire	17/05/2023	INV-0169	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>1,150.00</b>	
Above paid on 23/05/2023 by Cheque FP14							
<b>TB001 T&amp;B Contractors Ltd</b>							
105-Valaution No 2	05/05/2023	34047	1	137,291.42	0.00	30,000.00	107,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 23/05/2023 by Cheque FP3							
<b>THR03 Three Star (Luton) Ltd</b>							
106-LLSR trip to Poplars	19/05/2023	33720	1	450.00	0.00	450.00	0.00
107-Southend Day trips	19/05/2023	33902	1	1,340.00	0.00	1,340.00	0.00
					<b>0.00</b>	<b>1,790.00</b>	
Above paid on 23/05/2023 by Cheque FP15							
<b>TRA06 The Traditional Game Hire Company</b>							
99-Summer Activities games	16/05/2023	16523	1	895.00	0.00	895.00	0.00
100-Summer Activity games	16/05/2023	16523A	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>955.00</b>	
Above paid on 23/05/2023 by Cheque FP9							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VIN001</b> <b>The Vine</b>							
89-Recruitment adverts	06/04/2023	004851	1	131.12	0.00	131.12	0.00
					<b>0.00</b>	<b>131.12</b>	
Above paid on 23/05/2023 by Cheque FP16							
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
105-Valaution No 2	05/05/2023	34047	1	107,291.42	0.00	30,000.00	77,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 24/05/2023 by Cheque FP4							
<b>POZ03</b> <b>Positive Energy 135116</b>							
Purchase Ledger Payment	25/05/2023	ON ACC 242	1	0.00	0.00	1.13	-1.13
					<b>0.00</b>	<b>1.13</b>	
Above paid on 25/05/2023 by Cheque DDR23							
<b>POZ03</b> <b>Positive Energy 135116</b>							
Purchase Ledger Payment	25/05/2023	ON ACC 243	1	0.00	0.00	9.74	-9.74
					<b>0.00</b>	<b>9.74</b>	
Above paid on 25/05/2023 by Cheque DDR24							
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
105-Valaution No 2	05/05/2023	34047	1	77,291.42	0.00	30,000.00	47,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 25/05/2023 by Cheque FP5							
<b>YU001</b> <b>Yu Energy</b>							
112-T/Farm electricity	18/05/2023	01138048	1	540.25	0.00	540.25	0.00
					<b>0.00</b>	<b>540.25</b>	
Above paid on 25/05/2023 by Cheque DDR25							
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
Purchase Ledger Payment	30/05/2023	ON ACC 246	1	0.00	0.00	10,453.93	-10,453.93
					<b>0.00</b>	<b>10,453.93</b>	
Above paid on 30/05/2023 by Cheque FP8							

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## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
49-Trade refuse	28/04/2023	614C16731	1	60.82	0.00	60.82	0.00
50-Trade Refuse	28/04/2023	614C16732	1	2,316.62	0.00	2,316.62	0.00
					<b>0.00</b>	<b>2,377.44</b>	
Above paid on 30/05/2023 by Cheque DDR26							
<b>TB001</b>	<b>T&amp;B Contractors Ltd</b>						
105-Valaution No 2	05/05/2023	34047	1	47,291.42	0.00	30,000.00	17,291.42
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 30/05/2023 by Cheque FP6							
<b>BED02</b>	<b>Bedfordshire Pension Fund</b>						
Purchase Ledger Payment	30/05/2023	ON ACC 246	1	-10,453.93	0.00	-10,453.93	0.00
					<b>0.00</b>	<b>-10,453.93</b>	
Above paid on 31/05/2023 by Cheque Tfr							
<b>PAYROLL</b>	<b>Payroll Options</b>						
39-Payroll year end 22/23	21/04/2023	144493	1	136.51	0.00	136.51	0.00
55-Payroll fees Apr 23	30/04/2023	144752	1	142.94	0.00	142.94	0.00
					<b>0.00</b>	<b>279.45</b>	
Above paid on 31/05/2023 by Cheque DDR27							
<b>TB001</b>	<b>T&amp;B Contractors Ltd</b>						
105-Valaution No 2	05/05/2023	34047	1	17,291.42	0.00	17,291.42	0.00
					<b>0.00</b>	<b>17,291.42</b>	
Above paid on 31/05/2023 by Cheque FP7							
<b>Total Purchase Ledger Payments for Month 2</b>					<b>0.00</b>	<b>247,181.76</b>	

## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE01</b> <b>EE Limited</b>							
233-Mobile phones	24/05/2023	V02110900503	1	377.04	0.00	377.04	0.00
					<b>0.00</b>	<b>377.04</b>	
Above paid on 01/06/2023 by Cheque DDR1							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
Purchase Ledger Payment	01/06/2023	ON ACC 317	1	0.00	0.00	99.00	-99.00
					<b>0.00</b>	<b>99.00</b>	
Above paid on 01/06/2023 by Cheque DDR2							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
214-Telephone	20/06/2023	M0177C	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 05/06/2023 by Cheque DDR5							
<b>CAS09</b> <b>Castle Water - 2597769</b>							
Purchase Ledger Payment	05/06/2023	ON ACC 318	1	0.00	0.00	8.74	-8.74
					<b>0.00</b>	<b>8.74</b>	
Above paid on 05/06/2023 by Cheque DDR6							
<b>TEC01</b> <b>Techies Limited</b>							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	2,088.58	0.00	180.00	1,908.58
					<b>0.00</b>	<b>180.00</b>	
Above paid on 05/06/2023 by Cheque S/O3							
<b>TEC01</b> <b>Techies Limited</b>							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	1,908.58	0.00	276.16	1,632.42
					<b>0.00</b>	<b>276.16</b>	
Above paid on 05/06/2023 by Cheque S/O4							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
130-Postage download	31/05/2023	24489589	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 06/06/2023 by Cheque DDR7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WAV04</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	06/06/2023	ON ACC 321	1	0.00	0.00	23.00	-23.00
					<b>0.00</b>	<b>23.00</b>	
Above paid on 06/06/2023 by Cheque DDR10							
<b>WAV05</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	06/06/2023	ON ACC 320	1	0.00	0.00	33.00	-33.00
					<b>0.00</b>	<b>33.00</b>	
Above paid on 06/06/2023 by Cheque DDR9							
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	06/06/2023	ON ACC 322	1	0.00	0.00	103.00	-103.00
					<b>0.00</b>	<b>103.00</b>	
Above paid on 06/06/2023 by Cheque DDR11							
<b>WAV07</b> <b>Anglain Water</b>							
<i>Purchase Ledger Payment</i>	06/06/2023	ON ACC 319	1	0.00	0.00	22.00	-22.00
					<b>0.00</b>	<b>22.00</b>	
Above paid on 06/06/2023 by Cheque DDR8							
<b>3SIXTY</b> <b>3 Sixty</b>							
<i>144-Bicycle Stunt team</i>	30/05/2023	240723BED	1	1,080.00	0.00	1,080.00	0.00
					<b>0.00</b>	<b>1,080.00</b>	
Above paid on 08/06/2023 by Cheque FP19							
<b>ABF01</b> <b>ABF The Soldiers Charity</b>							
<i>123-ABF Main event attendance</i>	24/05/2023	24523	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 08/06/2023 by Cheque FP1							
<b>BLA01</b> <b>Blain's Trailers &amp; Tyres Ltd</b>							
<i>124-Tyres</i>	12/05/2023	77378	1	235.20	0.00	235.20	0.00
					<b>0.00</b>	<b>235.20</b>	
Above paid on 08/06/2023 by Cheque FP2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRO002</b> <b>Mr RJ Brown</b>							
140-Brown Allot refund	31/05/2023	31523	1	62.50	0.00	62.50	0.00
					<b>0.00</b>	<b>62.50</b>	
Above paid on 08/06/2023 by Cheque FP16							
<b>BUS01</b> <b>Business HR Solutions (Consultancy) Ltd</b>							
150-HR Retainer	01/06/2023	INV-032998	1	270.30	0.00	270.30	0.00
					<b>0.00</b>	<b>270.30</b>	
Above paid on 08/06/2023 by Cheque FP8							
<b>CLO02</b> <b>Cloudy Group</b>							
148-App hosting	01/06/2023	INV-4689	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 08/06/2023 by Cheque FP3							
<b>COMMHEART</b> <b>The Community Heartbeat Trust</b>							
125-Defibrillator batteries	23/05/2023	16884	1	514.80	0.00	514.80	0.00
					<b>0.00</b>	<b>514.80</b>	
Above paid on 08/06/2023 by Cheque FP4							
<b>DCK01</b> <b>DCK Accounting Solutions Ltd</b>							
128-Accounts inc YE closedown	31/05/2023	TPC10776	1	997.50	0.00	997.50	0.00
					<b>0.00</b>	<b>997.50</b>	
Above paid on 08/06/2023 by Cheque FP5							
<b>EAR01</b> <b>Earth Anchors</b>							
129-Brighton seat with plaque	30/05/2023	EA37549	1	1,210.80	0.00	1,210.80	0.00
					<b>0.00</b>	<b>1,210.80</b>	
Above paid on 08/06/2023 by Cheque FP6							
<b>EL001</b> <b>EllievisionAV Ltd</b>							
149-Outdoor cinema 27/7/23	04/06/2023	INV-0055	1	4,740.00	0.00	4,740.00	0.00
					<b>0.00</b>	<b>4,740.00</b>	
Above paid on 08/06/2023 by Cheque FP7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LAN03</b> <b>Latent Digital Solutions Ltd</b>							
133-Latent delivery charge	22/05/2023	304225	1	5.99	0.00	5.99	0.00
132-Latent delivery charge	23/05/2023	304304	1	5.99	0.00	5.99	0.00
151-Copier charges	02/06/2023	304339	1	90.38	0.00	90.38	0.00
					<b>0.00</b>	<b>102.36</b>	
Above paid on 08/06/2023 by Cheque FP10							
<b>MCS01</b> <b>MCS Contract Cleaning Limited</b>							
134-Toilets cleaning May 23	30/05/2023	42561	1	2,220.00	0.00	2,220.00	0.00
					<b>0.00</b>	<b>2,220.00</b>	
Above paid on 08/06/2023 by Cheque FP11							
<b>NOR001</b> <b>Mrs Lesley Northcutt</b>							
131-Northcott Allot refund	31/05/2023	31523	1	62.50	0.00	62.50	0.00
					<b>0.00</b>	<b>62.50</b>	
Above paid on 08/06/2023 by Cheque FP9							
<b>ORI001</b> <b>Origin Amenity Solutions</b>							
135-Breaker dynamic liquid	23/05/2023	OASI0063002	1	684.00	0.00	684.00	0.00
					<b>0.00</b>	<b>684.00</b>	
Above paid on 08/06/2023 by Cheque FP12							
<b>PRE01</b> <b>Premier Badges Ltd</b>							
139-Carnival badges	31/05/2023	84374	1	963.30	0.00	963.30	0.00
					<b>0.00</b>	<b>963.30</b>	
Above paid on 08/06/2023 by Cheque FP15							
<b>PRE04</b> <b>Prestige Design &amp; Workwear Ltd</b>							
137-Staff uniforms	12/05/2023	116892	1	670.80	0.00	670.80	0.00
					<b>0.00</b>	<b>670.80</b>	
Above paid on 08/06/2023 by Cheque FP13							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRE07</b>	<b>Prestige Hygiene Services</b>						
138-Ladycare Sanitary unit	30/05/2023	060913183	1	168.00	0.00	168.00	0.00
					<b>0.00</b>	<b>168.00</b>	
Above paid on 08/06/2023 by Cheque FP14							
<b>SCU01</b>	<b>Scutum South East Ltd</b>						
141-Alarm call out	30/05/2023	96706	1	138.00	0.00	138.00	0.00
142-Alarm call out	31/05/2023	96907	1	138.00	0.00	138.00	0.00
					<b>0.00</b>	<b>276.00</b>	
Above paid on 08/06/2023 by Cheque FP17							
<b>TB001</b>	<b>T&amp;B Contractors Ltd</b>						
154-Valuation No 3	01/06/2023	34102	1	224,250.53	0.00	224,250.53	0.00
Purchase Ledger Payment	16/06/2023	ON ACC 316	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	09/06/2023	ON ACC 326	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	12/06/2023	ON ACC 327	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	14/06/2023	ON ACC 328	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	19/06/2023	ON ACC 330	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	20/06/2023	ON ACC 331	1	-14,250.53	0.00	-14,250.53	0.00
Purchase Ledger Payment	26/06/2023	ON ACC 332	1	-30,000.00	0.00	-30,000.00	0.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 08/06/2023 by Cheque fp1							
<b>TEC01</b>	<b>Techies Limited</b>						
143-Trellix Licences	26/05/2023	INV-4062	1	146.10	0.00	146.10	0.00
153-Power Apps plan	02/06/2023	INV-4108	1	117.72	0.00	117.72	0.00
152-Telephone	05/06/2023	INV-4129	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>407.82</b>	
Above paid on 08/06/2023 by Cheque FP18							
<b>TOT01</b>	<b>Right Fuelcard Company Ltd</b>						
145-Fuel a/c	31/05/2023	5119808	1	296.76	0.00	296.76	0.00
					<b>0.00</b>	<b>296.76</b>	
Above paid on 08/06/2023 by Cheque FP20							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
228-Depot electricity	01/06/2023	01144671	1	173.01	0.00	173.01	0.00
					<b>0.00</b>	<b>173.01</b>	
Above paid on 08/06/2023 by Cheque DDR12							
<b>YU001 Yu Energy</b>							
227-O/Close electricity	01/06/2023	01144872	1	40.07	0.00	40.07	0.00
					<b>0.00</b>	<b>40.07</b>	
Above paid on 08/06/2023 by Cheque DDR13							
<b>YU001 Yu Energy</b>							
226-M/Cres electricity	01/06/2023	01145023	1	178.66	0.00	178.66	0.00
					<b>0.00</b>	<b>178.66</b>	
Above paid on 08/06/2023 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
225-P/Side electricity	01/06/2023	01145078	1	11.77	0.00	11.77	0.00
					<b>0.00</b>	<b>11.77</b>	
Above paid on 08/06/2023 by Cheque DDR15							
<b>YU001 Yu Energy</b>							
222-Office electricity	01/06/2023	01145161	1	178.71	0.00	178.71	0.00
					<b>0.00</b>	<b>178.71</b>	
Above paid on 08/06/2023 by Cheque DDR16							
<b>YU001 Yu Energy</b>							
224-P/Side electricity	01/06/2023	01145162	1	32.70	0.00	32.70	0.00
					<b>0.00</b>	<b>32.70</b>	
Above paid on 08/06/2023 by Cheque DDR17							
<b>YU001 Yu Energy</b>							
223-T/Farm electricity	01/06/2023	01145163	1	456.98	0.00	456.98	0.00
					<b>0.00</b>	<b>456.98</b>	
Above paid on 08/06/2023 by Cheque DDR18							

