



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

22nd February 2024

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 March 2024 at 7.00pm.**

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

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

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

Clare Evans
Town Clerk

**THIS MEETING MAY BE
RECORDED ***

Agenda

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

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

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

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

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

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

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

4. MINUTES

Pages 7 - 18

To approve the Minutes of the meeting held on 4th December 2023.

In reference to minute number 12626 - Members are reminded that an email communication was sent on the 19th December 2023 confirming the following:

- Town Centre Toilets cost per annum should have read £22,000 plus consumables.
- Operation Hana cost per annum should have read £38,500
- CCTV – SLA for monitoring is £2,700 (as reported at the meeting). Re-deployable cameras is a contract cost of £9,660, over the term of the contract.

Recommendation: To approve the Minutes of the meeting held on 4th December 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 19 - 21

Personnel Sub-Committee: 9th October 2023

Recommendation: To receive the Minutes of the Personnel Sub-Committee meeting of the 9th October 2023.

6. INCOME AND EXPENDITURE REPORT

Pages 22 - 28

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

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 29 - 31

Members are requested to receive the monthly bank and cash reconciliation statements for November and December 2023 and January 2024.

Recommendation:

1. To approve the monthly bank and cash reconciliation statements for November and December 2023 and January 2024;
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 32 - 70

Members will find a list of payments for the period November 2023 to January 2024 (inclusive).

This report is provided for information.

9. INVESTMENT REPORT

Pages 71 - 78

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

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

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

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

10. INVESTMENT REVIEW REPORT

Pages 79 - 90

At the Corporate Services meeting held on the 4th December 2023 members were advised that a report on the review of the Town Councils investments would be presented at the next meeting.

Members will find a report attached.

Recommendations:

- 1. To give notice to the CCLA Property Fund that the council wants to withdraw its funds.**
- 2. To subsequently invest these funds in the CCLA Deposit account as it is a AAA rated investment.**
- 3. To confirm that the Council has an investment risk appetite comparable to at least a AA-rating or higher.**
- 4. To use the Property fund 6-month notice period to investigate government gilts and investment opportunities at local banks and building societies further and report back to Corporate Services in due course.**

11. INSURANCE CLAIMS

Members are advised that there have been no insurance claims since the last meeting.

12. REVIEW OF CHARGES 2024/2025

Pages 91 - 92

In accordance with Financial Regulation 9.3 Members will find attached a list of charges for 2023/24 which are under the control of this Committee. In order to support users of these facilities, it is suggested that Members consider applying the same charges for 2024/25.

Members are reminded, the information line in regard to the hire of the small meeting room has been removed as this room is now occupied by office staff.

Recommendation: To approve the charges for 2024/25 as attached.

13. VAT RETURN & VAT ON SPORTING FEES - UPDATE

Page 93

In accordance with Financial Regulation 9.8 - The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

Members will find attached, at Appendix A, for information, a copy of the VAT Return for quarters 1, 2 and 3 for financial year 2023/2024.

Members are advised that following this committees decision to submit a reclaim of VAT for the period October 2019 to the end on the financial year 2023, a full refund has been received and has been distributed to those clubs who have paid VAT during this period.

14. PHOTOCOPIER LEASE RENEWAL

Pages 94 - 96

The council's current photocopier lease is due to expire on the 30th June 2024. This lease agreement was for a period of 5 years.

Members are being requested to agree to a enter into a new lease agreement for a replacement copier.

Members will find a report attached.

Recommendation: To enter into a contract with Company A for the supply, installation and maintenance of a Ricoh copier at a quarterly lease of £108.63 with copying charges of mono copies at 0.003p per copy and colour copies at 0.03p per copy, for a period of 5 years.

15. DATA PROTECTION POLICY & DATE RETENTION POLICY

Pages 97 - 129

Members are advised that the Town Councils Data Protection Policy was last reviewed on the 25th November 2019. As there have been no changes to Data Protection legislation the Town Councils Data Protection Policy remains fit for purpose.

However, Houghton Regis Town Council is obliged to maintain and retain documentation for a number of purposes, in relation to data, and in order for the Town Council to comply with these obligations a Data Retention Policy has been produced.

Members will find a report attached.

- Recommendations:**
- 1) **To recommend to Town Council the adoption of the Town Councils Data Protection Policy**
 - 2) **To recommend to Town Council the adoption of the Town Councils Data Retention Policy**

16. REFERENCES POLICY

Pages 130 - 172

Members are reminded that at the last meeting of Corporate Services meeting held on the 4th December 2023 members deferred the adoption of the draft Town Council Reference Policy until further advice had been sought, in regard to whether a reference could be provided indefinitely.

At the Corporate Services meeting held on the 4th December 2023, members were advised that revisions had been made to the Town Council Safer Recruitment & Selection Policy. This policy had been revised in order to mirror some of the sections within the draft References Policy. At this meeting members requested advice be sought in regard to including a reference which would automatically guarantee an interview to a candidate with a disability. Members agreed to defer the adoption of the revised Town Council Safer Recruitment & Selection Policy until this advice had been sought.

Members will find a report attached.

- Recommendations:**
- 1) **To recommend to Town Council the adoption of the Town Council's References Policy.**
 - 2) **To recommend to Town Council the adoption of the revised Town Council's Safer Recruitment & Selection Policy.**
 - 3) **To recommend to Town Council the adoption of the revised Town Council's Equality, Diversity and Inclusion Policy**

17. EXCLUSION OF PRESS AND PUBLIC

- **Staff Salaries**
- **Staff appraisal outcomes**

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
4th December 2023 at 7.00pm.

