



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

23rd November 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 4th December 2023 at 7.00pm.**

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

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

Please follow this guidance if attending the meeting remotely [LINK](#)

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

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

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

- 3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

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

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

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session*

The use of images or recordings arising from this is not under the Council's control.

4. MINUTES

Pages 11 - 15

To approve the Minutes of the meeting held on 11th September 2023.

Recommendation: To approve the Minutes of the meeting held on 11th September 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 16 - 19

Personnel Sub-Committee: 10th July 2023.

Recommendation: To receive the Minutes of the Personnel Sub-Committee meeting of the 10th July 2023.

6. INCOME AND EXPENDITURE REPORT

Pages 20 - 25

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

Members are advised that information is available, via the following link [Business rates: How your rates are calculated - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/business-rates-how-your-rates-are-calculated) in regard to a query raised at the last meeting on how rates are calculated.

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 26 - 30

Members are requested to receive the monthly bank and cash reconciliation statements for June, July, August, September and October 2023.

Members are reminded that at the previous meeting, held on the 11th September 2023, members noted a discrepancy with June's bank and cash reconciliation statement and requested this be rectified and be re-presented at this meeting.

- Recommendation:**
- 1. To approve the monthly bank and cash reconciliation statements for June, July, August, September and October 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 31 - 83

Members will find a list of payments for the period July to October 2023 (inclusive).

This report is provided for information.

9. INVESTMENT REPORT

Pages 84 - 92

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:** **To use the services of a financial advisor from 1st April 2024 subject to budget provision.**

10. INSURANCE CLAIMS

Members are advised of the following insurance claim.

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27230000247	Date of incident: 15/6/23 Address of incident: Tithe Farm Skate Park, Tithe Farm Rd, Houghton Regis Nature of incident: Stolen moped and other items, set alight causing damage to the concrete, due to high temperatures.	£6708	26 th July 2023

This report is provided for information.

11. INSURANCE RENEWAL UPDATE

Members are advised that the Town Councils insurance provision is due for renewal on 1st June 2024.

However, the insurance companies contacted are only able to provide formal quotations 90 days in advance therefore, the earliest they would be able to provide a quotation is 1st March 2024.

Due to the timescale for receiving the quotations and the date of the next Corporate Services meeting, which is due to be held on the 4th March, it is proposed a recommendation will be presented directly to Town Council at the meeting to be held on the 18th March 2024, in time for the renewal date.

12. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2024/25</i>
Society of Local Council Clerks (SLCC)	Annual	£501
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,186
Institute of Cemetery and Crematorium Management	Annual April to March	£100
Information Commissioners Officer (ICO)	Annual	£60
National Allotment Association	Annual	£56
Campaign to Protect Rural England (CPRE)	Annual	£36

This report is provided for information.

13. REVIEW EXISTING CONTRACTS

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

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT Support & Hosting		Support charge	£1,850.25	3 rd Nov 2023
		Microsoft 365 Business Standard	£942	30 th January 2024

		- Annual Subscription		
		Trellix Standard Annual licence	£426	25 th October 2023
		SolarWinds Cloud Backup - per month	£660	17 th November 2023
		Trellix Standard Annual licence	£118	12 th December 2023
		Total / annum	£3997	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year-end close down and year end accounts preparation	£1,300 (approx.)	
Operation Hana	12354 Community Services	Annual arrangement	£34,990	1 st April 2023 – 31 st March 2024
Internal Audit	11965 (CS) 12082 (TC)	3-year arrangement	£1097.25	May 2022, 2023, and 2024
Human resources advisor	9942	Annual arrangement	£2,703	
External audit	12191	5 years from 1 st April 2022 and ending on 31 st March 2027	£2100	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	12119 (Com Serv) 12186 (TC)	3 years from 1st September 2022 to 31st August 2025	£19,600.00 plus consumables per annum	Town centre toilets
Insurance	12048	Long term agreement	£13,034.97 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31 st May 2024
Payroll	11454	Initial 6 months, then 30-day notice period	£145.25 pm	1 st April 2021
Photocopier lease	9695	Rolling contract	£396	2018 to 2023

Mobile Phones		15 x mobile phone lines £15/mth Sim only	£2700	No contract
Telephone software		12 months then rolling	£88 / month year 2 £276 cost of maintenance, annual fee after year 1 Total £1332	November 2020
BT				
• Phone lines • Broadband			£234/mth £200/mth	
Franking Machine		Long term agreement	£300	1 st June 2023- 31 st August 2029
Accounting Software support		Annual arrangement	£1018	
Cemetery Software support		Annual arrangement	£290	1 st April 2021 onwards
Allotment Software support		Annual arrangement	£695 year 1 £175 year 2 onwards	17 th June 2022 onwards
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31 st March 2024
Employee Assistance Programme	11774 (CS) 11879 (TC)	Long term agreement	£500	1 st March 2022 to 28 th February 2027
Energy supply Bidwell Sports Pavilion		2-year electricity supply agreement		15 th November 2023
CCTV monitoring		Annual fee	£2,700	1 st April (review date 12 th February)

This report is provided for information.

14. VAT ON SPORTING FEES

Page 93

Members are reminded that at the previous Corporate Services meeting held on the 11th September 2023, members received a report on VAT on sports services. At this meeting members agreed to stop charging VAT on sports services as from 1st April 2023 and requested that the amount of VAT, on sporting fees in the last four years, be established, before considering a reclaim.

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. Should the council be unsuccessful in refunding to the end user (customer) then the VAT should be returned to HMRC. This follows advice given by NALC and supported by DCK Accounting Solutions.

Members will find attached (Appendix A) a report detailing the sums of VAT that could potentially be reclaimed for the period October 2019 to the end of the 2023 financial year.

The work to submit the claim and to refund the end users would be managed in house.

Recommendation: **To consider whether to submit a reclaim of VAT for the period October 2019 to the end on the 2023 financial year and for any successful reclaim to be refunded to the end user.**

15. STAFF EXPENSES POLICY

Pages 94 - 101

Whilst the Town Council has a Members Expenses Policy it does not currently have a policy on the reimbursement of staff expenses.

In order that staff are properly reimbursed for legitimate business expenses a Staff Expenses Policy is proposed.

Members will find attached a report and draft policy.

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

16. HOUGHTON REGIS TOWN COUNCIL DOMAIN NAME CHANGE

Pages 102 - 105

Members are being requested to consider changing the town councils domain name to a .gov.uk domain name.

Members will find a report attached.

Recommendation: **To recommend to Town Council a change to the Town Councils Domain Name.**

17. REFERENCES POLICY

Pages 106 - 120

Members are advised that up until now the Town Clerk has responded to employee reference requests, regardless of the length of time an employee has left employment.

In order to ensure consistency of treatment and to set out the Town Councils arrangements for seeking and responding to references, a new policy is proposed.

Members will find attached a report and draft References Policy. Members will also find attached a revised Town Council Safer Recruitment & Selection Policy. This policy has been revised in order to mirror some of the sections within the draft References Policy.

- Recommendations:**
- 1) **To recommend to Town Council the adoption of the Town Councils References Policy.**
 - 2) **To recommend to Town Council the adoption of the revised Town Council Safer Recruitment & Selection Policy.**

18. TOWN COUNCIL OFFICE WORKS AND IT UPDATE

At the town council meeting held on the 2nd October 2023, members agreed (minute number 12570) for a sum of £10,000 to be taken from EMR Officer Provision to enable the upgrading of electrical and IT works in the offices. Upgrades to the power cabling and office reconfiguration were started and completed week commencing 30th October 2023. Members are advised that each workstation now has its own electrical connections, there is now no reliance on extension cables. There is also more capacity if required, without any strain on the new infrastructure. The cost of these works were £3,000.

Further work to upgrade the IT cabling is scheduled for over the Christmas period. The cost for this is in the region of £3000.

Within the £10,000 budget allocated for this work it was also intended to upgrade to Rialtas Cloud. This offers improved security to the Rialtas software especially with remote working and improve disaster recovery timescales (reduced to 24 hrs). Although support has already been given for Rialtas Cloud, it is required that the council enter into a contract for this service. As such members are being asked to approve this contract. The term of the contract is a minimum of 3 years and the annual fee for 5 users is £3600.

Recommendation: To enter into a 3-year contract for Rialtas Cloud.

19. SICKNESS ABSENCE POLICY

Pages 121 - 137

The Town Councils Sickness Absence Policy was last reviewed by the Corporate Services committee at the meeting held on the 8th June 2020. Whilst this policy would not ordinarily be considered for review until 2024, due to the change in line management responsibilities and that there are no longer Covid restrictions, it has been thought prudent to provide this document for review, earlier than expected.

Members will find attached a track change document showing the proposed changes.

Recommendation: To recommend to Town Council the adoption of the Town Councils Sickness Absence Policy.

20. ALLOCATION OF SALARY COSTS

Due to the growing size of the Council it is suggested that the council begins allocating out staff costs to the respective committees. This will provide a more reflective picture of the cost of providing services within the community.

As members are aware the council submits a supplementary form to CBC with information for the council tax letter. The figures provided for last year will be amended to show this reallocation of salary costs so that the figures are comparable for 23/24 and 24/25.

Recommendation: To note the allocation of staff costs across the respective committees.

21. ONLINE PAYMENTS RECEIVED VIA TOWN COUNCIL WEBSITE

Members have previously indicated that they would like to see residents being able to pay an invoice through the website. The Council's website provider has suggested a suitable platform to use. The new website will include a page to enable people to pay an invoice. The platform would charge per transaction, a similar format to the Council's payment machine. There is no upfront fee or monthly charge.

The pricing schedule is: pricing per successful charge for cards is 1.5% + 20p, 1.9% + 20p for business cards (+1% for European Economic Area) and for international cards is 3.25% + 20p.

The platform fee is deducted automatically when the charge is received (pay-as-you-go). There is no setup or monthly fees or extra charge for failed transactions, storing and updating cards:

Recommendation: To approve the website payment system using a suitable payment platform.

22. EXCLUSION OF PRESS AND PUBLIC

- Staff Payments

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

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
11th September 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
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillor: C Rollins

12529 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Rollins.

12530 QUESTIONS FROM THE PUBLIC

None.

12531 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12532 MINUTES

To approve the Minutes of the meeting held on 30th May 2023.

Resolved: To approve the Minutes of the meeting held on 30th May 2023 and for these to be signed by the Chairman.

12533 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 24th April 2023.

Members noted that the resolution made under minute number PE267 (*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*), had not been included on the agenda. Therefore, members requested this information be placed on the next Corporate Services agenda for the meeting to be held on the 4th December 2023.

Resolved: To receive the Minutes detailed above.

12534 INCOME AND EXPENDITURE REPORT

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

Members queried under budget heading 190-4025 Insurance, why there was no sum against the actual year to date as the town council insurance premium was due for renewal on the 1st June 2023. The Head of Corporate Services assured members that this premium had been paid and the town council was insured. Payment had been made after the income and expenditure report had been produced.

Members requested that research be undertaken in understanding the difference of rates being charged at various premises in regard to the percentage of increase and decrease.

Members received this report for information.

12535 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for April, May and June 2023.

Members highlighted that the balances on the bank and cash reconciliation for June 2023 did not reconcile. Members requested this discrepancy be addressed and that the report be re-presented at the next Corporate Services committee for its approval and signing.

Resolved:

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

12536 LIST OF CHEQUE PAYMENTS

Members were presented with a list of payments for the period April, May and June 2023 (inclusive).

This report was provided for information

12537 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements. The Corporate Services Committee were required 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.

At the Corporate Services meeting held on the 30th May 2023 members agreed, minute number 12459, to nominate Cllr Jones and Cllr Herber to engage in a review of the council's approach to risk and investment and for their findings to be reported back to Corporate Services Committee for further consideration. Cllr Jones confirmed that a meeting had been scheduled to take place on Thursday 14th September 2023 and the outcome from this meeting would be reported back to this committee at the next meeting.

Resolved: To note the report

12538 INSURANCE CLAIMS

Members were advised that there have been no insurance claims since the last meeting of this committee.

This report was provided for information.

12539 NEW OFFICE PROVISION EMR

Members were reminded that at the Town Council meeting held on the 19th June 2023 it was suggested that the use of funds from the EMR for New Office Provision be considered (minute number 12497). Members were provided with a report in order to support the use of funds from EMR Office Provision to allow the modelling of the Town Council offices. The recommendations were:

- 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.

A discussion followed regarding these recommendations, most notably item 1. It was felt that as the New Office Sub-Committee fell under the responsibility of Town Council, it was therefore a matter for Council to decide the allocation of earmarked reserves and not this committee.

Members supported the information contained within the report but requested the report as received should be presented, in its entirety, at the Town Council meeting to be held on the 2nd October 2023.

Resolved: To present this report to Town Council at the meeting to be held on the 2nd October 2023.

12540 VAT ON SPORTING FEES

Members were requested to consider and determine whether the Town Council would stop charging VAT on sports services. A report and correspondence were presented to Members.

Members discussed this item at length. Members agreed to stop charging VAT on sports services as from 1st April 2023 and to refund those groups that had paid. However, members did not make a decision on whether to reclaim VAT paid in the last four years as they required more information. Members felt that the sum to be reclaimed might not be significant enough to outweigh the costs of professional advice and guidance in submitting a claim to HMRC. Therefore, members agreed to amend the recommendation as stated on the agenda to reflect the discussions.

Resolved:

- 1) To stop charging VAT on sports services as soon as possible and certainly from 1st April 2023.**
- 2) To establish the amount of VAT on sporting fees in the last four years before considering a reclaim.**

12541 PETITIONS POLICY

At the Town Council meeting held on the 19th June 2023 members were requested to note that a petition had been submitted to the Town Council on the 15th 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 were provided with a report and draft petitions policy.

There was some discussion as to the threshold of numbers and what would be regarded as a reasonable number for a town council. A petition of 500 or more would ensure the item would appear on an agenda; however, for a number below this it would be the responsibility of the Mayor, the Clerk and the Chair of the relevant committee whether the item would appear on the relevant committee.

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

12542 HEALTH AND SAFETY POLICY

Members were provided with the Town Councils Health & Safety at Work Policy which had been slightly amended to show the change of job titles and names of new Head of Service.

The policy was considered fit for purpose.

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

12543 INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

At the Corporate Services meeting held on the 4th 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 the Committee had sight of it for comment, before being presented to Council.

Members received a copy of the approved document. There had been no change in legislation; therefore, it was suggested that it remained suitable and fit for purpose.

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

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

The Chairman declared the meeting closed at 08.15pm

Dated this 4th day of December 2023

Chairman

HOUGHTON REGIS TOWN COUNCIL**Personnel Sub-Committee
Minutes of the meeting held on
10th July 2023 at 6.00 pm**

Present: Councillors: D Jones Chairman
E Costello
W Henderson
M Herber
T McMahan

Officers: Louise Senior Head of Democratic Services

Public: 0

PE268 ELECTION OF CHAIR

Members were invited to elect a Chair for Personnel Sub-Committee for 2023/24.

Nominee: Cllr Jones Proposed by: Cllr Costello
Seconded by: Cllr McMahan

No other nominations were received, accordingly Cllr Jones was elected as Chair of the Personnel Sub-Committee for the municipal year of 2023 – 2024.

PE269 APOLOGIES AND SUBSTITUTIONS

None.

PE270 QUESTIONS FROM THE PUBLIC

None.

PE271 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Personnel Sub-Committee for 2023/24.

Nominee: Cllr Costello Proposed by: Cllr Henderson
Seconded by: Cllr Jones

No other nominations were received, accordingly Cllr Costello was elected as Vice-Chair of Personnel Sub-Committee for the municipal year of 2023 – 2024.

PE272 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE273 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 24th April 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 24th April 2023 be approved as a correct record and signed accordingly.

PE274 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.

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

Members received this report for information.

PE275 APPOINTMENT OF APPOINTED PERSON

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

Cllr Jones offered to continue to act as the Clerks appointed person.

Resolved: To appoint Cllr Jones of the Sub-Committee as the Clerk's Appointed Person.

PE276 FREEDOM OF INFORMATION REQUESTS

For the period April to June no Freedom of Information requests had been received.

Members received this report for information.

PE277 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From April to June the Clerk has taken 0.5 day's leave.

The following leave requests were made:

The following leave was requested and approved at the meeting held on 24th April 2023:

- 3rd – 7th July 2023 -- to be adjusted to 3rd – 6th July 2023 (flexi leave on 7th July)
- 31st July – 4th August 2023 – to be adjusted to 31st July – 3rd August 2023 (flexi leave on 4th August)
- 23rd August – 5th September 2023 – to be adjusted to 23rd August – 4th September 2023 (flexi leave on 5th September)

QJJ.

Overtime

The Clerk attended 8 meetings or events outside of the normal working day within the period April to June (compared with 12 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request as adjusted.

PE278 UPDATE ON NEW MEMBERS OF STAFF

Members were advised that the following new members of staff had been appointed:
Head of Environmental & Community Services – Ian Haynes, start date 12th June 2023
Finance Officer – Andrew Gaudion, start date 16th August 2023
Cemetery & Allotments Officer – Hayley Bourke, start date 3rd July 2023
Administration Officer – Amanda Samuels (job title change from Democratic Services Officer), start date 17th July 2023
Lead Youth Worker – Charley Ashley, start date TBC
Youth Support Workers – verbal update

Members were advised that although some applications had been received for the Youth Worker role, they were unable to be shortlisted, accordingly, the role had been re-advertised and was due to be closed on 19th July 2023, shortlisting would take place after this date.

PE279 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

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

PE280 STAFF SICKNESS

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

The data was presented in days, however, members requested that this be presented in hours as a clearer overview due to the increase in part-time employees.

Resolved: To note the information.

PE281 STAFFING MATTER

Members were updated on an ongoing staffing matter.

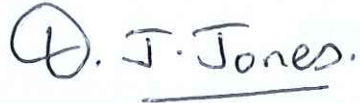
Resolved: To note the information.

PE282 ACTION ARISING FROM INTERNAL AUDITORS REPORT

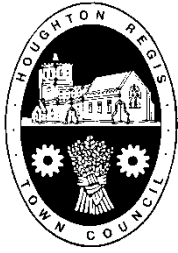
Members were advised on a necessary action which had arisen from the Internal Auditor's report. This anomaly would be rectified at the end of July.

The Chairman declared the meeting closed at 6.53pm

Dated this 9th day of October 2023

Handwritten signature of D. J. Jones in black ink, consisting of a stylized 'D' followed by 'J. Jones'.

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 6

Date:	4th December 2023
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Corporate Services Committee.
Contact Officer:	Debbie Marsh, Head of Corporate Services

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

Both instalments of the precept have been received.

101-1096 – Interest & Dividends received.

Six month's interest from the Deposit account has been received. Two quarterly payments from the Property Fund has been received.

101-4051 Bank & Loan Charges

Charges to date.

101-4056 Audit Fees

Fees incurred for the External Audit 22/23.

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

Two quarterly fees paid.

102-4007 Member Conferences

No expenditure to date.

102-4008 Member Training

Expenditure incurred 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 and Corporate Plan meetings.

102-4131 – Election Costs

No expenditure to date.

190-1082 Inc Lettings

Hire income received for Chamber.

190-1091 Income Misc.

Income to date.

190-1099 Insurance Claims

Income received against 1) vandalism to a wooden platform forming part of a piece of play equipment at Tithe Farm and 2) for damage to concrete at the Skate Park at Tithe Farm.

190-4007 Conference Costs

Clerks' attendance at the SLCC National Conference.

190-4008 Training / Courses

This covers various online training completed by staff, including ICCM and Rialtas. 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, a footrest and DBS checks.

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 its 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. This budget is already overspent. It is anticipated there will be further overspend of around £575, to hopefully include Christmas Card postage. There has been an impact on this budget for letters addressed to LLSG and the Southend Trip.

190-4023 Stationery

Ad hoc office supplies purchased.

190-4025 Insurance

Cost of annual premium.

190-4026 Computer Costs

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

190-4027 Photocopier charges

Ad hoc costs incurred.

190-4031 Advertising

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

Boiler repairs and replacement office equipment.

190 4051 Bank & Loan Charges

No expenditure to date

190-4059 Other Professional Fees

No expenditure to date

191-4001 Staff Salaries, 4002 NI, 4003 Superannuation

This expenditure relates to April to October inclusive.

191-4005 Staff overtime

This expenditure relates to April to October inclusive.