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## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
220-Depot electricity	01/06/2023	01145164	1	14.91	0.00	14.91	0.00
					<b>0.00</b>	<b>14.91</b>	
Above paid on 08/06/2023 by Cheque DDR19							
<b>YU001 Yu Energy</b>							
221-V/Green electricity	01/06/2023	01145165	1	113.37	0.00	113.37	0.00
					<b>0.00</b>	<b>113.37</b>	
Above paid on 08/06/2023 by Cheque DDR20							
<b>TB001 T&amp;B Contractors Ltd</b>							
Purchase Ledger Payment	09/06/2023	ON ACC 326	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 09/06/2023 by Cheque FP1							
<b>TB001 T&amp;B Contractors Ltd</b>							
Purchase Ledger Payment	12/06/2023	ON ACC 327	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 12/06/2023 by Cheque FP2							
<b>TB001 T&amp;B Contractors Ltd</b>							
Purchase Ledger Payment	14/06/2023	ON ACC 328	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 14/06/2023 by Cheque FP3							
<b>POZ01 Pozitive Energy 135115</b>							
Purchase Ledger Payment	15/06/2023	ON ACC 323	1	0.00	0.00	159.17	-159.17
					<b>0.00</b>	<b>159.17</b>	
Above paid on 15/06/2023 by Cheque DDR21							
<b>ROB003 T Roberts (Roberts Family Band)</b>							
Purchase Ledger Payment	15/06/2023	ON ACC 329	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 15/06/2023 by Cheque FP4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
<i>Purchase Ledger Payment</i>	16/06/2023	ON ACC 316	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
							Above paid on 16/06/2023 by Cheque FP1
<b>DUN02</b> <b>Biffa Waste Services Ltd</b>							
<i>91-Coronation waste management</i>	15/05/2023	614M09661	1	228.00	0.00	228.00	0.00
					<b>0.00</b>	<b>228.00</b>	
							Above paid on 19/06/2023 by Cheque DDR22
<b>TB001</b> <b>T&amp;B Contractors Ltd</b>							
<i>Purchase Ledger Payment</i>	19/06/2023	ON ACC 330	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
							Above paid on 19/06/2023 by Cheque FP5
<b>ACT001</b> <b>ACT</b>							
<i>160-Staff uniforms</i>	13/06/2023	INV-5996	1	1,051.20	0.00	1,051.20	0.00
					<b>0.00</b>	<b>1,051.20</b>	
							Above paid on 20/06/2023 by Cheque FP1
<b>AME02</b> <b>Amethyst Horticulture Ltd</b>							
<i>161-Plants</i>	07/06/2023	23558	1	916.20	0.00	916.20	0.00
					<b>0.00</b>	<b>916.20</b>	
							Above paid on 20/06/2023 by Cheque FP2
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
<i>155-Copy payslips</i>	22/05/2023	19366918	1	72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>72.00</b>	
							Above paid on 20/06/2023 by Cheque FP3
<b>CLEA001</b> <b>Corina Cleaver</b>							
<i>162-Costume hire</i>	08/06/2023	332	1	215.00	0.00	215.00	0.00
					<b>0.00</b>	<b>215.00</b>	
							Above paid on 20/06/2023 by Cheque FP4

Continued over page

## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CRO01</b>	<b>Cromwell Group (Holdings) Ltd</b>						
156-Compactor sacks	13/03/2023	0016307471	1	1,026.96	0.00	1,026.96	0.00
163-Refuse sacks	12/06/2023	0016318344	1	575.88	0.00	575.88	0.00
					<b>0.00</b>	<b>1,602.84</b>	
	Above paid on 20/06/2023 by Cheque FP5						
<b>DES001</b>	<b>DE Signs &amp; Labels Ltd</b>						
164-Banners	14/06/2023	19373	1	158.40	0.00	158.40	0.00
165-Amend existing road signs	14/06/2023	19374	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>206.40</b>	
	Above paid on 20/06/2023 by Cheque FP6						
<b>HIL002</b>	<b>Miss J Hillier</b>						
1709-HR Carnival performance	19/06/2023	1	1	80.00	0.00	80.00	0.00
					<b>0.00</b>	<b>80.00</b>	
	Above paid on 20/06/2023 by Cheque FP12						
<b>HMR001</b>	<b>HMRC</b>						
171-PAYE/NI May 23	31/05/2023	MAY23	1	10,508.25	0.00	10,508.25	0.00
					<b>0.00</b>	<b>10,508.25</b>	
	Above paid on 20/06/2023 by Cheque FP13						
<b>IAC001</b>	<b>IAC Audit and Consultancy Ltd</b>						
166-Internal Audit 22/23	10/06/2023	INV-1658	1	462.00	0.00	462.00	0.00
					<b>0.00</b>	<b>462.00</b>	
	Above paid on 20/06/2023 by Cheque FP7						
<b>RAT001</b>	<b>Mrs L Ratcliffe</b>						
158-Ratcliffe Allotment refund	31/05/2023	31523	1	62.50	0.00	62.50	0.00
					<b>0.00</b>	<b>62.50</b>	
	Above paid on 20/06/2023 by Cheque FP9						

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## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RPM01 Reids Playground Maintenance Ltd</b>							
157-Replace poly deck T/Farm	26/04/2023	5527	1	1,320.00	0.00	1,320.00	0.00
					<b>0.00</b>	<b>1,320.00</b>	
Above paid on 20/06/2023 by Cheque FP8							
<b>SAF04 The Safer Luton Partnership</b>							
159-Firework 1st Aid Cover	27/02/2023	SLP/HRTC/7046	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 20/06/2023 by Cheque FP10							
<b>TB001 T&amp;B Contractors Ltd</b>							
Purchase Ledger Payment	20/06/2023	ON ACC 331	1	0.00	0.00	14,250.53	-14,250.53
					<b>0.00</b>	<b>14,250.53</b>	
Above paid on 20/06/2023 by Cheque FP6							
<b>TEC01 Techies Limited</b>							
167-4 x Dell Vostro laptops	06/06/2023	INV-4002	1	4,196.97	0.00	4,196.97	0.00
169-4 x Dell Vostro Laptops	15/06/2023	INV-4070	1	4,221.41	0.00	4,221.11	0.30
168- 12 x monitors	14/06/2023	INV-4164	1	2,154.60	0.00	2,154.60	0.00
					<b>0.00</b>	<b>10,572.68</b>	
Above paid on 20/06/2023 by Cheque FP11							
<b>CAS12 Casle Water</b>							
Purchase Ledger Payment	22/06/2023	ON ACC 324	1	0.00	0.00	4.04	-4.04
					<b>0.00</b>	<b>4.04</b>	
Above paid on 22/06/2023 by Cheque DDR23							
<b>POZ01 Pozitive Energy 135115</b>							
Purchase Ledger Payment	23/06/2023	ON ACC 325	1	0.00	0.00	8.14	-8.14
					<b>0.00</b>	<b>8.14</b>	
Above paid on 23/06/2023 by Cheque DDR24							

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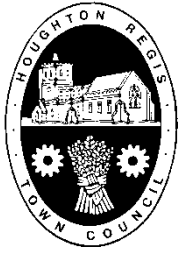
## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>POZ02</b>	<b>Positive Energy 135118</b>						
312-P/Side gas	22/05/2023	13511820233348855	1	7.88	0.00	7.88	0.00
313-P/Side gas	26/06/2023	13511820233540747	1	8.14	0.00	8.14	0.00
Purchase Ledger Payment	19/05/2023	ON ACC 240	1	-7.88	0.00	-7.88	0.00
					<b>0.00</b>	<b>8.14</b>	
Above paid on 23/06/2023 by Cheque DDR25							
<b>POZ05</b>	<b>Positive Energy 135117</b>						
309-Office gas	22/05/2023	13511720233348856	1	102.61	0.00	102.61	0.00
310-Office gas	26/06/2023	13511720233540748	1	69.03	0.00	69.03	0.00
Purchase Ledger Payment	19/05/2023	ON ACC 241	1	-102.61	0.00	-102.61	0.00
					<b>0.00</b>	<b>69.03</b>	
Above paid on 23/06/2023 by Cheque DDR26							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
126-Trade refuse	26/05/2023	614C19652	1	60.82	0.00	60.82	0.00
127-Trade refuse	26/05/2023	614C19653	1	2,316.62	0.00	2,316.62	0.00
					<b>0.00</b>	<b>2,377.44</b>	
Above paid on 26/06/2023 by Cheque DDR27							
<b>ROB003</b>	<b>T Roberts (Roberts Family Band)</b>						
Purchase Ledger Payment	15/06/2023	ON ACC 329	1	-30,000.00	0.00	-30,000.00	0.00
Purchase Ledger Payment	26/06/2023	ON ACC 357	1	0.00	0.00	-15,000.00	15,000.00
Purchase Ledger Payment	26/06/2023	ON ACC 357	1	15,000.00	0.00	15,000.00	0.00
Purchase Ledger Payment	26/06/2023	ON ACC 358	1	0.00	0.00	-5,000.00	5,000.00
Purchase Ledger Payment	26/06/2023	ON ACC 358	1	5,000.00	0.00	5,000.00	0.00
					<b>0.00</b>	<b>-30,000.00</b>	
Above paid on 26/06/2023 by Cheque Refund							
<b>TB001</b>	<b>T&amp;B Contractors Ltd</b>						
Purchase Ledger Payment	26/06/2023	ON ACC 332	1	0.00	0.00	30,000.00	-30,000.00
					<b>0.00</b>	<b>30,000.00</b>	
Above paid on 26/06/2023 by Cheque FP8							

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## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
169-4 x Dell Vostro Laptops	15/06/2023	INV-4070	1	0.30	0.00	0.30	0.00
					<b>0.00</b>	<b>0.30</b>	
Above paid on 26/06/2023 by Cheque FP7							
<b>POZ04</b> <b>Positive Energy 135119</b>							
217-M/Cres gas	19/06/2023	13511920233500131	1	617.52	0.00	617.52	0.00
					<b>0.00</b>	<b>617.52</b>	
Above paid on 27/06/2023 by Cheque FP9							
<b>POZ03</b> <b>Positive Energy 135116</b>							
306-Depot gas	26/05/2023	13511620233390048	1	1.13	0.00	1.13	0.00
307-Depot gas	02/07/2023	13511620233569980	1	11.53	0.00	11.53	0.00
Purchase Ledger Payment	25/05/2023	ON ACC 242	1	-1.13	0.00	-1.13	0.00
					<b>0.00</b>	<b>11.53</b>	
Above paid on 28/06/2023 by Cheque DDR28							
<b>PAYROLL</b> <b>Payroll Options</b>							
136-Payroll fees May 23	31/05/2023	145369	1	142.94	0.00	142.94	0.00
					<b>0.00</b>	<b>142.94</b>	
Above paid on 30/06/2023 by Cheque DDR29							
<b>Total Purchase Ledger Payments for Month 3</b>					<b>0.00</b>	<b>272,904.80</b>	



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>11<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### 1. RECOMMENDATION

*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. 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 – 30<sup>th</sup> June 2023.

Gross dividend yield rate as at:

30<sup>th</sup> June 2023 – 4.4%  
31<sup>st</sup> March 2023 – 4.26%  
31<sup>st</sup> January 2023 – 4.08%  
30<sup>th</sup> September 2022 – 3.39%

Total fund size at:

30<sup>th</sup> June 2023 – £1,200,000  
31<sup>st</sup> March 2023 - £1,203,000  
31<sup>st</sup> January 2023 – £1,227,000  
31<sup>st</sup> October 2022 - £1,451,000

Further detail is provided in the Chronological report attached at Appendix C.

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

Commencement of the Public Sector Deposit Fund was September 2014.

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

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 – 31<sup>st</sup> July 2023

The declared yield rate as at:

31<sup>st</sup> July 2023 – 4.94%  
31<sup>st</sup> March 2023 – 4.4254%  
31<sup>st</sup> January 2023 – 3.5292%  
31<sup>st</sup> October 2022 - 2.1368%

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.

Further detail is provided in the Chronological report attached at Appendix C

## 6. INTERIM INTERNAL AUDIT RECOMMENDATION - UPDATE

### 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’.

At the previous meeting it was resolved to:

*To nominate Cllr Jones and Cllr Herber 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.*

Members are advised that currently the meetings are in the process of being arranged.

## 7. COUNCIL VISION

### **Aspirations**

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

## 8. 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.

## **9. CONCLUSION AND NEXT STEPS**

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

## **10. APPENDICES**

**Appendix A – The Local Authorities Property Fund Fact Sheet – 30<sup>th</sup> June 2023**

**Appendix B – The Public Sector Deposit Fund Fact Sheet – 31<sup>st</sup> July 2023.**

**Appendix C - Chronological Report**

# The Local Authorities' Property Fund

## Fund fact sheet – 30 June 2023

### Investment objective

The fund aims to provide a high level of income and capital growth over the long-term (defined as 5 years).

### 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 also invest some of its assets in instruments that are easier to buy and sell to maintain appropriate levels of liquidity. Instruments used for this purpose may include cash and near-cash, 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, which you can read in the policies and reports section on the website.

### Target investors

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

### Independent governance

The trustee is the Local Authorities' Mutual Investment Trust, 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 the United Kingdom.

### Income

Gross dividend yield (see note 1) 4.44%

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 3.57%

Note 1: Based on the fund's net asset value and historic annual dividend of 12.79 pence per unit.

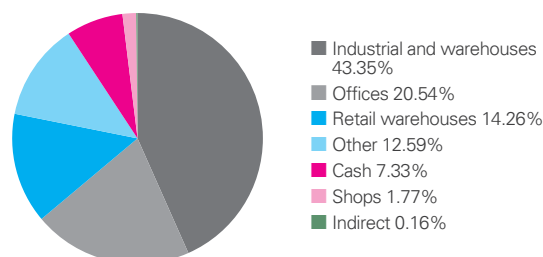
### Fund update

Transactions in commercial property markets remained quiet in the second quarter of 2023. Following a subdued start to 2023, provisional data for the latest quarter indicates the market was on track for the lowest first-half transaction volume since the financial crisis of 2008-09. There were some signs of improving interest from buyers, seeking bargains after a fall in valuations in the second half of 2022, but there was a shortage of sellers willing to transact at depressed prices. Over the quarter the fund's total return (taking income and capital together) was +1.0% compared with a return on the comparator benchmark of +0.3%. Over the past 12 months the fund returned -17.4% compared to the benchmark return of -17.1%.

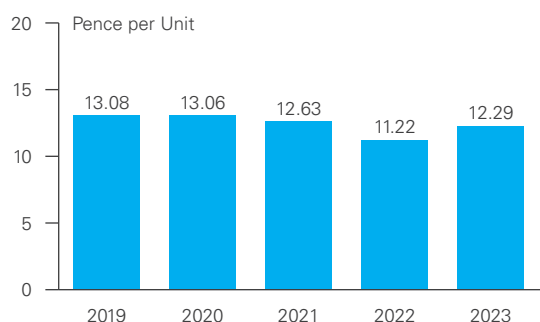
The fund's portfolio currently has a bias towards industrial assets, and retail warehouses are also well represented. There is little exposure to high street shops. One asset sale, an office property in Glasgow, was completed during the quarter as part of our planned portfolio reshaping to reduce the fund's exposure to the office sector. Elsewhere in the portfolio, several new leases were entered into or renewed, helping to secure future income flows.

Valuations are likely to remain under pressure until investors are confident that the peak of the interest rate cycle has been reached. Even then, with property yields now enjoying a lower premium over the bond market, capital growth is expected to be subdued. Income will therefore continue to be the key driver of total returns from property. The office sector faces particular challenges, with changing work patterns weakening demand and higher environmental standards adding to landlords' expenses.