191-4059 Other Professional Fees

This budget was being used for accountancy support. This monthly support ceased as of October. Moving forward month end will be closed down in house. 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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

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

16/11/2023

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 16/11/2023

Month No: 7

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101 Corporate Management							
1076 Precept received	0	1,196,781	1,196,781	0			100.0%
1096 Interest & Dividends Received	13,639	38,710	39,360	650			98.3%
Corporate Management :- Income	13,639	1,235,491	1,236,141	650			99.9%
4051 BANK & LOAN CHARGES	20	189	840	651		651	22.5%
4056 AUDIT FEES	2,140	2,140	3,200	1,060		1,060	66.9%
4057 ACCOUNTANCY & SOFTWARE	0	3,466	5,000	1,534		1,534	69.3%
4061 CCLA Management Fees	963	1,922	4,800	2,878		2,878	40.0%
Corporate Management :- Indirect Expenditure	3,123	7,717	13,840	6,123	0	6,123	55.8%
Net Income over Expenditure	10,517	1,227,774	1,222,301	(5,473)			
102 Democratic Rep'n & Mgmt							
4007 CONFERENCE COSTS	0	0	890	890		890	0.0%
4008 TRAINING/COURSES	17	17	1,400	1,383		1,383	1.2%
4009 TRAVEL	195	251	350	99		99	71.8%
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	67	136	250	114		114	54.3%
4131 ELECTION COSTS	0	0	10,000	10,000		10,000	0.0%
Democratic Rep'n & Mgmt :- Indirect Expenditure	279	3,403	21,169	17,766	0	17,766	16.1%
Net Expenditure	(279)	(3,403)	(21,169)	(17,766)			
190 Central Services							
1082 INC-LETTINGS	0	30	30	0			100.0%
1091 Income Miscellaneous	0	142	100	(42)			141.7%
1099 Insurance Claims	0	7,708	0	(7,708)			0.0%
Central Services :- Income	0	7,880	130	(7,750)			6061.3%
4007 CONFERENCE COSTS	0	499	800	301		301	62.4%
4008 TRAINING/COURSES	440	1,592	4,000	2,408		2,408	39.8%
4009 TRAVEL	0	24	500	476		476	4.7%
4011 RATES	(3,733)	3,733	7,300	3,567		3,567	51.1%
4012 WATER RATES	0	100	500	400		400	19.9%
4014 ELECTRICITY	176	1,027	2,400	1,373		1,373	42.8%
4015 GAS	0	309	1,200	891		891	25.7%
4017 HEALTH & SAFETY	118	341	400	59		59	85.1%
4020 MISC. ESTABLISH.COST	23	212	300	88		88	70.8%

Detailed Income & Expenditure by Budget Heading 16/11/2023

Month No: 7

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4021 COMMUNICATIONS COSTS	301	4,409	5,000	591		591	88.2%
4022 POSTAGE	1	762	600	(162)		(162)	127.0%
4023 STATIONERY	18	256	700	444		444	36.5%
4025 INSURANCE	0	13,976	13,500	(476)		(476)	103.5%
4026 COMPUTER COSTS	352	4,002	6,000	1,998		1,998	66.7%
4027 PHOTOCOPIER CHARGES	321	853	1,600	747		747	53.3%
4031 ADVERTISING	0	256	1,000	744		744	25.6%
4036 PROPERTY MAINTENANCE	64	294	1,000	706		706	29.4%
4038 MAINTENANCE CONTRACTS	0	198	600	402		402	33.0%
4042 Equipment Repairs & Maintenance	665	751	1,000	249		249	75.1%
4051 BANK & LOAN CHARGES	4	4	0	(4)		(4)	0.0%
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%
5017 Tfr from Office Provision Reser	(692)	(692)	0	692		692	0.0%
Central Services :- Indirect Expenditure	(1,942)	32,906	53,400	20,494	0	20,494	61.6%
Net Income over Expenditure	1,942	(25,026)	(53,270)	(28,244)			
<u>191 Personnel/Staff Costs</u>							
4001 STAFF SALARIES	46,636	286,765	526,440	239,675		239,675	54.5%
4002 EMPLOYERS N.I	4,150	27,000	72,648	45,648		45,648	37.2%
4003 EMPLOYERS SUPERANN.	10,867	80,135	141,085	60,950		60,950	56.8%
4005 STAFF OVERTIME	533	6,863	10,000	3,137		3,137	68.6%
4059 OTHER PROFESSIONAL FEES	1,452	6,724	20,000	13,276		13,276	33.6%
4992 Trs from Earmarked Reserve	0	0	(35,000)	(35,000)		(35,000)	0.0%
Personnel/Staff Costs :- Indirect Expenditure	63,638	407,487	735,173	327,686	0	327,686	55.4%
Net Expenditure	(63,638)	(407,487)	(735,173)	(327,686)			
<u>199 Corp Serv Capital and Projects</u>							
4805 CAP - New Equipment (incl IT)	0	8,811	4,000	(4,811)		(4,811)	220.3%
Corp Serv Capital and Projects :- Indirect Expenditure	0	8,811	4,000	(4,811)	0	(4,811)	220.3%
Net Expenditure	0	(8,811)	(4,000)	4,811			
Grand Totals:- Income	13,639	1,243,371	1,236,271	(7,100)			100.6%
Expenditure	65,098	460,324	827,582	367,258	0	367,258	55.6%
Net Income over Expenditure	(51,458)	783,047	408,689	(374,358)			
Movement to/(from) Gen Reserve	(51,458)	783,047					

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

	<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	268.43
3	30/06/2023 Natwest Youth Council	101.51
		352,434.04
<u>Other Cash & 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
		1,369,737.20
		1,722,171.24
<u>Unpresented Payments</u>		
1	23/05/2023 FP7	1,500.00
1	08/06/2023 FP20	27.00
		1,527.00
		1,720,644.24
<u>Receipts not on Bank Statement</u>		
0	30/06/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		
		1,720,644.24
<u>All Cash & 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
	Total Cash & Bank Balances	1,720,644.24

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2023 Liquidity Manager Account	373,718.28
1	31/07/2023 NatWest Current Account	1,647.00
2	31/07/2023 Business Reserve Account	268.73
3	31/07/2023 Natwest Youth Council	26.35
		375,660.36
<u>Other Cash & 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	15.68
		1,369,715.68
		1,745,376.04
<u>Unpresented Payments</u>		
1	19/07/2023 FP28	1,500.00
		1,500.00
		1,743,876.04
<u>Receipts not on Bank Statement</u>		
0	31/07/2023 All Receipts Cleared	0.00
		0.00
		1,743,876.04
Closing Balance		
		1,743,876.04
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	373,865.28
2	NATWEST ONLINE ac 41172051	268.73
3	Natwest Yth Council	26.35
	Other Cash & Bank Balances	1,369,715.68
	Total Cash & Bank Balances	1,743,876.04

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/08/2023 Liquidity Manager Account	291,374.23
1	31/08/2023 NatWest Current Account	1,000.00
2	31/08/2023 Business Reserve Account	269.05
3	31/08/2023 Natwest Youth Council	26.35
		292,669.63
<u>Other Cash & 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	50.00
		1,369,750.00
		1,662,419.63
<u>Unpresented Payments</u>		
1	19/07/2023 FP28	1,500.00
1	30/08/2023 AG6	200.00
1	30/08/2023 AG7	200.00
1	31/08/2023 FP1	37.50
1	31/08/2023 FP10	506.78
1	31/08/2023 FP2	11.09
1	31/08/2023 FP3	43.75
1	31/08/2023 FP4	3,923.85
1	31/08/2023 FP5	45.00
1	31/08/2023 FP6	150.00
1	31/08/2023 FP7	13.50
1	31/08/2023 FP8	20.50
1	31/08/2023 FP9	58.67
		6,710.64
		1,655,708.99
<u>Receipts not on Bank Statement</u>		
0	31/08/2023 All Receipts Cleared	0.00
		0.00
		1,655,708.99
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	285,663.59
2	NATWEST ONLINE ac 41172051	269.05
3	Natwest Yth Council	26.35
	Other Cash & Bank Balances	1,369,750.00
	Total Cash & Bank Balances	1,655,708.99

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/09/2023 Liquidity Manager Account	804,968.68
1	30/09/2023 NatWest Current Account	1,000.00
2	30/09/2023 Business Reserve Account	269.36
3	30/09/2023 Natwest Youth Council	1,996.92
		808,234.96
<u>Other Cash & 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	17.96
		1,369,717.96
		2,177,952.92
<u>Receipts not on Bank Statement</u>		
0	30/09/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		
		2,177,952.92
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	805,968.68
2	NATWEST ONLINE ac 41172051	269.36
3	Natwest Yth Council	1,996.92
	Other Cash & Bank Balances	1,369,717.96
	Total Cash & Bank Balances	2,177,952.92

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/10/2023 Liquidity Manager Account	1,100,577.23
1	31/10/2023 NatWest Current Account	1,000.00
2	31/10/2023 Business Reserve Account	269.70
3	31/10/2023 Natwest Youth Council	1,800.93
		1,103,647.86
<u>Other Cash & 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	19.09
		1,369,719.09
		2,473,366.95
<u>Receipts not on Bank Statement</u>		
0	31/10/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		
		2,473,366.95
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	1,101,577.23
2	NATWEST ONLINE ac 41172051	269.70
3	Natwest Yth Council	1,800.93
	Other Cash & Bank Balances	1,369,719.09
	Total Cash & Bank Balances	2,473,366.95

02/11/2023

Houghton Regis Town Council Current Year

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List of Purchase Ledger Payments for Month 4

User: DEBBIE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01 Right Fuelcard Company Ltd							
<i>Purchase Ledger Payment</i>	08/06/2023	ON ACC 486	1	0.00	0.00	-27.00	27.00
					0.00	-27.00	
Above paid on 08/06/2023 by Cheque FP20							
EE01 EE Limited							
<i>234-Mobile phones</i>	24/06/2023	V02120686270	1	362.33	0.00	362.33	0.00
					0.00	362.33	
Above paid on 03/07/2023 by Cheque DDR4							
POZ01 Pozitive Energy 135115							
<i>Purchase Ledger Payment</i>	03/07/2023	ON ACC 468	1	0.00	0.00	50.00	-50.00
					0.00	50.00	
Above paid on 03/07/2023 by Cheque DDR3							
TEC01 Techies Limited							
<i>564-M/Soft 365/Backup</i>	07/10/2022	INV-3222	1	1,632.42	0.00	180.00	1,452.42
					0.00	180.00	
Above paid on 03/07/2023 by Cheque S/O1							
TEC01 Techies Limited							
<i>564-M/Soft 365/Backup</i>	07/10/2022	INV-3222	1	1,452.42	0.00	276.16	1,176.26
					0.00	276.16	
Above paid on 03/07/2023 by Cheque S/O2							
BED02 Bedfordshire Pension Fund							
<i>172-Pension Added Years Apr 23</i>	23/05/2023	752670	1	57.08	0.00	57.08	0.00
<i>181-Pension Added Years May 23</i>	20/06/2023	752812	1	58.67	0.00	58.67	0.00
					0.00	115.75	
Above paid on 04/07/2023 by Cheque FP1							
BOA01 B R Boatwright							
<i>174-Green waste removal</i>	16/06/2023	1534	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 04/07/2023 by Cheque FP2							

Continued over page

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
173-Materials	19/06/2023	1386277142	1	123.70	0.00	123.70	0.00
					0.00	123.70	
Above paid on 04/07/2023 by Cheque FP3							
BRI02 BT Payment Services Ltd							
354-Telephone	19/07/2023	M018BZ	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 04/07/2023 by Cheque DDR5							
CEN04 Central Bedfordshire Council							
176-Depot rent 24.6-28.9.23	24/06/2023	7100015396	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 04/07/2023 by Cheque FP4							
CHA01 Chapman Planning							
175-N/Plan Consultancy	30/06/2023	JUNE23	1	5,625.00	0.00	5,625.00	0.00
					0.00	5,625.00	
Above paid on 04/07/2023 by Cheque FP5							
DUN04 Dunstable Town Council							
178-Mayor Dunstable coffee mor	22/06/2023	22623	1	7.50	0.00	7.50	0.00
					0.00	7.50	
Above paid on 04/07/2023 by Cheque FP6							
DUN04 Dunstable Town Council							
179-Mayor Dunstable quiz	28/06/2023	28623	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 04/07/2023 by Cheque FP7							
GIB01 Gibbs & Dandy PLC							
180-Flag stones/top soil	14/06/2023	3401/01992076	1	197.82	0.00	197.82	0.00
					0.00	197.82	
Above paid on 04/07/2023 by Cheque FP8							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JOA01 J Cross							
182-Mayor photography	27/06/2023	B00750	1	65.00	0.00	65.00	0.00
					0.00	65.00	
Above paid on 04/07/2023 by Cheque FP9							
LAN03 Latent Digital Solutions Ltd							
184-Copier charges	28/06/2023	304438	1	72.07	0.00	72.07	0.00
					0.00	72.07	
Above paid on 04/07/2023 by Cheque FP10							
LD002 L&D CF General Account							
185-L&D Quiz tickets	30/06/2023	30623	1	24.00	0.00	24.00	0.00
					0.00	24.00	
Above paid on 04/07/2023 by Cheque FP11							
LOC01 Dunstable Lock & Safe Co							
177-Allotments padlock	19/06/2023	34990	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 04/07/2023 by Cheque FP12							
MAR04 Martin Rix							
186-Repair Allotment path	15/06/2023	13229	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 04/07/2023 by Cheque FP13							
MCS01 MCS Contract Cleaning Limited							
187-Toilets cleaning June 23	30/06/2023	42630	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 04/07/2023 by Cheque FP14							
MGA001 MGAC LLP							
183-AGP-FMC Collateral Warrant	23/06/2023	00000102	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 04/07/2023 by Cheque FP15							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ORI001 Origin Amenity Solutions							
188-Fine turf	30/06/2023	OASI0068477	1	271.18	0.00	271.18	0.00
					0.00	271.18	
Above paid on 04/07/2023 by Cheque FP16							
PRE04 Prestige Design & Workwear Ltd							
189-Safety boots	22/06/2023	117661	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 04/07/2023 by Cheque FP17							
SAF05 Safesmart							
191-Smartlog service	30/06/2023	23394	1	125.00	0.00	125.00	0.00
					0.00	125.00	
Above paid on 04/07/2023 by Cheque FP18							
SJS01 S J S Irrigation							
193-Bowls Club Irrigation rep	19/06/2023	18998	1	387.52	0.00	387.52	0.00
Purchase Ledger Payment	04/07/2023	ON ACC 487	1	0.00	0.00	0.33	-0.33
					0.00	387.85	
Above paid on 04/07/2023 by Cheque FP19							
THR03 Three Star (Luton) Ltd							
192-Southend-on Sea coach	26/06/2023	34050	1	670.00	0.00	670.00	0.00
					0.00	670.00	
Above paid on 04/07/2023 by Cheque FP20							
WAV04 Anglian Water							
Purchase Ledger Payment	04/07/2023	ON ACC 471	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 04/07/2023 by Cheque DDR8							
WAV05 Anglian Water							
Purchase Ledger Payment	04/07/2023	ON ACC 470	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
Above paid on 04/07/2023 by Cheque DDR7							

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	04/07/2023	ON ACC 472	1	0.00	0.00	103.00	-103.00
					0.00	103.00	
Above paid on 04/07/2023 by Cheque DDR9							
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	04/07/2023	ON ACC 469	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
Above paid on 04/07/2023 by Cheque DDR6							
WIL03 Rebecca Wilson							
<i>190-Wilson M/Cres refund</i>	30/06/2023	30623	1	144.80	0.00	144.80	0.00
					0.00	144.80	
Above paid on 04/07/2023 by Cheque FP21							
CAS09 Castle Water - 2597769							
<i>Purchase Ledger Payment</i>	05/07/2023	ON ACC 473	1	0.00	0.00	8.74	-8.74
					0.00	8.74	
Above paid on 05/07/2023 by Cheque DDR10							
GRE05 Grenke Leasing Ltd							
<i>Purchase Ledger Payment</i>	06/07/2023	ON ACC 474	1	0.00	0.00	118.80	-118.80
					0.00	118.80	
Above paid on 06/07/2023 by Cheque DDR11							
BRI02 BT Payment Services Ltd							
<i>213-Telephone</i>	26/06/2023	Q03597	1	714.01	0.00	714.01	0.00
					0.00	714.01	
Above paid on 10/07/2023 by Cheque DDR12							
YU001 Yu Energy							
<i>467-Depot electricity</i>	03/07/2023	01185923	1	88.60	0.00	88.60	0.00
					0.00	88.60	
Above paid on 10/07/2023 by Cheque DDR13							

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
463-O/Close electricity	03/07/2023	01186085	1	44.76	0.00	44.76	0.00
					0.00	44.76	
							Above paid on 10/07/2023 by Cheque DDR14
YU001 Yu Energy							
459-M/Cres electricity	03/07/2023	01186213	1	191.13	0.00	191.13	0.00
					0.00	191.13	
							Above paid on 10/07/2023 by Cheque DDR15
YU001 Yu Energy							
465-P/Side electricity	03/07/2023	01186251	1	10.83	0.00	10.83	0.00
					0.00	10.83	
							Above paid on 10/07/2023 by Cheque DDR16
YU001 Yu Energy							
464-Office electricity	03/07/2023	01186312	1	174.34	0.00	174.34	0.00
					0.00	174.34	
							Above paid on 10/07/2023 by Cheque DDR17
YU001 Yu Energy							
460-M/Cesr electricity	03/07/2023	01186309	1	28.24	0.00	28.24	0.00
					0.00	28.24	
							Above paid on 10/07/2023 by Cheque DDR18
YU001 Yu Energy							
462-T/Farm electricity	03/07/2023	01186311	1	377.20	0.00	377.20	0.00
					0.00	377.20	
							Above paid on 10/07/2023 by Cheque DDR19
YU001 Yu Energy							
466-Depot electricity	03/07/2023	01186310	1	13.79	0.00	13.79	0.00
					0.00	13.79	
							Above paid on 10/07/2023 by Cheque DDR20