### Asset allocation at 30 June 23



### 12 month distributions to 31st March:





## Total return performance by year

12 months to 30 June	2019	2020	2021	2022	2023
The Local Authorities' Property Fund	+5.46%	-3.47%	+11.73%	+23.70%	-17.39%
Comparator benchmark	+4.05%	-2.48%	+8.49%	+22.72%	-17.14%

## Annualised total return performance

Performance to 30 June 2023	1 year	3 years	5 years
The Local Authorities' Property Fund	-17.39%	+4.52%	+3.06%
Comparator benchmark	-17.14%	+3.32%	+2.28%

Performance shown after management fees and other expenses. The comparator benchmark is 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 holdings at 30 June 23 – Total 33.77%

London, Beckton Retail Park	Leeds, 27 Industrial Estate
London, Goodman's Yard	Bristol, Gallagher Retail Park
London, Cathedral Street	Centennial Park, Elstree
London, Pickett's Lock	Coventry, Torrington Avenue
London, Imperial House	North Huntingdon, DHL Cardinal

## Key facts

Manager	CCLA Fund Managers Limited
Investment Manager	CCLA Investment Management Limited
Fund size	£1,200
Number of holdings	75

Offer (buying) price	307.30 pence
Net asset value	287.87 pence
Bid (selling) price	283.41 pence
Launch date	18 April 1972
Unit type	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month-end valuation date (see note 2)
SEDOL	0521664
ISIN	GB0005216642
Dividend payment dates	End January, April, July, and October
Annual management charge (taken from income)	0.65%
Fund management fee (FMF)	0.72% (see note 3)
PRIPs other ongoing costs	0.72% (see note 4)

Note 2: Dealing instructions for the purchase of units must be received by 5pm on the business day before the valuation date. If the valuation date is a bank holiday, the dealing day will become the next business day. Whilst units can be sold 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.

Note 3: 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.

Note 4: The packaged retail and insurance-based investment products (PRIIPs) other ongoing costs include the FMF and, where relevant, synthetic charges. Synthetic charges are the effect that costs incurred as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document**

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## Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide of financial, investment or other professional advice. To make sure you understand whether our product is suitable for you, please read the key information document and scheme information and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. The properties held by the fund are valued by an external property valuer and any valuations are a matter of opinion rather than fact. The performance of the fund may be negatively affected by a downturn in the property market which could impact on the value of the fund. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. Investment in the fund is only available to eligible local authorities. The fund is an unauthorised UK alternative investment fund and an unregulated collective investment scheme established under a scheme approved by HM Treasury under Section 11 of the Trustee Investments Act 1961, together with the trust deed dated 6 April 1972 as amended by supplemental trust deeds dated 6 April 1972, 13 September 1978, 21 April 2016 and 23 September 2019. Issued by CCLA Investment Management Limited (registered in England and Wales, number 02183088, at One Angel Lane, London EC4R 3AB) is authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited (registered in England and Wales, number 8735639, at One Angel Lane, London EC4R 3AB) is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

# The Public Sector Deposit Fund

## Fund fact sheet – 31 July 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 strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

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 investors who are looking for capital security and a competitive yield for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

### 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 business 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 more details.

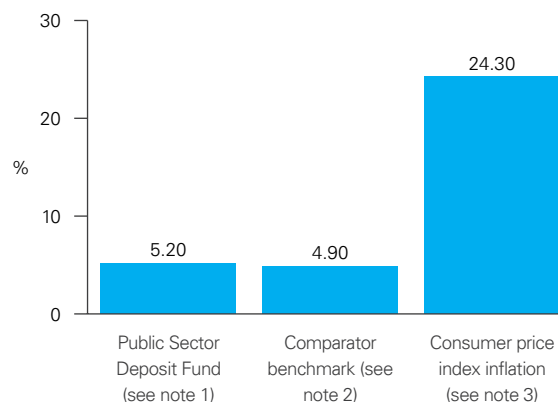
### Top 10 counterparty exposures (%)

9.7%	Landesbank Baden-Wuerttemberg
9.7%	Yorkshire Building Society
9.3%	Nationwide Building Society
9.0%	DBS Bank Limited
9.0%	Royal Bank of Canada
3.7%	BNP Paribas
3.6%	United Overseas Bank Limited
3.3%	Toronto Dominion Bank (The)
3.0%	MUFG Bank
3.0%	SMBC Bank International plc

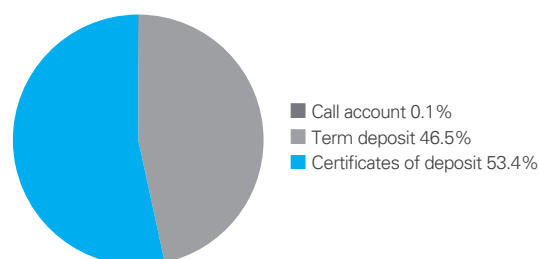
### Share class 4 yield as at 31 July 2023

## 4.94%

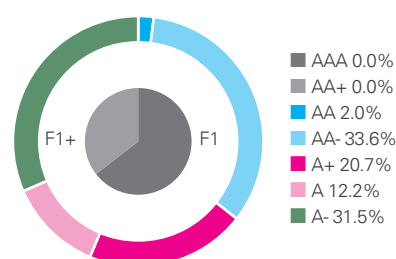
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 country exposures (%)

28.4%	UK
13.7%	Singapore
13.4%	Canada
11.1%	Japan
10.9%	Germany
9.1%	France
4.1%	Sweden
2.4%	Netherlands
1.8%	Norway
1.5%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

## Income

Average yield over the month	4.88%
Yield at the month-end shown	4.94%

## Total return performance by year

12 months to 31 July	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.74%	+0.57%	+0.06%	+0.40%	+3.38%
Comparator benchmark	+0.59%	+0.31%	-0.01%	+0.44%	+3.48%
Relative (difference)	+0.15%	+0.26%	+0.07%	-0.04%	-0.10%

## Annualised total return performance

Performance to 31 July	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.38%	+1.27%	+1.02%
Comparator benchmark	+3.48%	+1.29%	+0.95%
Relative (difference)	-0.10%	-0.02%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

## Market update

There was a positive surprise on the UK's annual rate of consumer price inflation (CPI). The headline rate fell by more than expected to 7.9% in June, down from 8.7% in May. Core CPI, which excludes the most volatile elements such as energy and food costs, remained stickier – the core measure fell back only slightly, from 7.1% to 6.9%.

The Bank of England's Monetary Policy Committee (MPC), having raised rates by 0.5% at its June meeting, met on 3rd August and, as widely expected, announced a further increase. The decision, a 0.25% increase, was finely balanced with the market attributing a 40% chance of a 0.50% increase.

Second-quarter GDP data for the UK have not been released yet, but leading indicators pointed to a slowdown. The flash composite purchasing managers index (PMI) for July declined to 50.7, from 52.8 in June. A reading above 50 represents expansion, below that level means activity is contracting.

## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,674m
Fitch money-market fund rating	AAAmf
Weighted average maturity	42.37 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.**

## Risk warning and disclosures

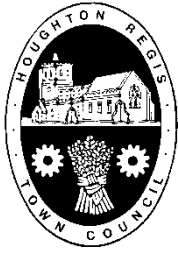
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**Short Term Investment - The Public Sector Deposit Fund 2023/24**

<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
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	
30.06.23	£600,000	213,503	£614,611.09	287.87 pence	



## **CORPORATE SERVICES**

## **Agenda Item 11**

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<b>Date:</b>	<b>11<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>New Office Provision EMR</b>
<b>Purpose of the Report:</b>	<b>To provide information to members in order to support the use of funds from EMR Office Provision to allow the modelling of the Town Council offices.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### **1. RECOMMENDATIONS**

- 1) To recommend to Town Council the approval, retrospectively, of a sum of £1,125 for the purchase of new chairs and desks for new members of staff and for this sum to be taken from the EMR Office Provision.**
- 2) To recommend to Town Council that a further sum of up to £10,000 to be used for works to upgrade the IT cabling and electrical works and for this sum to be taken from the EMR Office Provision.**
- 3) To agree to a costings exercise in order to enable reconfiguration of the lobby area in order to allow for more office space.**
- 4) To recommend to Town Council that the committee responsible for the EMR Office Provision be amended to the Corporate Services Committee.**

### **2. INFORMATION**

As members are aware the Town Council has gone through a recruitment process and now has a full complement of staff, as detailed within the recent staff structure.

Although the Town Council allows for a hybrid working arrangement this does not exclude officers from attending the office, should they find themselves needing to or wishing to.

Currently there is insufficient desk space for existing staff, should they all attend the office at once.

The Town Clerk along with the Head of Corporate Services has considered this shortfall alongside future office capacity, IT needs and electricity supplies.

An extract of this committees Committee Functions are below:

- 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.

### **3. PROPOSALS**

In order to create more desk space in the main office and to create office space in the small meeting room the following proposals are being presented:

- 1) To re-configure the small meeting room to accommodate 2 desks for the Civic and Events Manager & the Community Services Manager. Works include installing IT cabling and upgrading the lighting.
- 2) To consider a re-configuration of the lobby area to further increase office space and thereby accommodate additional staff members in the future. It will also offer the opportunity to visually enhance the reception for visitors. A free of charge costing exercise can be undertaken, with the outcome and feasibility being reported back to this committee.

### **4. ISSUES FOR CONSIDERATION**

Whilst investigating the IT requirements for the proposed change of office, it has been communicated that the Town Council has data cabling that is just about adequate for current data handling, however, should members be minded to recommend the approval of the costs, an upgrade to the data cabling would be most appropriate.

Cost: To supply materials, labour and network equipment = £5,000

What has become even more pressing is the lack of power connections for the increase of the IT devices in the main office. Domestic extension cables are being used to connect to power sockets (4 floor boxes). This is not a suitable solution.

Cost: Small meeting room lighting requirements £1,250

Cost: Electrical works as detailed above £2,500

Members are advised that a conversation is yet to be had between the electrical contractor and the Town Councils IT provider to discuss both types of cabling works to ensure that there is no duplication in works and in the hope that costs can be saved by undertaking all work at the same time. This would also save on disruption to staff if all work is completed in one go.

At the Town Council meeting held on the 19<sup>th</sup> June 2023 members were presented with a list of the Town Councils EMR alongside the responsible committee. EMR Office Provision is the responsibility of the Town Council.

### **5. EMR BUDGET**

Members are reminded that there is a budget of £130k in EMR Office Provision.

Members are advised that at the Community Services meeting held on the 17<sup>th</sup> July 2023 the committee resolved to consider and recommend to Town Council that the expenditure for the Parkside Recreation Ground Pavilion remodelling project be taken

from EMR for New Office Provision, to enable the project to start as soon as the use of the EMR has been approved. This resolution will be presented to Town Council at its October meeting.

## 6. COUNCIL VISION

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

## 7. IMPLICATIONS

### Corporate Implications

- There are no corporate implications arising from the recommendations.

### Legal Implications

- There are no legal implications arising from the recommendations.

### Financial Implications

- There is no budget provision within the 2023/2024 approved budget for these works. There is budget provision within the EMR Office Provision budget to cover these costs.

### Risk Implications

- Risk to service delivery due to the lack of adequate data cabling.
- Health and safety risk.

### 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.

### Climate Change Implications

- There are no climate change implications arising from the recommendations

### Press Contact

- There are no press implications arising from the recommendations

## 8. CONCLUSION AND NEXT STEPS

By upgrading the IT cabling and allowing for further office space to be utilised this will provide suitable workspace for current staff and future staff. There is also the possibility of re-modelling the lobby area, again to provide more office space, subject to costs and feasibility, and to improve the visual appearance of the reception area. Supporting these recommendations will allow the Town Council to continue to grow with a minimum amount of impact to the Town Council budgets.

The most pressing issue is the lack of power points under the desks in the main office. Electrical works should commence as soon as possible. There is a budget of £1,000 for 190-4042 Equipment Repairs and Maintenance however, the cost for the works proposed far exceeds this budget provision.

The responsibility of the suitability of the current office provision and the requirements of future office provision lies with this committee however, the budget to support this does not. It is therefore proposed that this committee requests Town Council to allow the responsibility of the EMR Office Provision to sit within this committee.

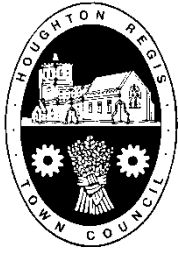
A sum of £11,125 is being requested. £1,125 for the purchase of new furniture and up to £10,000 to be used to improve office provision and IT cabling, which also includes a slight contingency fund.

Due to the pressing nature of electrical works required in the main office, it is recommended that the request for the use of the EMR's be presented to Town Council at the meeting to be held on the 2<sup>nd</sup> October 2023.

## **9. APPENDICES**

**None**





## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 12**

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<b>Date:</b>	<b>11<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>VAT ON SPORTING FEES</b>
<b>Purpose of the Report:</b>	<b>To inform members of advice received in regard to changes to VAT charging to sporting fees</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### **1. RECOMMENDATION**

**To consider and determine whether the Town Council will stop charging VAT on sports services as soon as possible and certainly from 1st April 2023 and if so, whether the Town Council will want to compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and whether to refund that VAT to the bodies charged for sports.**

### **2. BACKGROUND**

The National Association of Local Councils (NALC) has advised that councils should consider the following steps in relation to sports facilities if they are VAT registered and charging VAT on their sports services. The advice from NALC has come following information received from Parkinson Partnership. Parkinson Partnership are national specialists in VAT for parish, town and community councils (and their associated charities) in England and Wales.

For information, NALC provides a national voice for local (parish and town) councils across England. and provides them with a range of services to support their needs, the following are some of those services:

- Campaigning – lobby for the issues that are important to local councils and communicate those views to government and a range of influential organisations, in the private, charity and public sector.
- Legal, accounts and audit advice – Written, telephone and digital advice from NALC’s well-experienced solicitors.
- Publications – A quarterly magazine, LCR, fortnightly DIS, guides on being a good councillor, employer, finance and transparency, neighbourhood planning and a range of toolkits.

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

1. Whether to stop charging VAT on sports services as soon as possible and certainly from 1st April 2023,
2. Whether to compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
3. To consider to refund that VAT to the bodies charged for sports.

#### **4. INFORMATION TO SUPPORT CONSIDERATION**

Members may find the following information helpful when considering the issues above.

##### 1) Stop Charging VAT

On 26 January 2023, HMRC advised Chelmsford City Council that they accepted that local authority sports services can be treated as non-business and outside the scope of VAT. HMRC have yet to issue any further guidance as to how far the interpretation of “sport and leisure services” extends or what steps councils should take to recover VAT.

##### 2) Claim period

For VAT-registered councils, adjustments cannot be made more than 4 years after the due date of the VAT return that is being amended.

##### 3) VAT refund

In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if they reclaim the VAT and keep it, rather than refunding it to their customers. Where council facilities are subsidised and operate at a loss due to low charges, or where charges were made VAT-inclusive rather than being increased, HMRC are unlikely to consider that unjust enrichment. Members are advised that some football clubs are no longer in existence and therefore it is impossible to pass on any VAT reclaim to them. Should this be the case, any monies could be ring-fenced and put towards future grass roots sporting facilities.

#### **5. COUNCIL VISION**

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

#### **6. IMPLICATIONS**

##### **Corporate Implications**

- There are no corporate implications arising from the recommendations.

##### **Legal Implications**

- HMRC have yet to issue any further guidance as to how far the interpretation of “sport and leisure services” extends or what steps councils should take to recover VAT.

##### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendations

### **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.

### **Climate Change Implications**

- There are no climate change implications arising from the recommendations

### **Press Contact**

- There are no press implications arising from this report.

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

To consider the advice issued by from Parkinson Partnership.

## **8. APPENDICES**

### **Appendix A: Correspondence from Parkinson Partnership**



1 February 2023

## VAT on sporting fees

### HMRC concede that charges for council sports facilities are non-business

HMRC's existing guidance is that local authority sports and leisure services can either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC unsuccessfully appealed the first part of that decision, as they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they will NOT be pursuing the 'significant distortion of competition' argument and accept that local authority sports services can be treated as non-business and outside the scope of VAT.

HMRC have yet to issue any further guidance as to the basis on which they accept no significant distortion of competition would be caused, how far the interpretation of "sport and leisure services" extends or what steps councils should take to recover VAT.