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
461-V/Green electricity	03/07/2023	01186313	1	94.17	0.00	94.17	0.00
					0.00	94.17	
Above paid on 10/07/2023 by Cheque DDR21							
ZUR01 Zurich Municipal							
Purchase Ledger Payment	11/07/2023	ON ACC 477	1	0.00	0.00	13,976.39	-13,976.39
					0.00	13,976.39	
Above paid on 11/07/2023 by Cheque FP1							
PAT001 Pathfinder Legal Services Ltd							
294-Lease legal fees	05/07/2023	LF1731	1	4,020.00	0.00	4,020.00	0.00
					0.00	4,020.00	
Above paid on 12/07/2023 by Cheque FP1							
AMF01 AMF Services (Bedford) Ltd							
277-Matador Mower repair	11/07/2023	28605	1	136.02	0.00	136.02	0.00
					0.00	136.02	
Above paid on 19/07/2023 by Cheque FP1							
BED02 Bedfordshire Pension Fund							
290-Pension Added Yrs Jun 23	13/07/2023	753116	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 19/07/2023 by Cheque FP18							
BLA01 Blain's Trailers & Tyres Ltd							
196-Tyre	15/06/2023	77874	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 19/07/2023 by Cheque FP3							
BQ01 Trade UK							
278-Materials	10/07/2023	1393236693	1	62.04	0.00	62.04	0.00
					0.00	62.04	
Above paid on 19/07/2023 by Cheque FP2							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI05 Iulica Mariana Brindusa							
279-Best Dressed Walker prize	18/07/2023	18723	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/07/2023 by Cheque FP4							
BUB01 Bubbles Lighting Ltd							
280-Lighting equip hire	17/07/2023	8695	1	675.18	0.00	675.18	0.00
					0.00	675.18	
Above paid on 19/07/2023 by Cheque FP5							
BUS01 Business HR Solutions (Consultancy) Ltd							
288-HR Retainer	01/07/2023	INV-033553	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 19/07/2023 by Cheque FP15							
CARDNO Cardno							
281-LED Minibar light	17/07/2023	42561	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 19/07/2023 by Cheque FP6							
CDS01 The CDS Group							
201-Groundwater monitoring	29/06/2023	74262	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 19/07/2023 by Cheque FP28							
CEN04 Central Bedfordshire Council							
282-P/Side rent 1.7-30.6.24	01/07/2023	7100015798	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/07/2023 by Cheque FP7							
CEN05 Central Bedfordshire Youth Voice							
284-Carnival Stall award	11/07/2023	11723	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/07/2023 by Cheque FP9							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLO02 Cloudy Group							
283-App hosting	01/07/2023	INV-4809	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 19/07/2023 by Cheque FP8							
DCK01 DCK Accounting Solutions Ltd							
198-Accounts June 23	30/06/2023	TPC10827	1	997.50	0.00	997.50	0.00
					0.00	997.50	
Above paid on 19/07/2023 by Cheque FP11							
DUN04 Dunstable Town Council							
197-Dunstable Carnival stall	30/06/2023	GEN15556	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 19/07/2023 by Cheque FP10							
FAL001 Falconeye Security Ltd							
285-Road closure staff	10/07/2023	2	1	792.00	0.00	792.00	0.00
					0.00	792.00	
Above paid on 19/07/2023 by Cheque FP12							
GRA02 Graffiti Removal Ltd							
286-Graffiti removal training	13/07/2023	SI-11842	1	708.00	0.00	708.00	0.00
					0.00	708.00	
Above paid on 19/07/2023 by Cheque FP13							
HEA02 Headway Luton Ltd							
289-Carnival stall prize	10/07/2023	10723	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/07/2023 by Cheque FP17							
HER01 Hertfordshire County Council							
199-Stationery	30/06/2023	H062310818	1	126.56	0.00	126.56	0.00
					0.00	126.56	
Above paid on 19/07/2023 by Cheque FP16							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
305-PAYE/NI June 23	30/06/2023	JUNE23	1	11,264.28	0.00	11,264.28	0.00
					0.00	11,264.28	
Above paid on 19/07/2023 by Cheque FP31							
JOA01 J Cross							
291-Carnival photography	10/07/2023	B00754	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 19/07/2023 by Cheque FP19							
LEI001 Leighton-Linslade Town Council							
292-L/Linslade Charity event	04/07/2023	4723	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/07/2023 by Cheque FP20							
MLP001 MLP Traffic Ltd							
293-Escort vehicle/driver	11/07/2023	127072	1	327.05	0.00	327.05	0.00
					0.00	327.05	
Above paid on 19/07/2023 by Cheque FP21							
O001 1ST/3RD HOUGHTON REGIS SCOUTS							
287-Carnival procession prize	10/07/2023	10723	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 19/07/2023 by Cheque FP14							
PER01 Perfect Print							
200-12000 Carnival Programs	30/06/2023	23/5503	1	1,599.00	0.00	1,599.00	0.00
					0.00	1,599.00	
Above paid on 19/07/2023 by Cheque FP22							
PLA02 The Play Inspection Company Ltd							
202-Play area inspections	30/06/2023	62380	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 19/07/2023 by Cheque FP30							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRE08 Precious Homes Ltd							
304-Carnival team prize	10/07/2023	10723	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 19/07/2023 by Cheque FP29							
RPM01 Reids Playground Maintenance Ltd							
295-Play area repairs	10/07/2023	5633	1	1,246.80	0.00	1,246.80	0.00
					0.00	1,246.80	
Above paid on 19/07/2023 by Cheque FP23							
SCR02 Trade UK Account							
298-Contact adhesive	05/07/2023	1391861779	1	4.79	0.00	4.79	0.00
296-Safety boots	10/07/2023	1393341756	1	44.99	0.00	44.99	0.00
297-Safety boots	10/07/2023	1393474535	1	-44.99	0.00	-44.99	0.00
					0.00	4.79	
Above paid on 19/07/2023 by Cheque FP24							
SLC01 SLCC							
303-IH CiLCA fee	13/07/2023	QL203355-1	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 19/07/2023 by Cheque FP27							
SOU02 Southern United Ltd							
299-Rally plaques	17/07/2023	207394	1	549.00	0.00	549.00	0.00
					0.00	549.00	
Above paid on 19/07/2023 by Cheque FP25							
SPA01 Spaldings Limited							
301-Stihl brush	05/07/2023	SI-2876528	1	248.40	0.00	248.40	0.00
302-Tyre guard	12/07/2023	SI-2878356	1	38.52	0.00	38.52	0.00
300-Cutting discs	12/07/2023	SI-2878357	1	37.67	0.00	37.67	0.00
					0.00	324.59	
Above paid on 19/07/2023 by Cheque FP26							

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS02 Castle Water							
<i>Purchase Ledger Payment</i>	21/07/2023	ON ACC 476	1	0.00	0.00	9.01	-9.01
					0.00	9.01	
	Above paid on 21/07/2023 by Cheque DDR26						
POZ01 Positive Energy 135115							
<i>Purchase Ledger Payment</i>	21/07/2023	ON ACC 475	1	0.00	0.00	7.88	-7.88
					0.00	7.88	
	Above paid on 21/07/2023 by Cheque DDR22						
POZ02 Positive Energy 135118							
<i>314-P/Side gas</i>	25/07/2023	13511820233698922	1	7.88	0.00	7.88	0.00
					0.00	7.88	
	Above paid on 21/07/2023 by Cheque DDR23						
POZ03 Positive Energy 135116							
<i>308-Depot gas</i>	25/07/2023	13511620233698924	1	11.20	0.00	11.20	0.00
					0.00	11.20	
	Above paid on 21/07/2023 by Cheque DDR24						
POZ05 Positive Energy 135117							
<i>311-Office gas</i>	25/07/2023	13511720233698923	1	32.54	0.00	32.54	0.00
					0.00	32.54	
	Above paid on 21/07/2023 by Cheque DDR25						
TB001 T&B Contractors Ltd							
<i>Purchase Ledger Payment</i>	24/07/2023	ON ACC 478	1	0.00	0.00	14,531.17	-14,531.17
					0.00	14,531.17	
	Above paid on 24/07/2023 by Cheque FP2						
TB001 T&B Contractors Ltd							
<i>Purchase Ledger Payment</i>	25/07/2023	ON ACC 479	1	0.00	0.00	30,000.00	-30,000.00
					0.00	30,000.00	
	Above paid on 25/07/2023 by Cheque FP3						

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SLC01 SLCC							
<i>Purchase Ledger Payment</i>	26/07/2023	ON ACC 485	1	0.00	0.00	450.00	-450.00
					0.00	450.00	
							Above paid on 26/07/2023 by Cheque DPC
TB001 T&B Contractors Ltd							
<i>Purchase Ledger Payment</i>	26/07/2023	ON ACC 480	1	0.00	0.00	30,000.00	-30,000.00
					0.00	30,000.00	
							Above paid on 26/07/2023 by Cheque FP4
BED04 Bedford Borough Council							
<i>Purchase Ledger Payment</i>	28/07/2023	ON ACC 484	1	0.00	0.00	72.00	-72.00
					0.00	72.00	
							Above paid on 28/07/2023 by Cheque FP1
TB001 T&B Contractors Ltd							
<i>Purchase Ledger Payment</i>	28/07/2023	ON ACC 481	1	0.00	0.00	30,000.00	-30,000.00
					0.00	30,000.00	
							Above paid on 28/07/2023 by Cheque FP5
DUN02 Biffa Waste Services Ltd							
<i>194-trade Refuse</i>	30/06/2023	614C23073	1	76.02	0.00	76.02	0.00
<i>195-Trade Refuse</i>	30/06/2023	614C23074	1	2,895.78	0.00	2,895.78	0.00
					0.00	2,971.80	
							Above paid on 31/07/2023 by Cheque DDR27
PAYROLL Payroll Options							
<i>458-Payroll fees Jun 23</i>	30/06/2023	145848	1	153.77	0.00	153.77	0.00
					0.00	153.77	
							Above paid on 31/07/2023 by Cheque DDR28
TB001 T&B Contractors Ltd							
<i>482-T/Farm Valuation 4</i>	06/07/2023	34179	1	104,531.17	0.00	104,531.17	0.00

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List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Purchase Ledger Payment</i>	24/07/2023	ON ACC 478	1	-14,531.17	0.00	-14,531.17	0.00
<i>Purchase Ledger Payment</i>	25/07/2023	ON ACC 479	1	-30,000.00	0.00	-30,000.00	0.00
<i>Purchase Ledger Payment</i>	26/07/2023	ON ACC 480	1	-30,000.00	0.00	-30,000.00	0.00
<i>Purchase Ledger Payment</i>	28/07/2023	ON ACC 481	1	-30,000.00	0.00	-30,000.00	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

ZUR01 Zurich Municipal

<i>483-Insurance 1.6.26-31.5.24</i>	15/04/2023	523089462	1	13,976.39	0.00	13,976.39	0.00
<i>Purchase Ledger Payment</i>	11/07/2023	ON ACC 477	1	-13,976.39	0.00	-13,976.39	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

Total Purchase Ledger Payments for Month 4 **0.00** **169,277.38**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED04 Bedford Borough Council							
<i>Purchase Ledger Payment</i>	28/07/2023	ON ACC 484	1	-72.00	0.00	-72.00	0.00
					0.00	-72.00	
Above paid on 28/07/2023 by Cheque FP1							
BADGEMASTE Badgemaster Ltd							
335-Badges	12/06/2023	0000084326	1	121.43	0.00	121.43	0.00
					0.00	121.43	
Above paid on 01/08/2023 by Cheque FP1							
BED07 Police & Crime Commissioner for Beds							
341-OP HANA March 23	27/07/2023	B0003832	1	2,375.90	0.00	2,375.90	0.00
					0.00	2,375.90	
Above paid on 01/08/2023 by Cheque FP7							
CARDNO Cardno							
336-13 pin socket adaptor	20/07/2023	42570	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 01/08/2023 by Cheque FP2							
CDS01 The CDS Group							
339-Groundwater Well Re-Drilli	24/07/2023	74311	1	13,033.20	0.00	13,033.20	0.00
338-Groundwater monitoring	28/07/2023	74314	1	600.00	0.00	600.00	0.00
					0.00	13,633.20	
Above paid on 01/08/2023 by Cheque FP4							
CEN04 Central Bedfordshire Council							
337-T/Farm rent 18.7.2-17.7.23	18/07/2023	7100015865	1	5.00	0.00	5.00	0.00
					0.00	5.00	
Above paid on 01/08/2023 by Cheque FP3							
DES001 DE Signs & Labels Ltd							
340-HR Logos	26/07/2023	19404	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 01/08/2023 by Cheque FP5							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
517-mobile phones July 23	24/07/2023	VO2130459764	1	362.05	0.00	362.05	0.00
					0.00	362.05	
Above paid on 01/08/2023 by Cheque DDR1							
FAN01 Fantastic Fireworks Ltd							
359-Firework Display 2023	01/08/2023	279091	1	6,000.00	0.00	6,000.00	0.00
					0.00	6,000.00	
Above paid on 01/08/2023 by Cheque FP6							
JCURL01 John Curl							
343-LCX69 HCL repairs	18/07/2023	247447	1	669.59	0.00	669.59	0.00
					0.00	669.59	
Above paid on 01/08/2023 by Cheque FP9							
JOA01 J Cross							
342-T/Farm photography	17/07/2023	B00756	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 01/08/2023 by Cheque FP8							
LAN03 Latent Digital Solutions Ltd							
345-Toner delivery	26/07/2023	304483	1	5.99	0.00	5.99	0.00
344-Copier charges	26/07/2023	304499	1	55.96	0.00	55.96	0.00
346-Staples/postage	28/07/2023	L7727	1	57.97	0.00	57.97	0.00
					0.00	119.92	
Above paid on 01/08/2023 by Cheque FP10							
MCS01 MCS Contract Cleaning Limited							
347-Toilets cleaning	30/07/2023	42708	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 01/08/2023 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRE04 Prestige Design & Workwear Ltd							
348-Safety boots	11/07/2023	117979	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 01/08/2023 by Cheque FP12							
SCR02 Trade UK Account							
352-Extractor set	19/07/2023	1396378324	1	3.49	0.00	3.49	0.00
					0.00	3.49	
Above paid on 01/08/2023 by Cheque FP16							
SCU01 Scutum South East Ltd							
349-VG Pav Alarm maint	31/07/2023	97432	1	124.87	0.00	124.87	0.00
					0.00	124.87	
Above paid on 01/08/2023 by Cheque FP13							
SET01 Setsquare Creative Solutions Limited							
350-Domain name/hosting	31/05/2023	INV-2415	1	258.00	0.00	258.00	0.00
					0.00	258.00	
Above paid on 01/08/2023 by Cheque FP14							
SPA01 Spaldings Limited							
351-Makita angle grinder	18/07/2023	SI-2879781	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 01/08/2023 by Cheque FP15							
TEC01 Techies Limited							
353-Microsoft 365	24/07/2023	INV-4286	1	21.02	0.00	21.02	0.00
					0.00	21.02	
Above paid on 01/08/2023 by Cheque FP17							
BRI02 BT Payment Services Ltd							
504-phone charges Aug 23	20/08/2023	M019FL	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 02/08/2023 by Cheque DDR2							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	1,176.26	0.00	180.00	996.26
					0.00	180.00	
Above paid on 03/08/2023 by Cheque S/O3							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	996.26	0.00	276.16	720.10
					0.00	276.16	
Above paid on 03/08/2023 by Cheque S/O4							
WAV04 Anglian Water							
Purchase Ledger Payment	04/08/2023	ON ACC 530	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 04/08/2023 by Cheque DDR7							
WAV05 Anglian Water							
Purchase Ledger Payment	04/08/2023	ON ACC 529	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
Above paid on 04/08/2023 by Cheque DDR6							
WAV06 Anglian Water							
Purchase Ledger Payment	04/08/2023	ON ACC 531	1	0.00	0.00	103.00	-103.00
					0.00	103.00	
Above paid on 04/08/2023 by Cheque DDR8							
WAV07 Anglain Water							
Purchase Ledger Payment	04/08/2023	ON ACC 528	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
Above paid on 04/08/2023 by Cheque DDR5							
CAS09 Castle Water - 2597769							
Purchase Ledger Payment	07/08/2023	ON ACC 532	1	0.00	0.00	8.74	-8.74
					0.00	8.74	
Above paid on 07/08/2023 by Cheque DDR18							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
379-O/Close Pav electricity	01/08/2023	01216068	1	31.72	0.00	31.72	0.00
					0.00	31.72	
Above paid on 07/08/2023 by Cheque DDR10							
YU001 Yu Energy							
382-M/Cres electricity	01/08/2023	01216212	1	133.55	0.00	133.55	0.00
					0.00	133.55	
Above paid on 07/08/2023 by Cheque DDR11							
YU001 Yu Energy							
385-P/Side electricity	01/08/2023	01216264	1	11.46	0.00	11.46	0.00
					0.00	11.46	
Above paid on 07/08/2023 by Cheque DDR12							
YU001 Yu Energy							
384-Office electricity	01/08/2023	01216345	1	189.06	0.00	189.06	0.00
					0.00	189.06	
Above paid on 07/08/2023 by Cheque DDR13							
YU001 Yu Energy							
386-P/Side electricity	01/08/2023	01216346	1	29.84	0.00	29.84	0.00
					0.00	29.84	
Above paid on 07/08/2023 by Cheque DDR14							
YU001 Yu Energy							
378-T/Farm electricity	01/08/2023	01216347	1	179.02	0.00	179.02	0.00
					0.00	179.02	
Above paid on 07/08/2023 by Cheque DDR15							
YU001 Yu Energy							
381-Depot electricity	01/08/2023	01216348	1	13.48	0.00	13.48	0.00
					0.00	13.48	
Above paid on 07/08/2023 by Cheque DDR16							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
V/Green electricity	01/08/2023	01216349	1	137.40	0.00	137.40	0.00
					0.00	137.40	
Above paid on 07/08/2023 by Cheque DDR17							
YU001 Yu Energy							
380-Depot electricity	01/08/2023	01215883	1	207.02	0.00	207.02	0.00
					0.00	207.02	
Above paid on 07/08/2023 by Cheque DDR9							
CLO02 Cloudy Group							
360-App hosting	01/08/2023	INV-5163	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 08/08/2023 by Cheque FP1							
PCH01 PCH Associates Ltd							
361-T/Farm professional fees	24/05/2023	FAI-2092	1	104,492.81	0.00	14,492.81	90,000.00
					0.00	14,492.81	
Above paid on 09/08/2023 by Cheque FP2							
YOU01 Your NRG Ltd							
356-Diesel	19/07/2023	1190748	1	2,605.55	0.00	2,605.55	0.00
					0.00	2,605.55	
Above paid on 09/08/2023 by Cheque DDR19							
PCH01 PCH Associates Ltd							
361-T/Farm professional fees	24/05/2023	FAI-2092	1	90,000.00	0.00	30,000.00	60,000.00
					0.00	30,000.00	
Above paid on 10/08/2023 by Cheque FP3							
PCH01 PCH Associates Ltd							
361-T/Farm professional fees	24/05/2023	FAI-2092	1	60,000.00	0.00	30,000.00	30,000.00
					0.00	30,000.00	
Above paid on 11/08/2023 by Cheque FP4							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
<i>Purchase Ledger Payment</i>	14/08/2023	ON ACC 533	1	0.00	0.00	244.11	-244.11
					0.00	244.11	
Above paid on 14/08/2023 by Cheque DDR20							
PCH01 PCH Associates Ltd							
<i>361-T/Farm professional fees</i>	24/05/2023	FAI-2092	1	30,000.00	0.00	30,000.00	0.00
					0.00	30,000.00	
Above paid on 14/08/2023 by Cheque FP5							
BED07 Police & Crime Commissioner for Beds							
<i>368-OP HANA Apr 23</i>	07/08/2023	B0003858	1	2,125.65	0.00	2,125.65	0.00
					0.00	2,125.65	
Above paid on 15/08/2023 by Cheque FP1							
BUS01 Business HR Solutions (Consultancy) Ltd							
<i>369-HR Retainer</i>	01/08/2023	INV-034123	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 15/08/2023 by Cheque FP4							
CAS10 Castle Water - 2597749							
<i>509-water charges Parkside Dr</i>	01/08/2023	10000081755	1	40.01	0.00	40.01	0.00
<i>216-P/Side water charges</i>	19/06/2023	9172231	1	-12.74	0.00	-12.74	0.00
					0.00	27.27	
Above paid on 15/08/2023 by Cheque DDR1							
DCK01 DCK Accounting Solutions Ltd							
<i>363-Accounts July 23</i>	31/07/2023	TPC10881	1	1,368.00	0.00	1,368.00	0.00
					0.00	1,368.00	
Above paid on 15/08/2023 by Cheque FP3							
HAR04 Harpenden Town Council Mayor's Account							
<i>370-Harpenden Quiz night ticke</i>	02/08/2023	2823	1	17.50	0.00	17.50	0.00
					0.00	17.50	
Above paid on 15/08/2023 by Cheque FP6							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER01 Hertfordshire County Council							
364-Stationery	31/07/2023	H072309240	1	19.44	0.00	19.44	0.00
					0.00	19.44	
Above paid on 15/08/2023 by Cheque FP5							
HMR001 HMRC							
377-PAYE/NI July 23	31/07/2023	JULY23	1	11,482.55	0.00	11,482.55	0.00
					0.00	11,482.55	
Above paid on 15/08/2023 by Cheque FP14							
HOU18 Houghton Regis Ladies Group							
371-Mayor tea crockery hire	10/08/2023	10823	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 15/08/2023 by Cheque FP7							
JCURL01 John Curl							
372-LC69 HCL puncture repair	03/08/2023	247475	1	18.00	0.00	18.00	0.00
					0.00	18.00	
Above paid on 15/08/2023 by Cheque FP8							
LOC01 Dunstable Lock & Safe Co							
362-4 x padlocks & keys	24/07/2023	35030	1	492.00	0.00	492.00	0.00
					0.00	492.00	
Above paid on 15/08/2023 by Cheque FP2							
MAR04 Martin Rix							
373-M/Cres fan repair	08/08/2023	13261	1	825.60	0.00	825.60	0.00
					0.00	825.60	
Above paid on 15/08/2023 by Cheque FP9							
ORI001 Origin Amenity Solutions							
374-Impact standard white	10/08/2023	OASI0073995	1	647.76	0.00	647.76	0.00
					0.00	647.76	
Above paid on 15/08/2023 by Cheque FP10							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER01 Perfect Print							
366-T/Farm sign board	31/07/2023	23/5531	1	123.60	0.00	123.60	0.00
					0.00	123.60	
Above paid on 15/08/2023 by Cheque FP11							
TOO02 William Tookey							
376-H/Rocks show	31/08/2023	326	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 15/08/2023 by Cheque FP12							
TOT01 Right Fuelcard Company Ltd							
367-Fuel A/C	31/07/2023	5240806	1	214.09	0.00	214.09	0.00
					0.00	214.09	
Above paid on 15/08/2023 by Cheque FP13							
TB001 T&B Contractors Ltd							
527 - Valuation No. 5	07/08/2023	34252	1	192,234.12	0.00	30,000.00	162,234.12
					0.00	30,000.00	
Above paid on 21/08/2023 by Cheque FP6							
CAS12 Casle Water							
508-townsend Park	03/08/2023	TE00493835	1	10.05	0.00	10.05	0.00
					0.00	10.05	
Above paid on 22/08/2023 by Cheque DDR21							
TB001 T&B Contractors Ltd							
527 - Valuation No. 5	07/08/2023	34252	1	162,234.12	0.00	30,000.00	132,234.12
					0.00	30,000.00	
Above paid on 22/08/2023 by Cheque FP7							
TB001 T&B Contractors Ltd							
527 - Valuation No. 5	07/08/2023	34252	1	132,234.12	0.00	30,000.00	102,234.12
					0.00	30,000.00	
Above paid on 23/08/2023 by Cheque FP8							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001 T&B Contractors Ltd							
527 - Valuation No. 5	07/08/2023	34252	1	102,234.12	0.00	30,000.00	72,234.12
					0.00	30,000.00	
Above paid on 24/08/2023 by Cheque FP9							
DUN02 Biffa Waste Services Ltd							
334-Trade Refuse	28/07/2023	614C25473	1	60.82	0.00	60.82	0.00
333-Trade Refuse	28/07/2023	614C25474	1	2,316.62	0.00	2,316.62	0.00
					0.00	2,377.44	
Above paid on 29/08/2023 by Cheque DDR5							
POZ04 Pozitive Energy 135119							
514-Gas Pavilion MooreCrescent	23/08/2023	13511920233920319	1	19.77	0.00	19.77	0.00
					0.00	19.77	
Above paid on 29/08/2023 by Cheque DDR1							
POZ04 Pozitive Energy 135119							
513-Gas Pavilion MooreCrescent	23/08/2023	135119202339320231	1	71.77	0.00	71.77	0.00
					0.00	71.77	
Above paid on 29/08/2023 by Cheque DDR2							
POZ04 Pozitive Energy 135119							
515-Gas Pavilion MooreCrescent	23/08/2023	13511920233920320	1	92.82	0.00	92.82	0.00
					0.00	92.82	
Above paid on 29/08/2023 by Cheque DDR3							
POZ04 Pozitive Energy 135119							
Purchase Ledger Payment	29/08/2023	ON ACC 534	1	0.00	0.00	106.09	-106.09
					0.00	106.09	
Above paid on 29/08/2023 by Cheque DDR4							
TB001 T&B Contractors Ltd							
527 - Valuation No. 5	07/08/2023	34252	1	72,234.12	0.00	30,000.00	42,234.12
					0.00	30,000.00	
Above paid on 29/08/2023 by Cheque FP10							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ARK01 Ark Farm Ltd							
<i>AFL20373/399/7877/Ark Farm Ltd</i>	29/07/2023	AFL20373	1	756.00	0.00	756.00	0.00
					0.00	756.00	
Above paid on 30/08/2023 by Cheque 00000							
BATPC BATPC							
<i>D Marsh - trg budgeting</i>	17/08/2023	D MARSH	1	30.00	0.00	30.00	0.00
<i>Gaudion - training Nov and Dec</i>	17/08/2023	GAUDION	1	60.00	0.00	60.00	0.00
<i>S Gelsthorp - training Sept</i>	17/08/2023	S GELSTHORP	1	105.00	0.00	105.00	0.00
					0.00	195.00	
Above paid on 30/08/2023 by Cheque AG9							
BRI06 Daniel Briscombe (Tooth Marks)							
<i>HOUGHTON ROCKS/405/8056/Daniel</i>	16/08/2023	HOUGHTON ROCKS	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/08/2023 by Cheque AG6							
FAR02 Samuel Farrell							
<i>DRUM KIT H'TON ROCKS/400/8057/</i>	16/08/2023	DRUM KIT H'TON ROCKS	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 30/08/2023 by Cheque 0000							
ING001 CA Ingles (The Long Riders)							
<i>HOUGHTON ROCKS/402/8056/CA Ing</i>	16/08/2023	HOUGHTON ROCKS	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/08/2023 by Cheque AG4							
LOC01 Dunstable Lock & Safe Co							
<i>2 keys and 1 padlock</i>	07/08/2023	35047	1	52.62	0.00	52.62	0.00
					0.00	52.62	
Above paid on 30/08/2023 by Cheque AG8							