We suggest that councils consider the following steps in relation to sports facilities, bearing in mind that HMRC have not issued any guidance and might refuse claims or require them to be submitted in a particular way:

- 1) If you're VAT registered and charging VAT on your sports services, you should:
  - a. stop doing so as soon as possible and certainly before 1 April 2023,
  - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
  - c. consider whether you will refund that VAT to the bodies charged for sports.
  
- 2) If you're not VAT registered and have avoided reclaiming VAT on sports facilities because you thought they were taxable supplies, you should reclaim any such VAT incurred over the last 4 years.
  
- 3) If you treat any sports services as VAT-exempt and include VAT incurred on those activities in your partial exemption calculation, you should:
  - a. take that VAT out of the 2022/23 calculation,
  - b. if you had any irrecoverable VAT in the 2018/19 to 2021/22 calculations, review them to see if you can now reclaim some or all or of that VAT, and
  - c. if you have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if you can recover any further VAT.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for purchases in February 2019 until the end of this month.

For VAT-registered councils, adjustments cannot be made more than 4 years after the due date of the VAT return that is being amended, so the oldest return that can be adjusted is the one for the January to March 2019 quarter, unless you submit monthly returns or have non-standard VAT quarters.

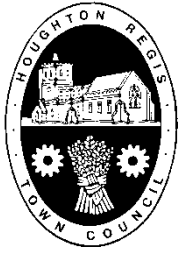
In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if you reclaim the VAT and keep it, rather than refunding it to your customers. Where council facilities are subsidised and operate at a loss due to low charges, or where charges were made VAT-inclusive rather than being increased, HMRC are unlikely to consider that unjust enrichment.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, or other taxable or exempt business activities at this point. If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

### **Disclaimer**

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), read the tribunal decisions and seek professional advice if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance.



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 13**

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<b>Date:</b>	<b>11<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>PETITIONS POLICY</b>
<b>Purpose of the Report:</b>	<b>To provide members with information to enable the adoption of a Town Council Petitions Policy</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### **1. RECOMMENDATION**

**To recommend to Town Council the adoption of the Town Councils Petitions Policy.**

### **2. BACKGROUND**

At the Town Council meeting held on the 19<sup>th</sup> June 2023 members were requested to note that a petition had been submitted to the Town Council on the 15<sup>th</sup> May 2023, at the Annual Town's meeting.

Members were advised that there was no legislation nor local policy directing how the council was to respond. Therefore, members suggested a policy for petitions be produced (minute number 12498).

### **3. INFORMATION**

From the information gathered, it appears that from those Town Councils who have adopted a Petitions Policy, they all use the same format.

Central Bedfordshire Council has also provided a copy of their petitions scheme. This scheme forms part of their constitution and follows a similar process however there are different signatory values, for example petitions containing more than 1,250 signatures must be debated by the Council.

### **4. COUNCIL VISION**

A2 To effectively and proactively represent our community

## **5. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications arising from the recommendations.

### **Legal Implications**

- HMRC have yet to issue any further guidance as to how far the interpretation of “sport and leisure services” extends or what steps councils should take to recover VAT.

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendations

### **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.

### **Climate Change Implications**

- There are no climate change implications arising from the recommendations

### **Press Contact**

There are no press implications arising from this report.

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

As previously stated, there is no legislation that requires Town and Parish Councils to adopt a Petitions Policy however, having a policy does set out how the Town Council would deal with any petitions received.

## **7. APPENDICES**

### **Appendix A: Draft Petitions Policy**



## HOUGHTON REGIS TOWN COUNCIL

### Petitions Policy

Date of Adoption:	
Reviewed:	11 <sup>th</sup> September 2023
Date of Re approval:	



**CONTENTS**

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Preface

4

DRAFT

## Introduction

1. The Council welcomes and encourages its community to provide feedback to the Council and offers many opportunities and ways to do so as a matter of course. The Council recognises that petitions are one way in which people can let the Council know their concerns.
2. The Council will treat something as a petition if it is identified as such, or if it seems to the Council that it is intended to be a petition. A petition will be treated as such if it has at least 50 signatories or petitioners.
3. Petitions should be addressed to the Council and submitted to:  
The Town Clerk  
Houghton Regis Town Council  
Peel Street  
Houghton Regis  
Bedfordshire  
LU5 5EY  
[clare.evans@houghtonregis.org.uk](mailto:clare.evans@houghtonregis.org.uk)  
Petitions should be submitted to the Town Clerk, who will schedule a debate at a future meeting, if the petition meets the criteria below.
4. For most petitions, signatories to petitions will only be considered valid if they are resident within the parish of Houghton Regis. Signatures from non-residents will only be relevant to a petition on a service provision that would affect non-residents. The Town Clerk will determine if non-resident signatures are appropriate.
5. Houghton Regis Town Council can only act on petitions which relate to Houghton Regis Town Council services and decisions. For issues such as Central Bedfordshire Council matters, a petition should be addressed directly to the decision-making body.
6. Petitions submitted to the Council must include:
  - a. A clear and concise statement covering the subject of the petition and the action the petitioners wish the Council to take;
  - b. The name, address and signature of any person supporting the petition;
  - c. For online petitions a signature is not required. However, full name and addresses are required to allow names to be verified.
7. Petitions must be accompanied by contact details, including either a postal or e-mail address, for the petition organiser. This is the person the Council will contact to explain how it will respond to the petition.
8. Where possible, qualifying petitions will be debated in public. Should the subject of a petition be deemed confidential or inappropriate, the Town Clerk, and Mayor, will decide how best to respond to the petition.

### Petitions with 500+ signatures

9. A petition with 500 or more identifiable signatures will be put forward for debate, as a separate agenda item, at the next suitable meeting of the Council or the relevant committee.
10. Where a petition is debated by committee, the Chairman of the committee shall report on this to the next appropriate Full Council meeting.
11. The petition organiser (or an appointed deputy) will be given five minutes to present the petition at the meeting and the petition will then be discussed by members for a maximum of 15 minutes.
12. The Council will determine how to respond to the petition at this meeting. Usually this shall be to:
  - a. action the petition requests
  - b. not action the petition requests for reasons put forward in the debate
  - c. commission further investigation into the matter
13. The petition organiser will receive a written confirmation of the decision, this may be by email.

### Petitions with 50-499 signatures

14. A petition with between 50 and 499 signatures shall be reviewed by the Town Clerk, Mayor and, if suitable, the chair of the appropriate committee to determine the appropriate course of action.
15. At the discretion of the Mayor, a petition may be referred to Council or the appropriate committee for debate as per petitions with in excess of 500 signatures.
16. The petition organiser will receive a written confirmation of the decision, this may be by email.

### General Provisions

17. An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition which will explain what the Council plans to do.
18. Details of the petition will be published on the Council's website, although the contact details of the petition organiser will not be included.
19. A petition will not normally be considered if a similar petition was considered within the previous six months.
20. When more than one petition is received seeking the same (or similar) outcome, they will be treated separately, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

21. Petitions may not be presented to the Annual Meeting of the Council nor to extra-ordinary meetings which are not called for the purpose of receiving the petition.
22. Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.
23. This policy will be reviewed every 4 years or as required by the Corporate Services Committee.

DRAFT



## Houghton Regis Town Council

### Health & Safety at Work Policy

Date of Approval:	Town Council 22 <sup>nd</sup> June 2015
Date of Review:	18 <sup>th</sup> May 2016; 5 <sup>th</sup> March 2018; 4 <sup>th</sup> March 2019; 8 <sup>th</sup> June 2020; 28 <sup>th</sup> November 2022; 11 <sup>th</sup> September 2023
Date of Re-approval:	18 <sup>th</sup> May 2016; 18 <sup>th</sup> June 2018; 17 <sup>th</sup> June 2019; 5 <sup>th</sup> October 2020

#### Contents

1. Policy Statement
2. Responsibilities for Health and Safety
3. Arrangements
4. Code of Practice

To be issued to all employees.