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCG01 Lawrence McGee (Leech)							
<i>HOUGHTON ROCKS/406/8056/Lawren</i>	16/08/2023	HOUGHTON ROCKS	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/08/2023 by Cheque AG7							
ROB003 T Roberts (Roberts Family Band)							
<i>HOUGHTON ROCKS/403/8056/T Robe</i>	16/08/2023	HOUGHTON ROCKS	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 30/08/2023 by Cheque AG2							
TB001 T&B Contractors Ltd							
<i>527 - Valuation No. 5</i>	07/08/2023	34252	1	42,234.12	0.00	30,000.00	12,234.12
					0.00	30,000.00	
Above paid on 30/08/2023 by Cheque FP11							
WEL03 Dr Clive Wells (Diverse FX)							
<i>HOUGHTON ROCKS/404/8056/Dr Cli</i>	16/08/2023	HOUGHTON ROCKS	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/08/2023 by Cheque AG5							
WOO01 J Wood (The Trollies)							
<i>HOUGHTON ROCKS/401/8056/J Wood</i>	16/08/2023	HOUGHTON ROCKS	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/08/2023 by Cheque AG3							
ALZ01 Mr Abdullah AL-Zeer							
<i>ALLOTMENT 7B/436/Mr Abdullah A</i>	31/08/2023	ALLOTMENT 7B	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 31/08/2023 by Cheque FP1							
BADGEMASTE Badgemaster Ltd							
<i>0000085445/437/8085/Badgemaste</i>	31/08/2023	0000085445	1	11.09	0.00	11.09	0.00
					0.00	11.09	
Above paid on 31/08/2023 by Cheque FP2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAN03 TEODOR-ROBERT BANAGA							
ALLOTMENT 14B/438/TEODOR-ROBER	17/08/2023	ALLOTMENT 14B	1	43.75	0.00	43.75	0.00
					0.00	43.75	
Above paid on 31/08/2023 by Cheque FP3							
BED02 Bedfordshire Pension Fund							
753385/446/Bedfordshire Pensio	24/08/2023	753385	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 31/08/2023 by Cheque FP9							
BED07 Police & Crime Commissioner for Beds							
B0003859/440/Police & Crime Co	07/08/2023	B0003859	1	1,914.75	0.00	1,914.75	0.00
B0003860/439/Police & Crime Co	07/08/2023	B0003860	1	2,009.10	0.00	2,009.10	0.00
					0.00	3,923.85	
Above paid on 31/08/2023 by Cheque FP4							
DUN04 Dunstable Town Council							
GEN15579/442/8062/Dunstable To	18/08/2023	GEN15579	1	35.00	0.00	35.00	0.00
MAYOR CHARITY GOLF/441/Dunstab	29/08/2023	MAYOR CHARITY GOLF	1	10.00	0.00	10.00	0.00
					0.00	45.00	
Above paid on 31/08/2023 by Cheque FP5							
FRA02 Francotyp Postalia Ltd							
562-Postage download	01/06/2023	1623	1	99.00	0.00	99.00	0.00
560-Postage download	02/06/2023	24490783	1	-5.89	0.00	-5.89	0.00
559-Postage download	08/08/2023	24706794	1	250.00	0.00	250.00	0.00
561-F/Machine lease	02/05/2023	2523	1	90.00	0.00	90.00	0.00
Purchase Ledger Payment	02/05/2023	ON ACC 235	1	-90.00	0.00	-90.00	0.00
Purchase Ledger Payment	01/06/2023	ON ACC 317	1	-99.00	0.00	-99.00	0.00
Purchase Ledger Payment	14/08/2023	ON ACC 533	1	-244.11	0.00	-244.11	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GRE05 Grenke Leasing Ltd							
563-MPC4503SP Copier lease	22/06/2023	0000276757/2023	1	118.80	0.00	118.80	0.00
Purchase Ledger Payment	06/07/2023	ON ACC 474	1	-118.80	0.00	-118.80	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
HOU08 Houghton Regis Baptist Church							
CIVIC RECEPTION/443/8088/Hough	31/08/2023	CIVIC RECEPTION	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/08/2023 by Cheque FP6							
HOU19 Houghton Regis Girl Guiding							
REFUND STALL/444/Houghton Regi	24/08/2023	REFUND STALL	1	13.50	0.00	13.50	0.00
					0.00	13.50	
Above paid on 31/08/2023 by Cheque FP7							
KEM001 Kempston Town Council							
MAYOR'S EVENTS/445/8076/8077/K	30/08/2023	MAYOR'S EVENTS	1	20.50	0.00	20.50	0.00
					0.00	20.50	
Above paid on 31/08/2023 by Cheque FP8							
PAYROLL Payroll Options							
365-Payroll fees July 23	31/07/2023	146334	1	164.30	0.00	164.30	0.00
					0.00	164.30	
Above paid on 31/08/2023 by Cheque DDR26							
POZ01 Pozitive Energy 135115							
519-Gas Tithe Farm	13/04/2023	13511520233216812	1	2.15	0.00	2.15	0.00
520-Gas Tithe Farm April	12/05/2023	13511520233348854	1	7.88	0.00	7.88	0.00
521-Gas Tithe Farm May	12/05/2023	13511520233415089	1	159.17	0.00	159.17	0.00
526-Gas Tithe Farm Late paymen	16/08/2023	13511520233537400	1	50.00	0.00	50.00	0.00
522-Gas Tithe Farm May	16/06/2023	13511520233540749	1	8.14	0.00	8.14	0.00
523-Gas Tithe Farm June	16/06/2023	13511520233698925	1	7.88	0.00	7.88	0.00

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List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>524-Gas Tithe Farm July</i>	16/06/2023	13511520233931879	1	8.18	0.00	8.18	0.00
<i>Purchase Ledger Payment</i>	20/04/2023	ON ACC 121	1	-2.15	0.00	-2.15	0.00
<i>Purchase Ledger Payment</i>	19/05/2023	ON ACC 239	1	-7.88	0.00	-7.88	0.00
<i>Purchase Ledger Payment</i>	15/06/2023	ON ACC 323	1	-159.17	0.00	-159.17	0.00
<i>Purchase Ledger Payment</i>	23/06/2023	ON ACC 325	1	-8.14	0.00	-8.14	0.00
<i>Purchase Ledger Payment</i>	03/07/2023	ON ACC 468	1	-50.00	0.00	-50.00	0.00
<i>Purchase Ledger Payment</i>	21/07/2023	ON ACC 475	1	-7.88	0.00	-7.88	0.00
					0.00	8.18	

Above paid on 31/08/2023 by Cheque DDR22

POZ02 Positive Energy 135118

<i>512-Gas Parkside Drive</i>	24/08/2023	13511820233931876	1	8.18	0.00	8.18	0.00
					0.00	8.18	

Above paid on 31/08/2023 by Cheque DDR23

POZ03 Positive Energy 135116

<i>564-Depot gas</i>	16/05/2023	13511620233390047	1	9.74	0.00	9.74	0.00
<i>Purchase Ledger Payment</i>	25/05/2023	ON ACC 243	1	-9.74	0.00	-9.74	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

POZ03 Positive Energy 135116

<i>510-Gas -Unit 3 Westbury Close</i>	24/08/2023	13511620233931878	1	11.57	0.00	11.57	0.00
					0.00	11.57	

Above paid on 31/08/2023 by Cheque DDR24

POZ04 Positive Energy 135119

<i>516-Gas Pavilion MooreCrescent</i>	23/08/2023	135119202333920320	1	92.82	0.00	92.82	0.00
<i>516-M/Cres Gas</i>	23/08/2023	13511920233392C	1	-92.82	0.00	-92.82	0.00
<i>557-M/Cres Gas</i>	23/08/2023	13511920233920332	1	106.09	0.00	106.09	0.00
<i>Purchase Ledger Payment</i>	29/08/2023	ON ACC 534	1	-106.09	0.00	-106.09	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

Continued over page

List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ05	Positive Energy 135117						
511-Gas HRTC	24/08/2023	13511720233931877	1	20.98	0.00	20.98	0.00
					0.00	20.98	
Above paid on 31/08/2023 by Cheque DDR25							
TB001	T&B Contractors Ltd						
565-Valuation 2	07/02/2023	33792	1	11,884.32	0.00	11,884.32	0.00
1002-Valuation 1	03/03/2023	33866	1	29,870.68	0.00	29,870.68	0.00
Purchase Ledger Payment	06/03/2023	ON ACC 1165	1	-41,755.00	0.00	-41,755.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
TB001	T&B Contractors Ltd						
527 - Valuation No. 5	07/08/2023	34252	1	12,234.12	0.00	12,234.12	0.00
					0.00	12,234.12	
Above paid on 31/08/2023 by Cheque FP12							
TOT01	Right Fuelcard Company Ltd						
444733 9/447/Right Fuelcard Co	05/06/2022	444733 9	1	18.40	0.00	18.40	0.00
511980 8/448/Right Fuelcard Co	31/05/2023	511980 8	1	27.00	0.00	27.00	0.00
5175444/449/Right Fuelcard Com	30/06/2023	5175444	1	209.14	0.00	209.14	0.00
5293570/450/Right Fuelcard Com	31/08/2023	5293570	1	252.24	0.00	252.24	0.00
					0.00	506.78	
Above paid on 31/08/2023 by Cheque FP10							
Total Purchase Ledger Payments for Month 5					0.00	356,161.67	

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
518-mobile phones Aug 23	24/08/2023	V02140594884	1	361.34	0.00	361.34	0.00
					0.00	361.34	
Above paid on 01/09/2023 by Cheque DDR2							
FRA02 Francotyp Postalia Ltd							
506-Sept - Nov 2023	01/09/2023	316348	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 01/09/2023 by Cheque DDR1							
BRI02 BT Payment Services Ltd							
BT Fixed charges - August 2023	20/08/2023	M019 FL	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 04/09/2023 by Cheque DDR1							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	720.10	0.00	276.16	443.94
					0.00	276.16	
Above paid on 04/09/2023 by Cheque S/O1							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	443.94	0.00	180.00	263.94
					0.00	180.00	
Above paid on 04/09/2023 by Cheque S/O2							
WAV04 Anglian Water							
Purchase Ledger Payment	05/09/2023	ON ACC 657	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 05/09/2023 by Cheque DDR2							
WAV05 Anglian Water							
Purchase Ledger Payment	05/09/2023	ON ACC 658	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
Above paid on 05/09/2023 by Cheque DDR3							

Continued over page

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	05/09/2023	ON ACC 656	1	0.00	0.00	103.00	-103.00
					0.00	103.00	
Above paid on 05/09/2023 by Cheque DDR1							
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	05/09/2023	ON ACC 659	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
Above paid on 05/09/2023 by Cheque DDR4							
CAS09 Castle Water - 2597769							
<i>Water - HR Cemetery</i>	06/09/2023	10000045631A	1	8.74	0.00	8.74	0.00
					0.00	8.74	
Above paid on 06/09/2023 by Cheque DDR1							
WEL01 Wellers Law Group LLP							
<i>Purchase Ledger Payment</i>	06/09/2023	ON ACC 660	1	0.00	0.00	1,000.00	-1,000.00
					0.00	1,000.00	
Above paid on 06/09/2023 by Cheque DDR5							
YU001 Yu Energy							
<i>Electricity Pavilion Rec Gd</i>	01/09/2023	01254663	1	40.30	0.00	40.30	0.00
					0.00	40.30	
Above paid on 08/09/2023 by Cheque DDR1							
YU001 Yu Energy							
<i>Electricity Aug 23- M/Crescent</i>	01/09/2023	01254803	1	178.40	0.00	178.40	0.00
					0.00	178.40	
Above paid on 08/09/2023 by Cheque DDR2							
YU001 Yu Energy							
<i>Electricity -Parkside Pavilion</i>	01/09/2023	01254854	1	22.41	0.00	22.41	0.00
					0.00	22.41	
Above paid on 08/09/2023 by Cheque DDR3							

Continued over page

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
<i>Electricity Aug 23 - Depot</i>	01/09/2023	TE00503371	1	64.53	0.00	64.53	0.00
					0.00	64.53	
Above paid on 08/09/2023 by Cheque DDR4							
YU001 Yu Energy							
<i>Electricity - HRTC</i>	01/09/2023	01254932	1	185.81	0.00	185.81	0.00
					0.00	185.81	
Above paid on 08/09/2023 by Cheque DDR5							
YU001 Yu Energy							
<i>Electricity - Tithes Farm Pav</i>	01/09/2023	01254934	1	225.83	0.00	225.83	0.00
					0.00	225.83	
Above paid on 08/09/2023 by Cheque DDR6							
YU001 Yu Energy							
<i>Electricity Cricket Pavillion</i>	01/09/2023	01254936	1	105.59	0.00	105.59	0.00
					0.00	105.59	
Above paid on 08/09/2023 by Cheque DDR7							
CAS10 Castle Water - 2597749							
<i>505-water charges Parkside Dri</i>	28/08/2023	10000187819	1	17.95	0.00	17.95	0.00
					0.00	17.95	
Above paid on 11/09/2023 by Cheque DDR3							
YU001 Yu Energy							
<i>Electricity Parkside Rec Gd</i>	03/09/2023	01263511	1	29.27	0.00	29.27	0.00
					0.00	29.27	
Above paid on 11/09/2023 by Cheque DDR8							
YU001 Yu Energy							
<i>Electricity Aug 23 - Depot</i>	03/09/2023	01263514	1	14.41	0.00	14.41	0.00
					0.00	14.41	
Above paid on 11/09/2023 by Cheque DDR9							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AKM01 AKM Hemel Ltd							
492 - Houghton Rocks pizzas	30/07/2023	297	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 21/09/2023 by Cheque FP4							
AMF01 AMF Services (Bedford) Ltd							
556-Kubota M8540 repairs	07/09/2023	29135	1	354.00	0.00	354.00	0.00
					0.00	354.00	
Above paid on 21/09/2023 by Cheque FP29							
BED02 Bedfordshire Pension Fund							
555-Added years Aug 2023	19/09/2023	753562	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 21/09/2023 by Cheque FP28							
BUB01 Bubbles Lighting Ltd							
544-generator hire for HRocks	04/09/2023	8713	1	694.26	0.00	694.26	0.00
					0.00	694.26	
Above paid on 21/09/2023 by Cheque FP21							
CDS01 The CDS Group							
488 - Monitoring visit	22/08/2023	74376	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 21/09/2023 by Cheque FP1							
CLO02 Cloudy Group							
543-App hosting	01/09/2023	INV-5279	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 21/09/2023 by Cheque FP20							
CRO01 Cromwell Group (Holdings) Ltd							
540-black bags	11/09/2023	00156330852	1	401.88	0.00	401.88	0.00
					0.00	401.88	
Above paid on 21/09/2023 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DBS02 DBS Services							
535-DBS Zunaira	13/09/2023	DBS-52264	1	63.20	0.00	63.20	0.00
536-DBS A Anwyl	13/09/2023	DBS-52270	1	63.20	0.00	63.20	0.00
554-DBS C Ashley	15/09/2023	DBS-52317	1	63.20	0.00	63.20	0.00
					0.00	189.60	
Above paid on 21/09/2023 by Cheque FP13							
DCK01 DCK Accounting Solutions Ltd							
489 - VAT part ex 22/23	17/08/2023	TPC10901	1	270.00	0.00	270.00	0.00
490 - Accounts Aug 2023	31/08/2023	TPC10948	1	712.50	0.00	712.50	0.00
					0.00	982.50	
Above paid on 21/09/2023 by Cheque FP2							
DEC001 Decathlon UK Ltd							
491 - Various sporting equip	18/08/2023	INV-5335	1	985.82	0.00	985.82	0.00
					0.00	985.82	
Above paid on 21/09/2023 by Cheque FP3							
FAL001 Falconeye Security Ltd							
542-Security at Houghton Rocks	04/09/2023	HROCKS SECURITY	1	864.00	0.00	864.00	0.00
					0.00	864.00	
Above paid on 21/09/2023 by Cheque FP19							
GBI01 Geo Browns Implements Ltd							
537-tractor parts	04/09/2023	150755	1	206.59	0.00	206.59	0.00
					0.00	206.59	
Above paid on 21/09/2023 by Cheque FP14							
GRA02 Graffiti Removal Ltd							
493 - Graffiti removal	18/08/2023	SI-11916	1	765.17	0.00	765.17	0.00
					0.00	765.17	
Above paid on 21/09/2023 by Cheque FP5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER01 Hertfordshire County Council							
494 - Standard footrest	31/08/2023	H082301574	1	38.70	0.00	38.70	0.00
					0.00	38.70	
Above paid on 21/09/2023 by Cheque FP6							
HRS01 HR Solutions							
545-HR Retainer	01/09/2023	INV-034687	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 21/09/2023 by Cheque FP22							
JCURL01 John Curl							
553-KY64 BGK MOT	15/09/2023	247550	1	372.60	0.00	372.60	0.00
					0.00	372.60	
Above paid on 21/09/2023 by Cheque FP27							
JOA01 J Cross							
551-Photos for Houghton Rocks	14/09/2023	B00758	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 21/09/2023 by Cheque FP25							
LAN03 Latent Digital Solutions Ltd							
541-toner and meter read	06/09/2023	304654	1	100.01	0.00	100.01	0.00
					0.00	100.01	
Above paid on 21/09/2023 by Cheque FP18							
LEI001 Leighton-Linslade Town Council							
552-Mayor Charity Event	15/09/2023	MAYOR CHARITY EVENT	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 21/09/2023 by Cheque FP26							
LUT01 Luton Borough Council							
550-Mayor Dinner 10/10/23	15/09/2023	CHARITY DINNER	1	26.50	0.00	26.50	0.00
					0.00	26.50	
Above paid on 21/09/2023 by Cheque FP24							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01	MCS Contract Cleaning Limited						
495-Bedford Sq toilets Aug 23	31/08/2023	42777	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 21/09/2023 by Cheque FP7							
MIC02	Michaels Civic Robes						
496-Mayoral robes cleaning	25/08/2023	INV-MCR2331	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 21/09/2023 by Cheque FP8							
PHS01	PHS Group						
499-toilet rolls/h/towels	20/08/2023	69999391	1	157.32	0.00	157.32	0.00
					0.00	157.32	
Above paid on 21/09/2023 by Cheque FP10							
PLA02	The Play Inspection Company Ltd						
500-App Licence Fee	17/08/2023	63152	1	1,440.00	0.00	1,440.00	0.00
					0.00	1,440.00	
Above paid on 21/09/2023 by Cheque FP11							
POZ01	Pozitive Energy 135115						
Gas - HRTC	24/09/2023	13511720234065782	1	98.78	0.00	98.78	0.00
					0.00	98.78	
Above paid on 21/09/2023 by Cheque DDR1							
POZ01	Pozitive Energy 135115						
525-Gas Tithe Farm August	16/08/2023	13511520234065693	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 21/09/2023 by Cheque DDR11							
POZ02	Pozitive Energy 135118						
Gas - Parkside Dr August 2023	14/09/2023	13511820234065691	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 21/09/2023 by Cheque DDR2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ03 Positive Energy 135116							
Gas - Depot	24/09/2023	13511620234065692	1	11.57	0.00	11.57	0.00
					0.00	11.57	
Above paid on 21/09/2023 by Cheque DDR13							
POZ04 Positive Energy 135119							
Gas - M/Crescent Pav	24/09/2023	13511920234065690	1	106.09	0.00	106.09	0.00
					0.00	106.09	
Above paid on 21/09/2023 by Cheque DDR12							
RIG01 Rigby Taylor							
497-c/square top dressing	17/08/2023	OASI0074797	1	1,312.80	0.00	1,312.80	0.00
498-weedkiller	24/08/2023	OASI0075964	1	157.80	0.00	157.80	0.00
					0.00	1,470.60	
Above paid on 21/09/2023 by Cheque FP9							
SCR02 Trade UK Account							
501-work boots	21/08/2023	1406637335	1	100.98	0.00	100.98	0.00
					0.00	100.98	
Above paid on 21/09/2023 by Cheque FP12							
SLC01 SLCC							
538-Nat Conf C Evans	11/09/2023	BK212144-1	1	566.80	0.00	566.80	0.00
					0.00	566.80	
Above paid on 21/09/2023 by Cheque FP15							
SLC01 SLCC							
Purchase Ledger Payment	26/07/2023	ON ACC 485	1	-450.00	0.00	-450.00	0.00
					0.00	-450.00	
Above paid on 21/09/2023 by Cheque REFUND							
SPA01 Spaldings Limited							
539-cleaning products	08/09/2023	SI-2893685	1	190.14	0.00	190.14	0.00
					0.00	190.14	
Above paid on 21/09/2023 by Cheque FP16							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
549-Silver contract balance	03/08/2023	INV-2973A	1	75.59	0.00	75.59	0.00
548-telephone support	05/09/2023	INV-4460	1	298.08	0.00	298.08	0.00
547-Microsoft365	13/09/2023	INV-4490	1	18.88	0.00	18.88	0.00
546-SIP Line July-Sept 23	13/09/2023	INV-4497	1	144.00	0.00	144.00	0.00
					0.00	536.55	
				Above paid on 21/09/2023 by Cheque FP23			
CAS02 Castle Water							
Water - Townsend Park Pav	04/09/2023	TE00503371	1	10.05	0.00	10.05	0.00
					0.00	10.05	
				Above paid on 22/09/2023 by Cheque DDR10			
TB001 T&B Contractors Ltd							
630 - Valuation No. 6	11/09/2023	34335	1	135,155.92	0.00	30,000.00	105,155.92
					0.00	30,000.00	
				Above paid on 22/09/2023 by Cheque FP1			
DBS02 DBS Services							
Purchase Ledger Payment	25/09/2023	ON ACC 661	1	0.00	0.00	126.40	-126.40
					0.00	126.40	
				Above paid on 25/09/2023 by Cheque DDR6			
DUN02 Biffa Waste Services Ltd							
502-trade waste	25/08/2023	614C28341	1	60.82	0.00	60.82	0.00
					0.00	60.82	
				Above paid on 25/09/2023 by Cheque DDR1			
DUN02 Biffa Waste Services Ltd							
503-trade waste	25/08/2023	614C28342	1	2,316.62	0.00	2,316.62	0.00
					0.00	2,316.62	
				Above paid on 25/09/2023 by Cheque DDR2			

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001 T&B Contractors Ltd							
630 - Valuation No. 6	11/09/2023	34335	1	105,155.92	0.00	30,000.00	75,155.92
					0.00	30,000.00	
Above paid on 25/09/2023 by Cheque FP2							
TB001 T&B Contractors Ltd							
630 - Valuation No. 6	11/09/2023	34335	1	75,155.92	0.00	30,000.00	45,155.92
					0.00	30,000.00	
Above paid on 26/09/2023 by Cheque FP3							
HMR001 HMRC							
PAYE and NI - August 2023	28/09/2023	AUGUST 2023	1	11,179.02	0.00	11,179.02	0.00
					0.00	11,179.02	
Above paid on 28/09/2023 by Cheque FP1							
TB001 T&B Contractors Ltd							
630 - Valuation No. 6	11/09/2023	34335	1	45,155.92	0.00	30,000.00	15,155.92
					0.00	30,000.00	
Above paid on 28/09/2023 by Cheque FP4							
PAYROLL Payroll Options							
507-Payroll supp Aug 23	31/08/2023	146793	1	164.30	0.00	164.30	0.00
					0.00	164.30	
Above paid on 29/09/2023 by Cheque DDR1							
TB001 T&B Contractors Ltd							
630 - Valuation No. 6	11/09/2023	34335	1	15,155.92	0.00	15,155.92	0.00
					0.00	15,155.92	
Above paid on 29/09/2023 by Cheque FP5							
Total Purchase Ledger Payments for Month 6					0.00	166,244.85	

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER01 Hertfordshire County Council							
670-Highback chairs/stationery	30/09/2023	H092310942.	1	548.06	0.00	548.06	0.00
614-Highback office charis	30/09/2023	H092310942C	1	-548.06	0.00	-548.06	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
EE01 EE Limited							
717-Mobile phone chgs -Sept 23	24/09/2023	V02150172611	1	361.34	0.00	361.34	0.00
					0.00	361.34	
Above paid on 02/10/2023 by Cheque DDR1							
PWLB01 PWLB							
718-Interest on PWLB Loan	04/09/2023	PWLB INTEREST	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 02/10/2023 by Cheque DDR2							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	2,302.67	0.00	191.89	2,110.78
					0.00	191.89	
Above paid on 03/10/2023 by Cheque S/O							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	263.94	0.00	276.16	-12.22
					0.00	276.16	
Above paid on 03/10/2023 by Cheque S/O 2							
WAV04 Anglian Water							
Purchase Ledger Payment	03/10/2023	ON ACC 730	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 03/10/2023 by Cheque ON ACC 667							
WAV05 Anglian Water							
Purchase Ledger Payment	03/10/2023	ON ACC 731	1	0.00	0.00	33.00	-33.00
					0.00	33.00	
Above paid on 03/10/2023 by Cheque ON ACC 665							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	03/10/2023	ON ACC 729	1	0.00	0.00	103.00	-103.00
					0.00	103.00	
Above paid on 03/10/2023 by Cheque ON ACC 669							
WAV07 Anglian Water							
<i>Purchase Ledger Payment</i>	03/10/2023	ON ACC 732	1	0.00	0.00	22.00	-22.00
					0.00	22.00	
Above paid on 03/10/2023 by Cheque ON ACC 663							
BRI02 BT Payment Services Ltd							
<i>Telephone charges</i>	20/09/2023	M020 LP	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 04/10/2023 by Cheque DDR2							
GRE05 Grenke Leasing Ltd							
<i>644-P'copier lease Oct-Dec</i>	02/10/2023	0000383443/2023	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 04/10/2023 by Cheque DDR12							
ABF01 ABF The Soldiers Charity							
<i>Deputy Mayor Curry Lunch</i>	18/09/2023	DEP MAYOR CURRYLUNCH	1	33.00	0.00	33.00	0.00
					0.00	33.00	
Above paid on 05/10/2023 by Cheque FP1							
ALD02 Mr J R Alderman							
<i>Refund for Plot 22B</i>	18/09/2023	REFUND PLOT 22B	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 05/10/2023 by Cheque FP3							
ALL06 Allens Catering Hire Services Ltd							
<i>Crockery for Mayor's reception</i>	15/09/2023	244384	1	482.02	0.00	482.02	0.00
<i>Crockery loss for Civic event</i>	20/09/2023	244638	1	6.42	0.00	6.42	0.00
					0.00	488.44	
Above paid on 05/10/2023 by Cheque FP2							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMF01 AMF Services (Bedford) Ltd							
<i>Kubota Tractor repairs</i>	13/09/2023	29233	1	690.97	0.00	690.97	0.00
					0.00	690.97	
Above paid on 05/10/2023 by Cheque FP4							
BATPC BATPC							
<i>Cllr E Cooper -Nimble training</i>	13/09/2023	E COOPER	1	17.00	0.00	17.00	0.00
					0.00	17.00	
Above paid on 05/10/2023 by Cheque FP5							
CAS02 Castle Water							
<i>Water - Sports Pav. Townsend</i>	18/09/2023	TE00513298	1	12.24	0.00	12.24	0.00
<i>Water - Sports Pav Townsend</i>	03/10/2023	TE00520095	1	9.72	0.00	9.72	0.00
					0.00	21.96	
Above paid on 05/10/2023 by Cheque FP8							
CDS01 The CDS Group							
<i>Grendall Lane monitoring</i>	19/09/2023	74430	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 05/10/2023 by Cheque FP9							
CEN04 Central Bedfordshire Council							
<i>Westbury Close 22/23</i>	29/09/2023	7100016344	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 05/10/2023 by Cheque FP10							
CHE03 Cherishend Catering Ltd							
<i>Catering for Mayor's Reception</i>	15/09/2023	0002	1	560.00	0.00	560.00	0.00
					0.00	560.00	
Above paid on 05/10/2023 by Cheque FP11							
CLO02 Cloudy Group							
<i>App. Hosting Package</i>	15/09/2023	INV-5442	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 05/10/2023 by Cheque FP12							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DBS02 DBS Services							
<i>Purchase Ledger Payment</i>	25/09/2023	ON ACC 661	1	-126.40	0.00	-126.40	0.00
					0.00	-126.40	
Above paid on 05/10/2023 by Cheque DDR1							
DBS02 DBS Services							
<i>DBS-A Campbell</i>	22/09/2023	DBS-52462	1	63.20	0.00	63.20	0.00
<i>DBS-D Ramsey</i>	22/09/2023	DBS-52463	1	63.20	0.00	63.20	0.00
					0.00	126.40	
Above paid on 05/10/2023 by Cheque FP13							
DCK01 DCK Accounting Solutions Ltd							
<i>Accounts support work 9/23</i>	29/09/2023	TPC10986	1	1,302.36	0.00	1,302.36	0.00
					0.00	1,302.36	
Above paid on 05/10/2023 by Cheque FP15							
GBI01 Geo Browns Implements Ltd							
<i>Parts for the snake mower</i>	22/09/2023	153296	1	2.10	0.00	2.10	0.00
<i>Parts for the snake mower</i>	18/09/2023	18092023	1	81.53	0.00	81.53	0.00
					0.00	83.63	
Above paid on 05/10/2023 by Cheque FP7							
GRO07 Grove Theatre							
<i>Jack and the Beanstalk 13/12</i>	15/09/2023	22-KG-9XJW	1	578.00	0.00	578.00	0.00
					0.00	578.00	
Above paid on 05/10/2023 by Cheque FP31							
HER01 Hertfordshire County Council							
<i>Chairs / stationery</i>	30/09/2023	H092310942	1	548.06	0.00	548.06	0.00
					0.00	548.06	
Above paid on 05/10/2023 by Cheque FP19							

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU03 Houghton Regis Helpers Community Org A/C							
<i>Delivery of firework leaflets</i>	23/09/2023	2302	1	143.00	0.00	143.00	0.00
<i>Delivery of Town Crier</i>	23/09/2023	2303	1	482.38	0.00	482.38	0.00
					0.00	625.38	
Above paid on 05/10/2023 by Cheque FP16							
HRS01 HR Solutions							
<i>HR Retainer - October 2023</i>	01/10/2023	INV-035209	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 05/10/2023 by Cheque FP17							
ICCM01 Institute of Cemetery & Crematorium Mgmt							
<i>ICCM EROB online training</i>	02/10/2023	16910	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 05/10/2023 by Cheque FP18							
KEM001 Kempston Town Council							
<i>Dep. Mayor event Charity Disco</i>	04/10/2023	DEPUTY MAYOR EVENT	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 05/10/2023 by Cheque FP20							
LAN03 Latent Digital Solutions Ltd							
<i>Photocopier charges -</i>	29/09/2023	304695	1	266.35	0.00	266.35	0.00
					0.00	266.35	
Above paid on 05/10/2023 by Cheque FP21							
MAZ01 Mazars LLP							
<i>EA Fee 31/03/23</i>	26/09/2023	2247607	1	2,568.00	0.00	2,568.00	0.00
					0.00	2,568.00	
Above paid on 05/10/2023 by Cheque FP22							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01	MCS Contract Cleaning Limited						
<i>Cleaning Bedford Square toilet</i>	29/09/2023	42827	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 05/10/2023 by Cheque FP23							
MOO01	Moonshine Entertainments						
<i>Pianist - Mayor's Reception</i>	04/10/2023	1600	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 05/10/2023 by Cheque FP24							
PLU04	Raquel Sanchez Plumed						
<i>Refund Plot 10A</i>	13/09/2023	REFUND PLOT 10A	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 05/10/2023 by Cheque FP25							
PRE04	Prestige Design & Workwear Ltd						
<i>HRTC tshirts/hoodies</i>	13/09/2023	119216	1	624.00	0.00	624.00	0.00
					0.00	624.00	
Above paid on 05/10/2023 by Cheque FP32							
RBS01	Rialtas Business Solutions Ltd						
<i>A Gaudion - Rialtas Training</i>	29/09/2023	31077	1	276.00	0.00	276.00	0.00
					0.00	276.00	
Above paid on 05/10/2023 by Cheque FP27							
SCR02	Trade UK Account						
<i>Trade items</i>	12/09/2023	1413705766	1	57.79	0.00	57.79	0.00
<i>HRTC painting</i>	21/09/2023	1416627634	1	76.34	0.00	76.34	0.00
<i>Dual flush syphon</i>	26/09/2023	1418270865	1	16.03	0.00	16.03	0.00
<i>Parkside Fence</i>	26/09/2023	1418270873	1	22.58	0.00	22.58	0.00
					0.00	172.74	
Above paid on 05/10/2023 by Cheque FP6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SLC01 SLCC							
<i>Haynes - CLQ October 2023</i>	25/09/2023	BK212420-1	1	144.00	0.00	144.00	0.00
					0.00	144.00	
							Above paid on 05/10/2023 by Cheque FP28
SMI01 Mr T Smith & Mrs S Draper							
<i>Funfair Deposit refund</i>	14/09/2023	FUNFAIR DEP.	1	200.00	0.00	200.00	0.00
					0.00	200.00	
							Above paid on 05/10/2023 by Cheque FP14
STA04 Octavian Stanciu							
<i>Refund Plot 25A</i>	18/09/2023	REFUND PLOT 25A	1	37.50	0.00	37.50	0.00
					0.00	37.50	
							Above paid on 05/10/2023 by Cheque FP29
TOT01 Right Fuelcard Company Ltd							
<i>Fuel - September 2023</i>	13/09/2023	5346352	1	281.23	0.00	281.23	0.00
					0.00	281.23	
							Above paid on 05/10/2023 by Cheque FP26
WAV01 Wave Utilities							
<i>Sewerage - Sports Pav Townsend</i>	17/09/2023	12561693	1	241.75	0.00	241.75	0.00
					0.00	241.75	
							Above paid on 05/10/2023 by Cheque FP30
ABF01 ABF The Soldiers Charity							
<i>632- 2nd ticket for CurryLunch</i>	05/10/2023	CURRY LUNCH (2)	1	33.00	0.00	33.00	0.00
					0.00	33.00	
							Above paid on 06/10/2023 by Cheque FP1
EVA03 MISS KATY EMILY EVANS							
<i>633-Distribution of Town Crier</i>	05/10/2023	TOWN CRIER DISTRIB	1	35.27	0.00	35.27	0.00
					0.00	35.27	
							Above paid on 06/10/2023 by Cheque FP2

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LUT01 Luton Borough Council							
733-Charity Dinner 10 Oct 23	15/09/2023	CHARITY DINNER	1	26.50	0.00	26.50	0.00
					0.00	26.50	
Above paid on 06/10/2023 by Cheque FP1							
DUN02 Biffa Waste Services Ltd							
Waste Man. Carnival 9/7/23	05/09/2023	614M09929	1	372.00	0.00	372.00	0.00
Waste Man. O/Air FilmScreening	05/09/2023	614M09930	1	276.00	0.00	276.00	0.00
Waste Man. Skate Park Event	05/09/2023	614M09931	1	228.00	0.00	228.00	0.00
Waste Man. Houghton Rocks	05/09/2023	614M09932	1	372.00	0.00	372.00	0.00
					0.00	1,248.00	
Above paid on 09/10/2023 by Cheque DDR1							
YU001 Yu Energy							
642-Electricity Depot	02/10/2023	01318148	1	81.25	0.00	81.25	0.00
					0.00	81.25	
Above paid on 09/10/2023 by Cheque DDR10							
YU001 Yu Energy							
643-Tithe Farm Pav	02/10/2023	01318478	1	212.03	0.00	212.03	0.00
					0.00	212.03	
Above paid on 09/10/2023 by Cheque DDR11							
YU001 Yu Energy							
635-Electricity Crick. Pav.	02/10/2023	0318480	1	107.07	0.00	107.07	0.00
					0.00	107.07	
Above paid on 09/10/2023 by Cheque DDR3							
YU001 Yu Energy							
636-Electricity Depot	02/10/2023	01318479	1	14.29	0.00	14.29	0.00
					0.00	14.29	
Above paid on 09/10/2023 by Cheque DDR4							