In accordance with the Health & Safety at Work etc Act 1974

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This is the Health & Safety Policy Statement of  
**Houghton Regis Town Council**

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**1.0 POLICY STATEMENT**

Houghton Regis Town Council:

1. Recognises and accepts its responsibilities as an employer for providing an adequate control of the health and safety risks arising from the Council's work activities.
2. Will consult with employees on matters affecting their health & safety.
3. Is keen to encourage employees to participate in providing a safe and healthy working environment.
4. In particular employees should:
  - a) Carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
  - b) Comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
  - c) Endeavour to facilitate the implementation of the safety policies of the Council.
5. Will seek to maintain safe and healthy working conditions;
6. Will provide and maintain plant and equipment;
7. Will ensure the safe use, handling, storage and transport of substances.
8. Will provide sufficient information, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
9. Will, as far as is reasonably practicable, seek to prevent accidents and cases of work-related ill health;
10. The Town Council has ultimate responsibility for Health and Safety matters. However, this responsibility in relation to the day-to-day operation of the Council's activities is delegated to the Town Clerk as the proper officer. A meeting will be held between the Town Mayor and the Town Clerk to discuss health and safety issues as required;
11. The Health and Safety Policy will be reviewed annually or if there is a change in circumstances.

Signed: .....

Cllr J Carroll, Town Mayor

.....  
Mrs C Evans, Town Clerk

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## **2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY**

### The Council's Responsibilities:

- 2.1 Overall and final responsibility for health and safety is that of the Town Council.
- 2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk.
- 2.3 Under the Health & Safety at Work Act the Council has responsibility for the safety, health and welfare of employees and any other person in so far as they are affected by the activities of the work of the Council. To meet these responsibilities the Council will:
  - (a) Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees and that there are appropriate department policies and procedures, all of which are brought to the attention of employees.
  - (b) Periodically appraise the effectiveness of the policies and procedures and ensure that any necessary changes are made.
  - (c) Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.

### Line Manager's Responsibilities:

- 2.4 Under the Health & Safety at Work Act Line Managers have responsibility in the following areas:

Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices  
In the absence of the Town Clerk, the Head of Corporate Services (Debbie Marsh) assumes these responsibilities.

Grounds Foreman (Robert Kempson) Day to day management responsibilities for outside areas  
In the absence of the Grounds Foreman, Ian Haynes (Head of Environment & Community Services) assumes these responsibilities.
- 2.5 These Officers are responsible for:
  - (i) Implementing the Council's overall safety, health and welfare policy in the work area under their control.
  - (ii) Ensuring that all subordinate staff fulfill their responsibilities in respect of safety, health and welfare.
  - (iii) In so far as it is within their power ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme and that appropriate safe working arrangements are made before work begins.

- 
- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
  - (v) Ensuring that first aid facilities are available to all employees.
  - (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
  - (vii) Ensuring that all liability is covered by Insurance.
  - (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
  - ix) Ensuring that appropriate records are kept including Accident Reporting (via Online: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or by Telephone: All incidents can be reported online but a telephone service remains for reporting fatal/specified incidents **only**. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) and Assessments (COSHH and Manual Handling.)

#### Employees' Responsibilities:

2.6 Under the Act the employees of this Council have responsibilities as follows:

- (i) To carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
- (ii) To comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
- (iii) Not to interfere with anything provided to safeguard their health and safety;
- (iv) To endeavour to facilitate the implementation of the safety policies of their Council, Department and Section.
- (v) Bring to the attention of management any health and safety matters requiring attention.

### **3.0 ARRANGEMENTS**

#### 3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.



- 
- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.
  - Risk assessments will be reviewed annually or when circumstances change, whichever is the soonest.

### 3.2 Consultation with employees

- Employee representatives are:
  - Office staff: Debbie Marsh Head of Corporate Services
  - Grounds Staff: Ian Haynes (Head of Environment & Community Services)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

### 3.3 Safe plant and equipment

- The Grounds Foreman will be responsible for identifying all equipment / plant needing maintenance.
- The Grounds Foreman and in the absence of the Town Clerk the Head of Environment & Community Services will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Environment & Community Services in the absence of the Town Clerk or Grounds Foreman
- Grounds Foreman and Head of Environment & Community Services will check that new plant and equipment meets health and safety standards before it is purchased.

### 3.4 Safe handling and use of substances

- Grounds Foreman and the Head of Environment & Community Services, in the absence of the Town Clerk will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Foreman and the Head of Environment & Community Services, in the absence of the Town Clerk will be responsible for undertaking COSHH assessments.
- Grounds Foreman and the Head of Environment & Community Services, in the absence of the Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Foreman and the Head of Environment & Community Services, in the absence of the Town Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

- Grounds Foreman and the Head of Environment & Community Services, in the absence of the Town Clerk will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### 3.5 Information, Instruction and Supervision

- The Health and Safety law poster is displayed in all Council properties
- Health and safety advice is available from Central Bedfordshire Council
- Supervision of young workers / trainees will be arranged / undertaken / monitored by Town Clerk
- The Town Clerk is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.
- The Town Clerk is responsible for ensuring that employees working from home have been provided with the relevant health and safety information and advice.

### 3.6 Competency for Tasks and Training

- The Town Clerk will ensure the provision of induction training for all employees
- Job specific training will be provided by Grounds Foreman or Town Clerk.
- Training records will be kept by the Town Clerk at the Council Offices
- Training will be identified, arranged and monitored by the Town Clerk through the bi-annual appraisal system.

### 3.7 Accidents, First Aid and Work-Related Ill Health

- First aid boxes are kept in the Council offices, the Council workshop and in each of the Council vehicles.
- The appointed persons / first aiders are; Clare Evans, Chantel England, Tara Earnshaw, Ben McGarrigle, Josh McGarrigle, and Mark Titterington .
- All accidents and cases of work-related ill health are to be recorded in one of the 2 accident books. The books are kept in the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the 1<sup>st</sup> Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

### 3.8 Monitoring

To check working conditions and to ensure that safe working practices are being followed, the Council will:

- Discuss health and safety issues at the bi-monthly staff meetings
- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)
- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

### 3.9 Emergency Procedures – Fire and Evacuation

- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Town Clerk and the Grounds Foreman every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Head of Environment & Community Services (office).
- Emergency evacuation will be tested every six months.

## 4.0 CODE OF PRACTICE

4.1 This information and guidance has been prepared for the benefit of all employees to ensure the safety of yourself, your colleagues and members of the public.

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your workplace clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.

- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.
- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.
- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking and vaping is not permitted in any of the council premises or in any Council vehicle.



## **HOUGHTON REGIS TOWN COUNCIL**

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

Date of Adoption:	Town Council 18 <sup>th</sup> May 2011
Date of Review:	22 <sup>nd</sup> September 2014; 15 <sup>th</sup> June 2015; 3 <sup>rd</sup> October 2016; 9 <sup>th</sup> October 2017; 5 <sup>th</sup> October 2020; 4 <sup>th</sup> October 2022; 11 <sup>th</sup> September 2023
Date of Re-adoption	19 <sup>th</sup> December 2023; TBC

## **Background**

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

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

### *Legislative Framework*

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

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

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

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

### *Policy Framework*

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

## **18 FINANCIAL CONTROLS AND PROCUREMENT**

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

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

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

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

## **Purpose of Internal Audit**

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

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

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

## **Planning**

### *Legislation*

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

### *Policy*

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

### *Internal Audit Specification*

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

As a basis it should include:

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



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

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

### **Reporting**

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

### **Review**

#### *Policy*

Council will review on an annual basis the following:

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

#### *Reports*

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

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

### **Annual Return**

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



## **HOUGHTON REGIS TOWN COUNCIL**

### **Internal Audit Specification & Terms of Reference**

#### **Purpose of Internal Audit**

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

#### **Internal Audit Process**

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

#### **Internal Audit Specification**

The following areas are required to be reviewed / checked:

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

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

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

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

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

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

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

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

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

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

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

### **Terms of Reference**

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