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List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
637-Electricity HRTC	02/10/2023	01318476	1	184.86	0.00	184.86	0.00
					0.00	184.86	
Above paid on 09/10/2023 by Cheque DDR5							
YU001 Yu Energy							
637-Electricity P'side Rec.	02/10/2023	01318477	1	28.61	0.00	28.61	0.00
					0.00	28.61	
Above paid on 09/10/2023 by Cheque DDR6							
YU001 Yu Energy							
639-Electricity P'side Dr Pav.	02/10/2023	01318423	1	11.42	0.00	11.42	0.00
					0.00	11.42	
Above paid on 09/10/2023 by Cheque DDR7							
YU001 Yu Energy							
640-Electricity Moore Crescent	02/10/2023	01318390	1	186.71	0.00	186.71	0.00
					0.00	186.71	
Above paid on 09/10/2023 by Cheque DDR8							
YU001 Yu Energy							
641-Electricity Orchard Cl Pav	02/10/2023	01318286	1	33.60	0.00	33.60	0.00
					0.00	33.60	
Above paid on 09/10/2023 by Cheque DDR9							
BRI02 BT Payment Services Ltd							
580-mobile charges Sep 23	26/09/2023	Q036 DJ	1	667.44	0.00	667.44	0.00
					0.00	667.44	
Above paid on 10/10/2023 by Cheque DDR1							
GAL02 JAV GALLIMORE							
666-DJ Hallowe'en Party deposit	13/10/2023	INV0001	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 18/10/2023 by Cheque FP12							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
662-PAYE/NI Sep 23	30/09/2023	SEP 23	1	11,553.45	0.00	11,553.45	0.00
					0.00	11,553.45	
Above paid on 18/10/2023 by Cheque FP1							
3SIXTY 3 Sixty							
664-3Sixty display/skateboard	20/09/2023	240723BED2	1	816.00	0.00	816.00	0.00
					0.00	816.00	
Above paid on 20/10/2023 by Cheque FP10							
BIC001 BICESTER TURF CARE LTD							
655-Bowling Green treatment	23/10/2023	SI-1608	1	4,050.00	0.00	4,050.00	0.00
					0.00	4,050.00	
Above paid on 20/10/2023 by Cheque FP9							
CAR02 Mr James William Carroll							
668-Mayoral Mileage Jun-Sep 23	19/10/2023	MAYORAL MILEAGE	1	194.85	0.00	194.85	0.00
					0.00	194.85	
Above paid on 20/10/2023 by Cheque FP14							
CDS01 The CDS Group							
647-Monitoring visit Oct	05/10/2023	74468	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 20/10/2023 by Cheque FP2							
DES001 DE Signs & Labels Ltd							
648-change of date road signs	11/10/2023	19461	1	48.00	0.00	48.00	0.00
669-banners for Skate Jam	19/10/2023	19468	1	79.20	0.00	79.20	0.00
					0.00	127.20	
Above paid on 20/10/2023 by Cheque FP3							
EAR01 Earth Anchors							
665-Memorial bench M Evans	13/10/2023	EA38417	1	1,135.20	0.00	1,135.20	0.00
					0.00	1,135.20	
Above paid on 20/10/2023 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GBI01 Geo Browns Implements Ltd							
646-parts for the snake mower	06/10/2023	155124	1	205.20	0.00	205.20	0.00
645-top dresser cricket square	06/10/2023	811895	1	360.00	0.00	360.00	0.00
					0.00	565.20	
Above paid on 20/10/2023 by Cheque FP1							
HAR04 Harpenden Town Council Mayor's Account							
649-ticket for carol concert	05/10/2023	CAROL CONCERT	1	6.00	0.00	6.00	0.00
					0.00	6.00	
Above paid on 20/10/2023 by Cheque FP4							
HOU03 Houghton Regis Helpers Community Org A/C							
650-serving refreshments	05/10/2023	REMEMBRANCE SUNDAY	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 20/10/2023 by Cheque FP5							
MAR04 Martin Rix							
653-HRTC boiler repairs	09/10/2023	13307	1	342.00	0.00	342.00	0.00
					0.00	342.00	
Above paid on 20/10/2023 by Cheque FP7							
PER01 Perfect Print							
651-TCrier Autumn/Winter 23	30/09/2023	23/5568	1	1,941.00	0.00	1,941.00	0.00
					0.00	1,941.00	
Above paid on 20/10/2023 by Cheque FP6							
PRE04 Prestige Design & Workwear Ltd							
667-TShirts and Jackets HRTC	28/09/2023	119551	1	138.00	0.00	138.00	0.00
					0.00	138.00	
Above paid on 20/10/2023 by Cheque FP13							

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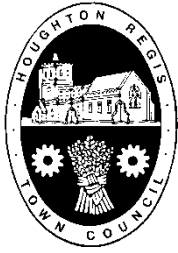
List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCR02 Trade UK Account							
654-work boots	19/09/2023	1415819114	1	52.99	0.00	52.99	0.00
					0.00	52.99	
							Above paid on 20/10/2023 by Cheque FP8
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	195,270.31	0.00	30,000.00	165,270.31
					0.00	30,000.00	
							Above paid on 20/10/2023 by Cheque FP1
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	165,270.31	0.00	30,000.00	135,270.31
					0.00	30,000.00	
							Above paid on 23/10/2023 by Cheque FP2
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	135,270.31	0.00	30,000.00	105,270.31
					0.00	30,000.00	
							Above paid on 24/10/2023 by Cheque FP3
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	105,270.31	0.00	30,000.00	75,270.31
					0.00	30,000.00	
							Above paid on 25/10/2023 by Cheque FP4
WEL01 Wellers Law Group LLP							
Purchase Ledger Payment	25/10/2023	ON ACC 734	1	0.00	0.00	200.00	-200.00
					0.00	200.00	
							Above paid on 25/10/2023 by Cheque FP1
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	75,270.31	0.00	30,000.00	45,270.31
					0.00	30,000.00	
							Above paid on 26/10/2023 by Cheque FP5

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN02 Biffa Waste Services Ltd							
721-Rental for trade waste	29/09/2023	614C31265	1	76.02	0.00	76.02	0.00
722-Trade Waste Sept 23	29/09/2023	614C31266	1	2,895.78	0.00	2,895.78	0.00
					0.00	2,971.80	
Above paid on 30/10/2023 by Cheque DDR5							
GAL02 JAV GALLIMORE							
671-DJ H'ween Party balance	13/10/2023	INV0001.	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 30/10/2023 by Cheque FP1							
POZ02 Positive Energy 135118							
720-Parkside Dr. - Gas	22/10/2023	13511820234280251	1	7.92	0.00	7.92	0.00
					0.00	7.92	
Above paid on 30/10/2023 by Cheque DDR4							
POZ04 Positive Energy 135119							
719-Moore Crescent - Gas	22/10/2023	13511920234280250	1	102.64	0.00	102.64	0.00
					0.00	102.64	
Above paid on 30/10/2023 by Cheque DDR3							
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	45,270.31	0.00	30,000.00	15,270.31
					0.00	30,000.00	
Above paid on 30/10/2023 by Cheque FP6							
PAYROLL Payroll Options							
723-Payroll fees Sept 23	30/09/2023	147257	1	169.46	0.00	169.46	0.00
					0.00	169.46	
Above paid on 31/10/2023 by Cheque DDR6							
TB001 T&B Contractors Ltd							
630-Valuation No. 7	11/10/2023	34418	1	15,270.31	0.00	15,270.31	0.00
					0.00	15,270.31	
Above paid on 31/10/2023 by Cheque FP7							
Total Purchase Ledger Payments for Month 7					0.00	254,150.49	



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	4th December 2023
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To use the services of a financial advisor from 1st April 2024 subject to budget provision.

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 – 30th September 2023.

Gross dividend yield rate as at:

30th September 2023 – 4.66%

30th June 2023 – 4.4%

31st March 2023 – 4.26%

31st January 2023 – 4.08%

Total fund size at:

30th September 2023 - £1,186,000

30th June 2023 – £1,200,000

31st March 2023 - £1,203,000

31st January 2023 – £1,227,000

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 – 31st October 2023

The declared yield rate as at:

31st October 2023 - 5.2629%

31st July 2023 – 4.9392%

30th April 2023 – 4.2357%

31st January 2023 – 3.5292%

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 Corporate Services meeting held on the 30th May 2023, 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 Councillor Jones and Councillor Herber will provide a verbal update, at the meeting, on the outcomes of discussions held with the Internal Auditor in relation to the council’s investments.

Further to the update provided by Councillor Jones and Councillor Herber members are requested to consider whether to request that the draft budget includes provision for the services of an investment advisor.

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

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 – 30th September 2023

Appendix B – The Public Sector Deposit Fund Fact Sheet – 31st October 2023

Appendix C - Chronological Report

The Local Authorities' Property Fund

Fund fact sheet – 30 September 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.

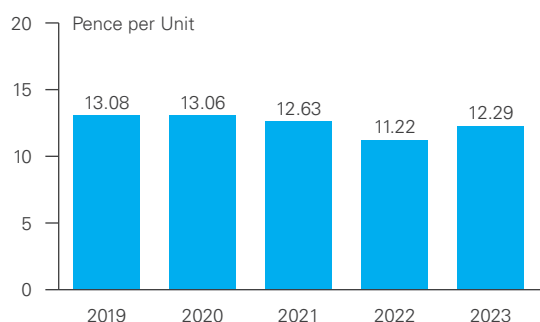
Income

Gross dividend yield (see note 1) 4.66%

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 3.71%

Note 1: Based on the fund's net asset value and historic annual dividend of 13.27 pence per unit.

12 month distributions to 31st March:



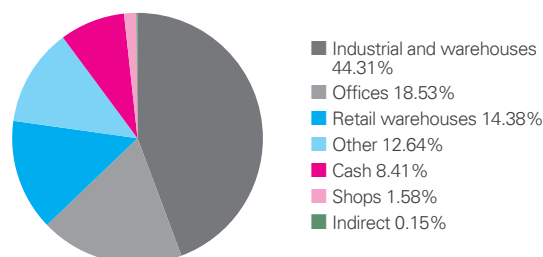
Fund update

Occupier and rental markets remained solid, supporting the income flows which make up a sizeable part of long-term total returns to property investors. Capital markets have been very subdued, however, with transaction volumes at near-record low levels. The associated lack of 'price discovery' – observable prices paid for properties in actual transactions – has left prospective buyers and sellers, as well as property fund valuers, in a cautious mood. Markets also firmed up their expectations that interest rates would remain 'higher for longer'. This has kept capital values in the property market under pressure as investors demand higher yields. Offices remained the most troubled sector in a challenging market, due to a combination of changing working practices and more stringent environmental standards adding to landlords' costs. Over the quarter the Fund's total return was +0.1% compared with a return on the comparator benchmark of -0.6%. Over the past 12 months the Fund returned -14.4% compared to the comparator benchmark return of -14.5%.

The portfolio is managed actively with the aim of providing a high income and long-term capital appreciation. There is a bias towards industrial assets, and retail warehouses are also well represented, whereas there is little exposure to high street shops. Two asset sales, an office property in Middlesex and shop premises in York, were completed during the quarter as part of our planned reshaping to reduce the Fund's exposure to more vulnerable sectors. Meanwhile several leases were entered into or renewed, supporting occupancy rates and 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 will be subdued. Income will therefore continue to be the key driver of total returns from property. Investors in the office sector face particular challenges and active, selective management will be especially important in this part of the property market.

Asset allocation at 30 September 23



Total return performance by year

12 months to 30 September	2019	2020	2021	2022	2023
The Local Authorities' Property Fund	+4.46%	-2.70%	+15.52%	+14.59%	-14.41%
Comparator benchmark	+2.82%	-2.75%	+12.94%	+13.30%	-14.52%

Annualised total return performance

Performance to 30 September 2023	1 year	3 years	5 years
The Local Authorities' Property Fund	-14.41%	+4.25%	+2.86%
Comparator benchmark	-14.52%	+3.03%	+1.81%

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 September 23 – Total 34.17%

London, Beckton Retail Park	Bristol, Gallagher Retail Park
London, Goodman's Yard	London, Imperial House
London, Cathedral Street	Centennial Park, Elstree
London, Pickett's Lock	Coventry, Torrington Avenue
Leeds, 27 Industrial Estate	Bolton, Great Bank Road

Key facts

Manager	CCLA Fund Managers Limited
Investment Manager	CCLA Investment Management Limited
Fund size	£1,186
Number of holdings	73

Offer (buying) price	303.70 pence
Net asset value	284.50 pence
Bid (selling) price	280.09 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 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 October 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.

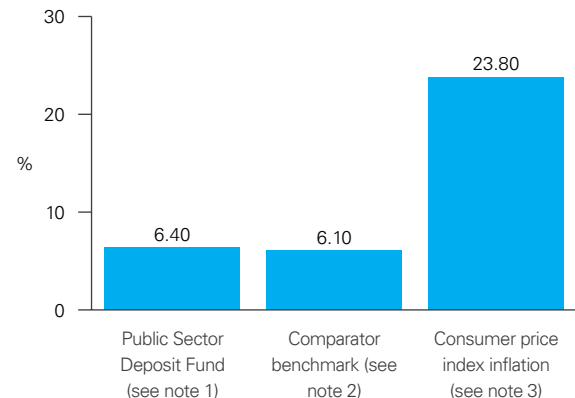
Top 10 counterparty exposures (%)

8.9%	HM Treasury
8.9%	Landesbank Baden-Wuerttemberg
8.9%	National Bank of Canada
8.9%	Nationwide Building Society
8.9%	Yorkshire Building Society
6.7%	DBS Bank Limited
3.6%	ABN Amro Bank N.V.
3.6%	Handelsbanken plc
3.6%	Mizuho Bank
3.6%	SMBC Bank International plc

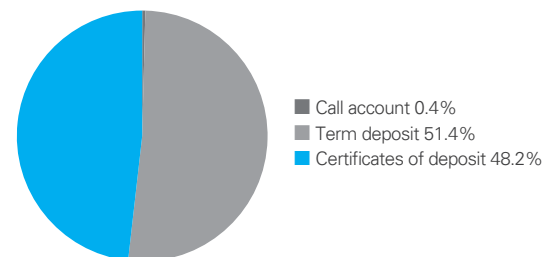
Share class 4 yield as at 31 October 2023

5.26%

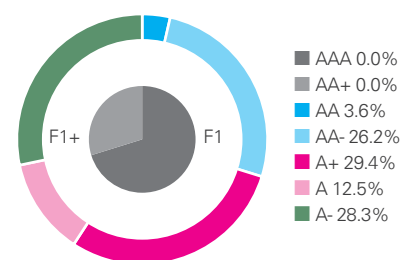
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

35.7%	UK
13.8%	Canada
9.8%	Japan
9.4%	Germany
8.5%	Singapore
5.1%	France
4.1%	Netherlands
3.6%	Sweden
2.7%	Belgium
2.7%	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	5.22%
Yield at the month-end shown	5.26%

Total return performance by year

12 months to 31 October	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.42%	+0.03%	+0.84%	+4.29%
Comparator benchmark	+0.58%	+0.15%	+0.03%	+0.91%	+4.33%
Relative (difference)	+0.17%	+0.27%	+0.00%	-0.07%	-0.04%

Annualised total return performance

Performance to 31 October	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.29%	+1.71%	+1.26%
Comparator benchmark	+4.33%	+1.74%	+1.19%
Relative (difference)	-0.04%	-0.03%	+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

In the UK, the latest gross domestic product (GDP) data estimated that the economy had grown by 0.2% in August compared to July, and by 0.3% for the three-month period June-August over the preceding quarter. Growth was dominated by the services sector, which expanded by 0.4% month-on-month in August while production fell by 0.7% and the construction sector by 0.5%. The annual rate of consumer price inflation (CPI) growth in the UK remained flat in September, at 6.7%. The core inflation rate, which ignores volatile components such as food and energy, was also little changed, coming down from 6.2% to 6.1%. Prices for food and non-alcoholic beverages fell back between August and September, for the first time in two years, however the rising cost of motor fuel was the main factor preventing inflation overall from falling further. Despite the persistence of inflation, the Bank of England's monetary policy committee refrained from raising its policy rate above the current 5.25% at its meeting on 2 November. However, the Bank's Chief Economist, Huw Pill, set out a clear expectation that rates would remain 'higher for longer' with his memorable description of the likely pattern of rates in the coming years as being much more like Table Mountain than the Matterhorn.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,120m
Fitch money-market fund rating	AAAmf
Weighted average maturity	41.79 days
Launch date	May 2011
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)

Please Contact

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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

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. 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. 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. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, 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>.

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

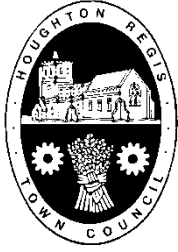
<i>Date</i>	<i>Opening Balance (£)</i>	<i>Details</i>	<i>Amount (£)</i>	<i>Closing Balance (£)</i>	<i>Other details</i>
18/5/23	739,500	Subscription	30,000	769,500	Transfer of funds from NatWest
30/6/23	769,500			769,500	
31/7/23	769,500			769,500	
31/8/23	769,500			769,500	
30/9/23	769,500			769,500	

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	£617,194.47	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	
30.09.23	£600,000	213,503	£598,000.55	284.50 pence	

Appendix A

Date	Invoice number	Invoicee	Details	Net	VAT	Gross
2019-2020						
30/10/2019	4684	Pines (Luton) 1st FC	Football season fees 2019-2020	432.00	86.40	518.40
13/11/2019	4693	Focus School	Using Moore Crescent football pitch (Oct/Nov '19)	147.00	29.40	176.40
13/12/2019	4704	Focus School	Using Moore Crescent football pitch (Nov/Dec '19)	98.00	19.60	117.60
2020-2021						
31/05/2020	4741	Pines (Luton) 1st FC	Football season fees 2019-2020 (credit for loss of match time)	-73.44	-14.69	-88.13
30/09/2020	4785	Houghton Athletic FC	Use of Tithe Farm Pitch B on 23/8/20	65.00	13.00	78.00
30/09/2020	4786	Houghton United	Use of Moore Crescent Pitch A on 26/8/20	52.00	10.40	62.40
31/10/2020	4800	Pro Direct Academy Luton	Football pitch hire (Oct-Nov '20)	195.00	39.00	234.00
31/03/2021	4848	FC Polonia Luton	Hire of Senior Pitch B, Moore Crescent	60.00	12.00	72.00
2021-2022						
18/12/2021	4912	FC Polonia Luton	Season Hire of Moore Crescent Pitch B (Sen) (2021-2022)	510.00	102.00	612.00
31/01/2022	4930	Toddington Rovers FC	Season Hire of Moore Crescent Pitch B (2021-2022)	275.83	55.17	331.00
31/01/2022	4939	Pro Direct Academy Luton	Partial credit re. invoice 4800	-86.67	-17.33	-104.00
31/01/2022	4940	Pines (Luton) 1st FC	Partial credit re. invoice 4684	-59.76	-11.95	-71.71
2022-2023						
31/05/2022	4983	Houghton Regis Bowls Club	Hire of Bowls Green for the 2021-2022 season	5,100.00	1,020.00	6,120.00
31/05/2022	4984	Houghton Regis Bowls Club	Hire of Bowls Green for the 2022-2023 season season	5,202.00	1,040.40	6,242.40
14/02/2023	5059	Houghton United	Hire of Football Pitch for 2022-2023 season	1,040.00	208.00	1,248.00
14/02/2023	5060	FC Polonia Luton	Football Pitch Hire 2022-2023 season	520.00	104.00	624.00
14/02/2023	5061	Houghton Athletic FC	Football Pitch Hire 2022-2023 season	520.00	104.00	624.00
2023-25/10/23			Total of VAT		£2,799.40	
Nothing (all invoices to clubs have been excl. VAT)						



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	4th December 2023
Title:	STAFF EXPENSES POLICY
Purpose of the Report:	To provide members with information to enable the adoption of a Staff Expenses Policy
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council the adoption of the Town Councils Staff Expenses Policy.

2. BACKGROUND

The Town Council currently does not have a policy on the reimbursement of staff expenses.

3. INFORMATION

This policy sets out the Council's rules on how employees can claim expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to Councillors.

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- Employees who incur expenditure in carrying out their duties on behalf of the council

are entitled under common law to be reimbursed.

Financial Implications

- Budget provision for staff travel is available under code 190-4009. Provision is made during the annual budget setting process this ensures there is no unaccounted financial impact.

Risk Implications

- There are no risk implications arising from the recommendation.

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

This policy ensures employees are properly reimbursed for legitimate business expenses. Should members be minded to support the recommendation, staff will be advised of the policy at the earliest opportunity.

7. APPENDICES

Appendix A Draft Staff Expenses Policy



HOUGHTON REGIS TOWN COUNCIL

STAFF EXPENSES POLICY

Date of Approval:	4th December 2023
Date of Review:	
Date of Re-approval:	

Based on NALC's Staff Expenses Policy Template

Contents

Purpose	2
General Procedure	2
Training	3
Travel	3
Annual Events	5

PURPOSE

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

GENERAL PROCEDURE

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to your manager for approval. Once approved the claim form should be sent to the Finance Officer.

Expenses claims must be submitted within 14 days of the expense being incurred. If this is not practical, written approval for any extension will be required from your manager. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by petty cash. Mileage claims will be included within your salary payment.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Head of Corporate Services.

TRAINING

When attending training courses all employees will be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course should an employee not complete the training or leave the council should an employee leave the Council at any stage during the continuation of the training course. Repayment of costs reduces to 50% reimbursement if the employee leaves the Council in the first 3 months. Repayment of costs reduces to 40% reimbursement if the employee leaves the Council in the fourth to sixth month period. Reimbursement of costs reduces to 30% reimbursement if the employee leaves the Council in the seventh to ninth month period and reimbursement costs reduces to 20% reimbursement if the employee leaves the Council in the tenth to twelfth month period.

TRAVEL

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from your Manager, before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner; and
- a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.]

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

ANNUAL EVENTS

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

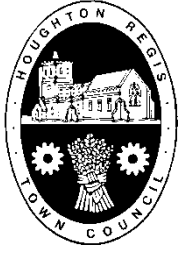
The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result

in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

This policy will be reviewed every four years or sooner if required by the Corporate Services Committee.

DRAFT



CORPORATE SERVICES COMMITTEE**Agenda Item 16**

Date:	4th December 2023
Title:	TOWN COUNCIL DOMAIN NAME CHANGE
Purpose of the Report:	To provide members with information to enable a change to the Town Council Domain Name.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council a change to the Town Councils Domain Name.

2. INFORMATION

Up until now the Town Council has used a .org.uk domain name.

Moving to a .gov.uk domain name would be beneficial as it would show that emails and websites were from a trusted UK public sector organisation. It would allow staff to join public sector communities which require a .gov.uk email and would be monitored for potential security vulnerabilities, which would be reported to the town council by the CDDO (Central Digital and Data Office (government organisation)) Domain Management Team.

Parish, town or community councils are eligible to apply for a .gov.uk domain name.

In order to apply there needs to be an administrator and a registrar. The Clerk can apply via the application template attached (appendix A) as the administrator. The town council's current website host is already on the governments list of approved gov.uk registrars.

The baseline cost for a new domain name is, currently, £100 for the first 2 years. The renewal fee is, currently, £50 every 2 years. Costs are being obtained for any work to undertake this set up. Members will be updated verbally at the meeting.

Should members be minded to support the recommendation then there is the matter of the domain name itself. Currently the Town Councils domain name is houghtonregis.org.uk.

Proposed new domain names are:

houghtonregis.gov.uk

houghtonregistc.gov.uk
hrtc.go.uk
houghtonregistowncouncil.gov.uk

Although the town council could stop the renewal of the houghtonregis.org.uk and houghtonregis-tc.org.uk domain names, it is suggested that this does not happen. There are lists on the internet of domain names that have not been renewed, therefore there is a risk, by not renewing, these domain names could be purchased, and the town councils' emails could be spoofed.

3. COUNCIL VISION

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

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There are no legal implications arising from the recommendation.

Financial Implications

- Budget provision.

Risk Implications

- Reputation
- Service delivery

Equalities Implications

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

This 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.

5. CONCLUSION AND NEXT STEPS

By registering a .gov.uk domain provides the town council with trusted branding and the opportunity for the monitoring of potential security vulnerabilities.

6. APPENDICES

Appendix A: Application Template

[Insert Letterhead]

The Cabinet Office Domain Name Management Team
The Central Digital and Data Office
The White Chapel Building
10 Whitechapel High St
London E1 8QS
UK

Dear Domain Name Management,

I am **[insert job role - CEO, CIO or equivalent]** of **[your organisation]** and confirm I have the authority to request the **[insert domain name].gov.uk** third-level domain name to be delegated to my organisation.

I give permission for **[insert name of domain name administrator]** to submit an application for **[this domain name or for any domain name until I explicitly withdraw consent]**. This individual can be reached on **[insert phone]** and **[insert email]**.

By requesting this .gov.uk domain name, I confirm that:

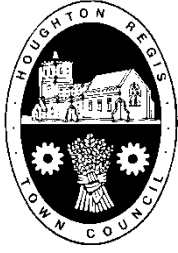
- the domain follows the [GOV.UK terms of use](#) (which are subject to change)
- my organisation will be responsible for the management and operations including renewing domains and keeping contacts up-to-date

[Date]

Yours sincerely,

[Digital Signature]

[Insert Name]
[Title]
[Insert Telephone]
[Insert Email]



CORPORATE SERVICES COMMITTEE

Agenda Item 17

Date:	4th December 2023
Title:	REFERENCES POLICY
Purpose of the Report:	To provide members with information to enable the adoption of a References Policy.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1) To recommend to Town Council the adoption of the Town Councils References Policy.**
- 2) To recommend to Town Council the adoption of the revised Town Council Safer Recruitment & Selection Policy.**

2. BACKGROUND

A References Policy aims to ensure consistency of treatment and minimise risk to the Town Councils business by setting out arrangements for seeking references, and clarifying the responsibility for obtaining and providing references and who may access these. It covers references sought as part of the Town Councils recruitment procedure and for references given for other purposes (such as mortgage reference or other financial reference requests) and for those who leave the councils employment.

Within this policy is also the opportunity for the Town Council to formalise the length of time for which a reference will be supplied in regard to an ex-employee. Members are advised that a 5-year period has been proposed. This length of time has been determined in consultation with the Town Councils HR consultant.

3. INFORMATION

Members will find attached a draft References Policy.

During the drafting of this policy, it was noted that the Town Council Safer Recruitment & Selection Policy needed to be revised in order to mirror some sections of the proposed References Policy. Members will find attached the revised Safer Recruitment & Selection Policy, showing the tracked changes.

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There may be need, in some circumstances, to refer to HR advice in order to avoid any legal implications.

Financial Implications

- There are no financial implications arising from the recommendation.

Risk Implications

- Reputation

Equalities Implications

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

This report does not discriminate.

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

The adoption of this policy outlines the councils' arrangements in regard to providing and requesting references and thereby treat every employee or ex-employee equally.

7. APPENDICES

Appendix A: Draft References Policy

Appendix B: Revised Safer Recruitment & Selection Policy



Houghton Regis Town Council

References Policy

Date of Approval:	
Date of Review:	4 th December 2023
Dates of Re approval:	

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1. PURPOSE

- 1.1 This policy aims to ensure consistency of treatment and to minimise the risk to the Town Council by setting out arrangements for seeking references, and clarifying the responsibility for obtaining and providing references and who may access these. It covers references sought as part of a recruitment procedure, and for those given for other purposes (such as mortgage reference or other financial reference requests) and for those who leave the council's employment.
- 1.2 The Town Council aims to comply with data protection and other legislation as well as following best practice in this area.
- 1.3 This policy is not contractual but aims to set out how the Town Council intends to deal with references.

2.0 SCOPE

- 2.1 This policy applies to all employees and all posts, including those filled on a fixed-term contract basis or by casual staff. The principles also apply to any references given in respect of those who work as volunteers or on work experience.

3. RESPONSIBILITIES

- 3.1 Those who give references have obligations to three parties:
- to the council: the liability for an unauthorised or improper reference, or for failure to give a reference for reasons that are unlawfully discriminatory, may rest with the council.
 - to the recipient, who is entitled to rely on the reference. If there are inaccuracies or misleading comments and the recipient suffers damage because of this, they may take legal action against the writer and/or against the council.
 - to the employee: an employee who finds it difficult to find employment or has a job offer withdrawn or suffers any other detriment because of any inaccuracy in the councils' reference, may take legal action against the council.

4. RECRUITMENT

- 4.1 All applicants will be informed that it is the councils' standard policy to take up references on all successful candidates (even where these people are already known to the council), and at what stage during the recruitment process this will take place.
- 4.2 All candidates will be requested to provide contact details of referees and clarification of the relationship to the candidate. Line Managers are responsible for liaising with the applicant when references are being sought and for checking that permission to contact the referees has been granted. Open references (those which are addressed

"to whom it may concern") will not normally be accepted as part of the recruitment process unless the referee is not contactable.

- 4.3 All job offers will be conditional upon the council receiving references which are considered to be satisfactory. Other than in exceptional circumstances, new recruits will not be permitted to start work for the council until references have been received.
- 4.4 Two references will be taken up for each successful applicant. One should be from the current or most recent employer and preferably, the second reference is also a past employer. If it is a current employer's policy not to provide references, or where an applicant has no current employer (e.g. a school/university leaver or someone returning to work), the council will consider alternative references (for example other previous employers, school/college references or personal references).
- 4.5 The purpose of taking up references is to obtain and check information about the candidate's employment record, qualifications, experience and attendance. For junior or unskilled roles, simple confirmation of dates of employment, reasons for leaving, capacity, recent absence record (including parental leave), time-keeping and skills may be sufficient. For more senior positions, details such as length of service, current salary, job responsibilities, job title, perceived strengths and weaknesses in the role, key achievements, absence record (including parental leave taken) and reasons for leaving will be sought. In addition, normally, a copy of the job description and person specification with the request will be enclosed and, depending on the role, may add structured, relevant questions that relate to competencies required for the role. Health information (other than confirmation of the dates of any absence) and other sensitive personal data will not be requested.
- 4.6 Written requests for references will be sent out by the Head of Democratic Services once a candidate has been offered and accepted a job. Where a line manager seeks to urgently appoint to a post, the Head of Democratic Services may seek references by telephone and should then make full notes of the conversation. Telephone reference requests should follow the format of the council's written reference requests and cover the questions asked in the written request.
- 4.7 Line Managers are to inform the successful candidate if they are subject to any background checks, such as right to work, DBS and criminal record checks. In addition, and depending on the requirements of the post, the Line Manager may also require proof of driving licence or a medical report.

5. UNSATISFACTORY REFERENCES

- 5.1 If the council considers a reference to be unsatisfactory, contact will be made with the referee for further details and to investigate any comments which give grounds

for serious concern. The Line Manager will then discuss the content of the reference with the applicant before making a final decision. If the applicant has not yet started working, then it may be that the start date will be delayed until the references are received and the situation resolved.

- 5.2 If a reference is unsatisfactory, the final decision for deciding to reject an applicant will rest with the Town Clerk. References will normally only be judged unacceptable where information is of a factual nature (eg high levels of absence, a disciplinary offence or the reference alerts the council to inaccurate information supplied by the applicant), and not due to a referee's subjective opinion about the applicant's suitability to do the job.
- 5.3 If the applicant has not yet started working for the council, the offer of employment may be withdrawn, and the Line Manager will write to the individual to confirm this. No payment will be made in respect of the offer being withdrawn.
- 5.4 If the applicant has already started working, the Line Manager will write to them to invite them to a formal meeting to discuss the reference, making it clear that dismissal (with notice) may be a possible outcome. If the Line Manager remains unsatisfied following this meeting, the employee may be dismissed and given statutory or contractual notice (whichever is the higher) or pay in lieu of notice. If, however, the reference uncovers inaccurate or seriously misleading statements within the application, this may be regarded as gross misconduct and may result in dismissal without notice or pay in lieu of notice.

6. MORTGAGE AND OTHER FINANCIAL REFERENCES

- 6.1 Requests for a reference for mortgage, student grant or other financial purposes should be passed to the Town Clerk. On no account should individual managers send out such references on behalf of the council.

7. REFERENCES FOR OTHER EMPLOYMENT

- 7.1 The council accepts that employment references are a standard part of most employers' recruitment processes and will normally provide a reference for any employee who has left the council within the last <specify period, eg "5 years">. After this time, the council does not retain sufficient records to provide a fair or accurate reference, so any requests for those who have left more than <specify period, eg "5 years"> ago will be refused.
- 7.2 All employment references will be prepared by the relevant Head of Service in conjunction with the employees Line Manager, who will check that the individual to whom the request for the reference relates has given consent for a reference to be

provided. Other employees are not authorised to give employment references and should not do so. Breach of this policy will lead to disciplinary action.

- 7.3 References will normally only be provided in writing, on Town Council headed paper or online, using the prospective employers specifically prepared online process (in this case a printed copy of the responses should be made and kept on file). Any request for a telephone reference should be passed to the relevant Head of Service. In certain cases, telephone references may be given, but the information given will be restricted to factual details.
- 7.4 References will not be sent by email unless as an attachment which is password protected, and where the recipient is notified of the password separately.
- 7.5 The information supplied will normally confirm the dates of employment, job title, key duties, reason for leaving, any parental leave taken and, if requested, will confirm any disciplinary warnings which are still 'live'. Note: whilst the number of days absent may also be included if requested, this will normally be restricted to absence over the past two years and the reasons for absence due to health conditions will not be released without the prior explicit permission of the employee as this is classed as 'sensitive personal data'.
- 7.6 The relevant Head of Service may be asked to provide an assessment of job performance for inclusion in the reference. Where opinions are given, these will be based on factual evidence and should state clearly that they are the opinion of the referee (or another person). All opinions should be supported with evidence, and the reference should not give a misleading picture by leaving out key information which is damaging or advantageous.
- 7.7 References will be marked "private and confidential" and "for the addressee only". A disclaimer should be included in the reference making it clear that, while the information provided is, to the best of referees' knowledge, completely accurate, the council cannot accept any liability for decisions based on it.
- 7.8 Information contained in references which are supplied by the council to external parties does not need to be released to the employee, even if they request this. However, the employee may make a request to the recipient of the reference, so references should always be written with potential disclosure in mind as a copy will normally be made available to the employee on request.

8 PERSONAL REFERENCES

- 8.1 Employees and managers may act as a personal referee for an existing or past colleague. However, in such cases it must be made clear that the reference is a

personal one, it may not be prepared on Town Council headed notepaper and should never be sent using Town Council email facilities as these would appear to be official references.

9 OPEN REFERENCES

- 9.1 It is not councils' normal policy to give "open references" (those headed "To whom it may concern"). Exceptions to this may include where the employee is intending to travel abroad and take up a succession of temporary posts or where the employee is unlikely to be seeking employment for some time.
- 9.2 Where however an open reference is agreed as part of a settlement agreement, this is the only reference that should be given and no variation should be made to it, nor additional information be attached to it.
- 9.3 Open references will be provided in printed form only (or emailed directly as scanned copies of a printed document) to ensure that the contents of the reference are not changed.

10 ACCESS TO REFERENCES

- 10.1 References are confidential documents and references for new employees will only be made available to those directly connected with the recruitment process. All hard copy references relating to the recruitment of new employees will be stored in a locked cabinet in the Clerk's office; emailed or other electronically submitted references will be password protected.
- 10.2 References for existing employees will be kept on their personnel file until they have successfully completed their probationary periods, at which time they will be destroyed.
- 10.3 Employment references for current or past employees will not be provided unless the individual has given their prior consent. For employees who are leaving the council, this may be done at the exit interview by signing an appropriate consent declaration, authorising the council to provide references without the need for a further check.

11 RELATED POLICES

- Data Protection policy
- Equal Opportunities policy
- Safer Recruitment and Selection policy

12 FURTHER INFORMATION

Any queries or comments about this policy should be addressed to the Head of Corporate Services

13 REVIEW

This policy will be reviewed every 4 years, or earlier if required, by the Corporate Services Committee.

DRAFT



Houghton Regis Town Council
Safer Recruitment & Selection Policy

Date of Approval:	9th October 2017
Date of Review:	12th June 2017; 22 nd November 2021; 4 th December 2023
Dates of Re approval:	21 st March 2022

The following pieces of legislation apply to this policy:

- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018
- Equality Act 2000

Contents

1.0 Introduction

2.0 Aims

3.0 Responsibility

4.0 Equality Monitoring

5.0 Complaints

6.0 Review

7.0 Further Information

1.0 INTRODUCTION

- 1.1 Houghton Regis Town Council is committed to promoting equality and diversity.
- 1.2 This policy aims to ensure that recruitment and selection results in the most suitable person being appointed for the job based on merit, and that no employee or potential employee receives less favorable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.
- 1.3 This policy ensures Houghton Regis Town Council adopts safe practices when recruiting staff and volunteers to work with children, young people or vulnerable adults, helping them to carry out their duties safely.
- 1.4 Houghton Regis Town Council will ensure that all information provided by applicants will be treated as confidential and, if successful, their details will be stored and controlled in line with the requirements of the Data Protection Act 2018.
- 1.5 This policy is not contractual but aims to set out the way in which Houghton Regis Town Council manages their recruitment activities.
- 1.6 This policy applies to all recruitment activity, including internal promotions and secondments, and including roles that are filled on a fixed-term contract basis of more than six months duration.

2.0 AIMS

- 2.1 The Council will achieve the aims of the Safer Recruitment and Selection Policy by:
 - i. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home-based workers and how the selection will be made.
 - ii. Ensuring that there are clear job descriptions and person specifications for every job and that every job description and person specification has been through an evaluation process.
 - iii. Ensuring that the procedure for recruitment and selection is followed by every employee and Member involved in recruitment and selection.
 - iv. Ensuring that vacancies are advertised to a diverse section of the labour market.
 - v. Ensuring posts that involve working with children, young people or vulnerable adults will be advertised with a clear safeguarding or child protection statement.
 - vi. Ensuring that applicants are attracted by the best recruitment method or methods to reach the target group at the most reasonable cost.
 - vii. Monitoring/reviewing its policy to ensure that unlawful and unfair practices are not introduced.

- viii. Ensuring that applicants are not asked questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- ix. Ensuring that applicants are not asked about health or disability before a job offer is made and that limited exceptions questions are only used, with the approval of the Town Councils HR consultants. For example:
 - a. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments)
 - b. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- x. Ensuring those applicants applying to work with children, young people or vulnerable adults complete a separate self-disclosure form.
- xi. Ensuring interviews are carried out by a panel of more than one person.
- xii. Ensuring the Town Council has a transparent scoring system for shortlisting and interviews.
- xiii. Ensuring all new employees or volunteers undertake an induction process.
- xiv. Ensuring those working directly with children, young people or vulnerable adults receive safeguarding or child protection training.
- xv. Ensuring that those working directly with children, young people or vulnerable adults receive regular supervision.

3.0 RESPONSIBILITY

- 3.1 The Town Clerk will be responsible for ensuring that the Recruitment and Selection procedures are adhered to and that, if required, advice and support is available through the Town Councils HR consultants.

4.0 EQUALITY MONITORING

- 4.1 To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged, the Town Council will monitor applicants' ethnic group, gender, disability, sexual orientation, religion, and ages as part of their recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The equality monitoring forms will be removed from applications prior to short listing and will be kept in an anonymous format solely for the purposes stated. Analysing this data will help the Town Council to take appropriate steps to avoid discrimination and improve equality and diversity.

5. COMPLAINTS

- 5.1 If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Councils Complaints Procedure.

6. REVIEW

6.1 This policy will be reviewed every four years by the Corporate Services Committee.

7. FURTHER INFORMATION

7.1 Any queries or comments about this policy should be addressed to the Corporate Services Manager

RECRUITMENT & SELECTION PROCEDURE

Council staff and Members will adhere to the following procedure for the recruitment and selection of staff:

1. The Town Clerk will appoint an administrator to support the recruitment process and to provide applicants with an information pack. All applications will be treated confidentially and handled in accordance with our data protection policy. For those interested in a role directly working with children, young people or vulnerable adults, the information pack to include a self-disclosure form.
2. The Town Clerk will arrange for the advertisement of a vacancy.
3. The administrator will prepare the applications for short listing, ensuring the equality monitoring page is removed. Applications will be circulated to only those directly involved in the recruitment process.
4. The Town Clerk will appoint an interview panel, for all non-senior members of staff positions.
5. At all stages of the recruitment procedure, reasonable attempts will be made to accommodate the needs of any candidate who has notified the interview panel of a disability. This may include changing the timing or location of any interview to enable the candidate to attend, providing information in different formats or larger type, etc.
6. The Town Clerk along with members of the Personnel Sub-Committee will act as interview panel for the posts of Town Clerk and other senior members of staff.
7. The interview panel will shortlist using a scoring matrix (example attached). All shortlisted applicants to provide proof of identity and copies of original qualifications on the day of the interview.
8. The interview process/questions will be agreed, including any tests/presentations. These additional tests may include presentations, report writing, skills or ability tests; or any other test deemed appropriate and relevant for the position.

9. Questions will ask for information that will help the interview panel to assess the candidates' ability to do the job. Questions about marriage plans, family intentions, religious or political commitments (unless there is a Genuine Occupational Requirement that applies to the vacant role), caring responsibilities (unless such questions are directly relevant to assessing a candidate's experience of the duties of the particular vacancy), or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Candidates will not be asked whether they plan to opt-out of auto-enrolment, nor will any statements be made (whether written or verbal) that either state or imply that the offer of a post could depend on whether they opt-out of an automatic enrolment pension scheme.
10. The interviews will be carried out and a review and comparison of the notes will be made.
11. At each interview, the interview panel will be introduced and an outline of the structure of the interview will be given. Candidates will be encouraged to:
 - Take the time they need to think about responses to questions.
 - Ask for clarification if any question is unclear.
 - Give as many examples as they can to support their answers.
12. The successful candidate will be appointed, and references checked (two references – one from the most recent workplace or volunteering role). ~~The Town Clerk to inform the successful candidate if they are subject to any background checks, such as right to work, DBS and criminal record checks. In addition, and depending on the requirements of the post, the Town Clerk may also require proof of driving licence or a medical report.~~ Line Managers are to inform the successful candidate if they are subject to any background checks, such as right to work, DBS and criminal record checks. In addition, and depending on the requirements of the post, the Line Manager may also require proof of driving licence or a medical report.
13. Where possible, references should be received prior to any new employee starting work, if not then it may be that the start date will be delayed until the references are received and checked. In the event of ~~a reference being unsatisfactory, the Town Clerk may withdraw the offer of employment but will usually discuss this with the candidate, and if appropriate the referee before making this decision.~~ a reference being unsatisfactory, the final decision for deciding to reject an applicant will rest with the Town Clerk. References will normally only be judged unacceptable where information is of a factual nature (eg high levels of absence, a disciplinary offence or the reference alerts the council to inaccurate information supplied by the applicant), and not due to a referee's subjective opinion about the applicant's suitability to do the job.
14. All employment checks will be dealt with in accordance with the Town Councils Data Protection Policy.

15. ~~The Town Clerk-Line Manager~~ are to send regret letters to those unsuccessful candidates as soon as practicably possible.
16. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix :

Criteria	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
Qualifications					
Education					
Experience					
Skills					
Requirements of post					
TOTAL SCORE					

Ratings 0-3

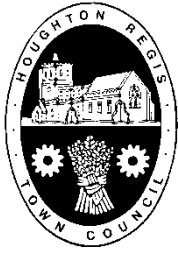
0 = Candidate did not meet criteria

1 = Candidate meets some of the criteria

2 = Candidate meets all essential and some desirable criteria

3 = Candidate meets all essential and all/most of the desirable criteria

Candidates achieving a score of 10 and above will be interviewed



CORPORATE SERVICES COMMITTEE**Agenda Item 19**

Date: 4th December 2023

Title: SICKNESS ABSENCE POLICY

Purpose of the Report: To provide members with information to enable the adoption of a revised Town Council Sickness Absence Policy

Contact Officer: Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council the adoption of the Town Councils Sickness Absence Policy.

2. BACKGROUND

This policy was last reviewed by the Corporate Services committee at the meeting held on the 8th June 2020. Whilst this policy would not ordinarily be considered for review until 2024, due to the change in line management responsibilities and that there are no longer Covid restrictions, it has been thought prudent to provide this document for review, earlier than expected.

3. INFORMATION

Members will find attached a track change document showing the proposed changes.

Further to the staff structure changes, an additional section has been included to cover absenteeism due to a pandemic. As members are aware, there are no Covid restrictions in place which means the Town Councils Working with Coronavirus Policy is now obsolete. Although this policy is obsolete, it would be advisable to include reference to what advice the Town Council would follow, should the UK experience further pandemics. Referenced in section 5 of the attached document.

Even though there are no restrictions, guidance recommends people who test positive or are showing signs of symptoms, to try to stay at home.

As the Town Council has a hybrid working arrangement in place and has provided staff with IT equipment, if a staff member tests positive or shows signs of symptoms, they would be able to remain at home, continue to work and thereby their absence would have little impact on the Town Councils daily business.

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There are no legal implications arising from the recommendation.

Financial Implications

- There are no financial implications arising from the recommendation.

Risk Implications

- By supporting staff to work from home, should they test positive for Covid or show symptoms of the virus, ensures little risk to the Town Councils service delivery.

Equalities Implications

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

This 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 staff to self-isolate should they test positive for Covid or show symptoms of the virus. By allowing staff to work from home in these circumstances, could stop the spread of the virus and thereby reduce the risk of a number of staff being on sick leave at the same time and thereby reducing the impact on the delivery of services of the Town Councils.

7. APPENDICES

Appendix A: Revised Sickness Absence Policy



HOUGHTON REGIS TOWN COUNCIL

Sickness Absence Policy

Date of approval:	20 th January 2014
Dates of review:	20 th March 2017; 8 th June 2020; 4 th December 2023
Dates of re-approval:	18 th July 2017; 20 th July 2020; 18 th March 2024 (TBC)

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1. POLICY STATEMENT

- 1.1 This Sickness Absence Policy sets out the Council's procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 The Council wishes to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of any employee's contract of employment, and it may be amended at any time. The Council may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

~~This policy covers all employees at all levels and grades, including senior managers, officers, directors, employees, trainees, homeworkers, part time and fixed term employees. This policy covers all employees at all levels and grades, including those employed on a part-time and fixed-term basis.~~

3. DISABILITIES

- 3.1 The Council is aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 16 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 3.2 An employee who considers they are affected by a disability or any medical condition which affects their ability to undertake their work, should inform the Town Clerk.

4. ABSENCE DURING WORKING HOURS

- 4.1 Wherever possible, and in order to minimise disruption, employees are asked to arrange medical, dental, optical, hospital or other test appointments etc. either outside of normal working hours, or at the beginning and end of the working day or on a day of the week when their workload tends to be quieter

or when they are scheduled not to work. However, the Council realises that this may not always be possible, particularly with hospital appointments.

- 4.2 Employees who need to take time off for such appointments should agree them in advance with their manager, giving as much notice as possible. They may be required to produce an appointment card or letter.
- 4.3 Such time off will be paid but the Council may request that the time is made up and the appointment may be recorded as absence.
- 4.4 Wherever possible the Council will be as flexible as they can in accommodating appointments, however they reserve the right to ask an employee to reschedule a routine appointment if its timing would cause disruption to the organisation, the running of the particular department, or the completion of vital or urgent work.
- 4.5 Employees who have an appointment which is not at the end of the working day will normally be expected to return to work following the appointment.
- 4.6 Any employee who requests or takes time off work for a medical or similar appointment when such an appointment has not in fact been made; who deliberately arranges appointments at times that are clearly inconvenient for the Council to accommodate; or who fails to give reasonable notice of a pre-scheduled appointment, may be subject to disciplinary action.
- 4.7 Please note that different rules apply to time off for such appointments related to maternity, adoption, paternity and shared parental leave.

5. ABSENTEEISM DUE TO A PANDEMIC

- 5.1 In the case of a pandemic or other public health emergency, the Town Council will follow the advice fine at the time by the UK Government, Public Health, and any other relevant official bodies, such as the Health and Safety Executive.

6. SICKNESS ABSENCE REPORTING PROCEDURE

~~6.1 If an employee is taken ill or injured while at work, they should report or be taken to the Town Clerk (Office Staff) or Grounds Foreman (Grounds Staff). Managers should make arrangements for employees who are unwell to be accompanied home and / or to receive medical treatment where necessary.~~

6.1 If an employee is taken ill or injured while at work, they should report to their Line Manager or in the absence of their Line Manager to the Town Clerk. Managers should make arrangements for employees who are unwell to be accompanied home and/or to receive medical treatment where necessary.

If an employee cannot attend work because they are ill or injured, they should normally telephone their line manager as early as possible and no later than 30 minutes after the time when they would normally be expected to start work. The following details should be provided:

- (a) The nature of the illness or injury.
- (b) The expected length of absence from work.
- (c) Contact details.
- (d) Any outstanding or urgent work that requires attention.

6.2 Managers should ensure that:

- (a) Any sickness absence that is notified to them is recorded and reported to the Town Clerk.
- ~~(b)~~ Arrangements are made, where necessary, to cover work and to inform colleagues ~~and clients~~ (while maintaining confidentiality).
- ~~(b)~~(c) Any sickness absence of the Town Clerk is notified to the Clerks Appointed Person.

6.3 Employees should expect to be contacted during their absence by their line manager who will want to enquire after their health and be advised, if possible, as to an expected return date.

6.4 If employees are ill or injured during a period of pre-arranged annual leave, they may elect to treat the days of incapacity as sickness absence instead of annual leave. If this is the case, they must inform their manager of the incapacity and the likely duration as soon as possible even if an employee is abroad. The usual requirements for self-certification and medical certificates in this policy will apply.

7. EVIDENCE OF INCAPACITY

7.1 For any sickness absence employees must complete a self-certification form which is available from ~~the Town Clerk~~ their Line Manager or via...Template Documents - Staff\HRTC sickness absence form.doc-

7.2 For absence of more than a week an employee must obtain a certificate from their doctor (a "Statement of Fitness for Work") stating that they are not fit for work and the reason(s) why. This should be forwarded to their Line Manager or in the absence of their Line Manager, the Town Clerk as soon as possible. If an absence continues, further medical certificates must be provided to cover the whole period of absence.

7.3 If a doctor provides a certificate stating that an employee "may be fit for work" the employee should inform their Line Manager or in the absence of their Line Manager the Town Clerk immediately, who will discuss with them any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice. This may take place at a return to work interview (see paragraph 12). If appropriate measures cannot be taken, an employee will remain on sick leave and a date will be set to review the situation.

7.4 Where the Council is concerned about the reason for absence, or frequent short-term absence, a medical certificate for each absence regardless of duration may be required. In such circumstances, the Council will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

8. UNAUTHORISED ABSENCE

8.1 Cases of unauthorised absence will be dealt with under the Council's Disciplinary Procedure.

8.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

8.3 Employees who do not report for work and have not telephoned their line manager to explain the reason for their absence, their line manager will try to contact the employee, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

9. SICK PAY

9.1 Employees should refer to their contract for details of the sick pay to which they are entitled.

9.2 If a period of sickness absence is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, the employee must immediately notify the Town Clerk of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that may be reasonably required. If the Council requires it, an employee must cooperate in any related legal proceedings and refund to the Council that part of any damages or compensation an employee recover that relate to lost earnings for the period of sickness absence as may be reasonably determined, less any costs an employee incurs in connection with the recovery of such damages or compensation, provided that the amount to be refunded to the Council shall not exceed the total amount the Council paid to an employee in respect of the period of sickness absence.

10. KEEPING IN CONTACT DURING SICKNESS ABSENCE

- 10.1 Employees who are absent on sick leave should expect to be contacted from time to time by their line manager in order to discuss their wellbeing, expected length of continued absence from work and any of their work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.
- 10.2 Employees who have any concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, they should feel free to contact their line manager at any time.

11. MEDICAL EXAMINATIONS

- 11.1 The Council may, at any time in operating this policy, ask an employee to consent to a medical examination by the Council's Occupational Health Department at the Council's expense.
- 11.2 Employees will be asked to agree that any report produced in connection with any such examination may be disclosed to the Council and that the Council may discuss the contents of the report with the relevant practitioner.

12. RETURN-TO-WORK INTERVIEWS

- 12.1 Employees who have been absent on sick leave will have a return-to-work interview with their line manager or Town Clerk.
- 12.2 A return-to-work interview enables the Council to confirm the details of an employee's absence. It also gives the employee the opportunity to raise any concerns or questions they may have, and to bring any relevant matters to the Council's attention.
- 12.3 Where a doctor has provided a certificate stating that an employee "may be fit for work" the employees line manager will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice.

13. RETURNING TO WORK FROM LONG-TERM SICKNESS ABSENCE

- 13.1 The Council are committed to helping employees return to work from long-term sickness absence. As part of the sickness absence meetings procedure (see paragraph 16), the Council will, where appropriate and possible, support returns to work by:
 - (a) Obtaining medical advice;

- (b) Making reasonable adjustments to the workplace, working practices and working hours;
- (c) Considering redeployment; and/or
- (d) Agreeing a return to work programme with everyone affected.

13.2 Employees who are unable to return to work in the longer term, the Council will consider whether they are entitled to any benefits under their contract.

14. EXCESSIVE ABSENTEEISM

14.1 Employees who have a number of short-term absences that together comprise an “unacceptable” overall level of absence will be seen by their line manager to discuss frequency and reasons for these absences. This will apply irrespective of whether the absences are believed to be genuine.

14.2 The line manager will explain what is considered as an “acceptable” level of attendance is. What is “acceptable” may be different depending on the nature of the work, the ability of colleagues to provide cover, an employee’s length of service, previous absence history, the reasons given for the absences and the treatment of other employees in similar situations.

14.3 Further meetings may then be held in accordance with the Councils capability policy on grounds of unsatisfactory attendance, and if, despite warnings, attendance remains unsatisfactory, this may result in dismissal. Prior to any warning or dismissal, an employee will be invited to attend a formal disciplinary meeting to discuss their attendance. They may be accompanied at this meeting by a colleague or a trade union representative. The reasons for the absence, and their overall level of attendance, will be fully discussed. If a decision is taken to give a warning or to dismiss, this will be confirmed in writing together with details of any right of appeal and the Councils appeals procedure.

14.4 To monitor short term absence fairly and consistently, the Council operates a scheme known as the “Bradford Factor”. This measures the duration and frequency of absences as follows:

$S \times S \times D = \text{Bradford Factor Score}$

S is the number of spells of absence in the reference period; D = the number of days of absence in the reference period.

Some examples of calculation are below:

1 spell of absence of 5 days ($1 \times 1 \times 5 = 5$)

3 spells of absence with a total number of 6 days absence ($3 \times 3 \times 6 = 54$)

4 spells of absence with a total number of 8 days absence ($4 \times 4 \times 8 = 128$)

14.5 The Councils reference period is a rolling 12-month period, calculated from the first day sickness.

14.6 The Councils “trigger points” for action and review are:

- 0-49 - no action or counselling
- 50-124 - potentially counselling or a verbal warning
- 125-399 - potentially a first written warning
- 400-649 - potentially a final written warning
- 650 or more - potentially dismissal (with notice)

14.7 These may be changed from time to time. Individual circumstances will be considered and exceptions to these trigger points will be made where appropriate.

15. LONG TERM ILLNESS OR HEALTH CONDITIONS

15.1 For absences of longer than four weeks, the Council will write to arrange a meeting with an employee. This will either be at the Councils offices or at the employees' home and its purpose will be to establish the current situation and what support can be offered. The Council may request permission to obtain a medical report to establish the likely length of the absence and the long-term effect on the employee's capability in relation to job performance and attendance at work. The Council may also consider whether an independent medical examination is necessary.

Please note, referrals to occupation health may be made at any stage.

- 15.2 Once a report is received, the Council can then:
- Establish the likelihood of an early return to work
 - Consider offering suitable, alternative employment or whether a period of alteration to hours of work etc. would help reintegration into the workplace
 - Consider any reasonable changes that may be considered
 - Discuss the implications of continued absence in the longer term, bearing in mind the needs of the business
- 15.3 If a Statement of Fitness for Work (or alternatively, a Return to Work plan) indicates that an employee is unable to undertake the full duties of their normal job, but may be able to do some work (either reduced or amended hours, or reduced duties), this will be discussed with the employee and consideration will be given to any recommendations or suggestions which may facilitate an earlier return to work.
- 15.4 The above applies not only whether ill-health results in an employee being unable to attend work for long periods due to ill-health but also where a long-term health condition results in unreliable attendance, or alternatively where an employee may be able to attend work but where the ill-health has a fundamental impact on their ability to undertake the job/tasks and achieve the standards required.
- 15.5 If concerns relating to performance and/or attendance arise and these are caused through deterioration in health, an illness or a disability ~~the Line Manager~~~~the Town Clerk~~, will work with the employee to offer support and try and achieve the most positive outcome.
- 15.6 The Council will regularly review all absences, and the circumstances, on an on-going basis. This will involve appropriate investigations and consultations and the taking of appropriate action where necessary.
- 15.7 If an employee is incapable of returning to work, or of fulfilling the requirements of their role and the Council have considered any alternative

options, it may be that there is no alternative course of action other than to end the employment. Prior to taking a decision to dismiss for ill-health the Council will aim to ensure that everything has been thoroughly considered to try to prevent this.

- 15.8 In considering the most appropriate course of action the Council will always seek to take advantage of any available benefits or ill health retirement.
- 15.9 Before inviting an employee to a formal dismissal discussion, the Town Clerk will collate relevant evidence to ensure that the discussion is as useful as possible. The Disciplinary and Grievance Sub-Committee will review any notes taken at previous informal discussions in order to provide them with all information relating to actions that had already taken place along with any up to date evidence of any failure to meet the required standards. At all stages, employees will be reminded of any employment benefits that are appropriate and available (e.g. counselling, employee assistance programme).
- 15.10 In addition, and if appropriate, the Council will seek to find alternative employment within their business which is suited to an employee's skills and abilities. The Council will always ensure that any potential re-deployment opportunities have been explored prior to taking a decision to dismiss.
- 15.11 If there is no suitable alternative employment or an alternative course of action that is appropriate, then the employee will be given notice in accordance with the terms of their contract of employment. Dismissal on the grounds of capability would be the last resort.

16. SICKNESS ABSENCE MEETINGS PROCEDURE

- 16.1 The Council may apply this procedure whenever considered necessary, including, for example:
 - (a) Frequent and persistent short periods of sickness absences;
 - (b) Having discussed matters at a return to work interview that require investigation; and/or
 - (c) Being absent consecutively for 5 working days or more
- 16.2 Unless it is impractical to do so, you will receive 2 working days written notice of the date, time and place of a sickness absence meeting. The Council will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.
- 16.3 The meeting will be conducted by the Town Clerk and / or the employees line manager. An employee may wish to be accompanied to sickness meetings however, these arrangements are limited to a work colleague.

- 16.4 The employee must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If an employee or their companion are unable to attend at the time specified, the employee should immediately inform their line manager who will seek to agree an alternative time.
- 16.5 A meeting may be adjourned if an employee's line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.
- 16.6 Confirmation of any decision made at a meeting and the reasons for it will be given to the employee in writing within 10 working days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).
- 16.7 If, at any time, the line manager considers the employee has taken or are taking sickness absence when the employee is not unwell, the line manager may refer matters to be dealt with under the Council's Disciplinary Procedure.

17. STAGE 1: FIRST SICKNESS ABSENCE MEETING

- 17.1 The purposes of a first sickness absence meeting may include:
- (a) Discussing the reasons for absence.
 - (b) Where an employee is on long-term sickness absence, determining how long the absence is likely to last.
 - (c) Where an employee has been absent on a number of occasions, determining the likelihood of further absences.
 - (d) Considering whether medical advice is required.
 - (e) Considering what, if any, measures might improve an employee's health and/or attendance.
 - (f) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure.

18. STAGE 2: FURTHER SICKNESS ABSENCE MEETING(S)

- 18.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary.
- 18.2 The purposes of further meeting(s) may include:

- (a) Discussing the reasons for and impact of the employees ongoing absence(s).
- (b) Where an employee is on long-term sickness absence, discussing how long that absence is likely to last.
- (c) Where an employee has been absent on a number of occasions, discussing the likelihood of further absences.
- (d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
- (e) Considering an employee's ability to return/remain in their job in view of their capabilities and the Councils business needs and any adjustments that can reasonably be made to the job to enable the employee to do so.
- (f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying the employee.
- (g) Where an employee is able to return from long-term sick leave, whether to their job or a redeployed job, agreeing a return to work programme.
- (h) If it is considered that an employee is unlikely to be able to return to work from long-term absence, whether there are any benefits for which the employee should be considered.
- (i) Agreeing a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps that have already been taken, include warning an employee that they are at risk of dismissal.

19. STAGE 3: FINAL SICKNESS ABSENCE MEETING

19.1 Where an employee has been warned that they are at risk of dismissal, the Council may invite them to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out above.

19.2 The purposes of the meeting will be:

- (a) To review the meetings that have taken place and matters discussed with the employee.
- (b) Where the employee remains on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards to their possible return to work or opportunities for return or redeployment.

- (c) To consider any further matters that the employee may wish to raise.
- (d) To consider whether there is a reasonable likelihood of the employee returning to work or achieving the desired level of attendance in a reasonable time.
- (e) To consider the possible termination of employment.

19.3 Termination will normally be with full notice or payment in lieu of notice.

20. APPEALS

20.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- i. a failure by the Council to follow its disciplinary policy
- ii. the sub-committee's decision was not supported by the evidence
- iii. the disciplinary action was too severe in the circumstances of the case
- iv. new evidence has come to light since the disciplinary meeting.

20.2 Unless it is not practicable, an employee will be given, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. He/she will be advised that they may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

20.3 An employee will be provided with written details of any new information which comes to light before an appeal meeting. An employee will also be given a reasonable opportunity to consider this information before the meeting.

20.4 Where practicable, an appeal meeting will be conducted by a manager senior to the individual who conducted the sickness absence meeting.

20.5 Should this not be possible then the Appeal will be heard by a panel of three members of the Appeals sub-committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.

- 20.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
- 20.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within 10 working days of the appeal meeting. There will be no further right of appeal.
- 20.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity.

21. MONITORING AND REVIEW OF THE POLICY

- 21.1 This policy is reviewed at least every 4 years or as required by Corporate Services Committee.
- 21.2 The Council will monitor the development and dissemination of good practice to ensure that this policy and the sickness absence meetings procedure are achieving their stated objectives.