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

Officers: Debbie Marsh Head of Corporate Services
Amanda Samuels Administration Officer

Public: 0

Absent: Councillor: C Rollins

12614 APOLOGIES & SUBSTITUTIONS

None.

12615 QUESTIONS FROM THE PUBLIC

None.

12616 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12617 MINUTES

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

Resolved: To approve the Minutes of the meeting held on 11th September 2023 and for these to be signed by the Chairman.

12618 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 10th July 2023.

Resolved: To receive the minutes of the Personnel Sub-Committee meeting of the 10th July 2023.

12619 INCOME AND EXPENDITURE REPORT

Members were provided with a copy of the Income and Expenditure Report, highlighting significant variances, for Corporate Services to date.

It was highlighted that the income received from interest and dividends appeared to show almost 100% of budget had been received. As the figure was expected to be lower at this stage of the year, it was requested that this should be checked for any anomalies.

12620 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for June, July, August, September and October 2023. Members were reminded that at the previous meeting, held on 11th September 2023, a discrepancy had been noted with the bank and cash reconciliation statement for June and that members had requested this discrepancy be resolved and for the statement to be represented.

- Resolved:**
- 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.**

12621 LIST OF CHEQUE PAYMENTS

Members were provided with a list of payments for the period July to October 2023 (inclusive). Members queried a payment of £144 to Dunstable Town Council on 30th June and were advised that this was the levy on stalls for the Houghton Regis Carnival. Members requested that this figure was checked for accuracy.

12622 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.

Members were provided with the council's investment report and the quarterly reports from the Local Authorities Property Fund and the CCLA Public Sector Deposit Fund. The reports demonstrated that returns from these investments had increased in the period.

The internal auditor had raised the point last year that the Council's approach to risk and investment should be made clear. In pursuance of this point, Cllr Jones and Cllr Herber had met with Arlingclose investment advisors and had discussions with the CCLA and the internal auditor. It was felt there was a lot of information to process and, therefore, the intention was to bring a report to the next Corporate Services meeting on 4th March 2024.

The Chair noted that surplus monies had not been moved to and from the deposit fund. It was highlighted that funds were to be transferred when each tranche of the precept were received (April and September).

Members discussed the recommendation, as contained on the report, but felt they could not support it on the basis that:

- investments are more likely to decrease in the future;
- it was unlikely that the return on investments would be sufficient to make the charges incurred by professional financial advice viable.

Therefore, an amended recommendation was proposed as followed:
To maintain budget provision, as it currently stood, in respect of investments.

This recommendation was proposed by:
Cllr E Costello

Seconded by:
Cllr M Herbert

Members voted unanimously in favour

Resolved: To maintain budget provision, as it currently stood, in respect of investments.

12623 INSURANCE CLAIMS

Members were advised of the following insurance claim:

Claim Number	Details	Repair cost	Date settled
27230000247	Date of incident: 15/6/23 Address of incident: Tithe Farm Skate Park, Tithe Farm Road, 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

It was confirmed that the claim had been settled and the work completed.

12624 INSURANCE RENEWAL UPDATE

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

The insurance companies contacted were only able to provide formal quotations 90 days in advance and, therefore, the earliest they would be able to provide a quotation was 1st March 2024.

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

12625 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<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

In addition to these costs Members were advised that:

- Bedfordshire Association of Town and Parish Councils would likely see a subscription rise of 3%;
- Should Council approve the domain name, this would incur an additional subscription cost to the LGA (Local Government Association).

12626 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 Annual Subscription -	£942	30th January 2024
		Trellix Standard Annual licence	£426	25 th October 2023
		SolarWinds Cloud Backup - per month	£660	17th 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 1 st September 2022 to 31 st 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			£234/mth	

• Broadband			£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)

Members raised the following queries:

- The figure of £34,990 for Operation Hana was thought to be incorrect. It was requested that a check was made to establish the current cost;
- The sum of £22,200, plus consumables, for the Town Centre toilets was queried as it was thought the contract had been renewed at a higher rate;
- The cost of redeployable cameras was not listed and it was requested that the figure relating to this item was established.

12627 VAT ON SPORTING FEES

Members were 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 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.

Members were provided with 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. It was agreed that a claim should be made on behalf of any clubs still in operation.

Members requested advice be sought in regard to the reclaim for the use of Moore Crescent Pavilion as this building was registered as Option to Tax.

The Head of Corporate Services confirmed that an email would be sent detailing the outcome of this research.

Resolved **To support the submission of 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.**

12628 STAFF EXPENSES POLICY

Whilst the Town Council had a Members Expenses Policy it did not have a policy on the reimbursement of staff expenses. A Staff Expenses Policy was proposed, and Members were provided with a report and draft policy.

Members agreed that this would formalise the procedure in relation to the reimbursement of legitimate business expenses.

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

12629 HOUGHTON REGIS TOWN COUNCIL DOMAIN NAME CHANGE

Members were requested to consider changing the town council's domain name to a .gov.uk domain name. This would incur a charge of £350 for the website provider to support us in establishing a new domain name, plus a further annual charge for the LGA subscription.

Members agreed that such a change would provide Houghton Regis Town Council with a stronger identity and approved the following domain name:

- houghtonregis.gov.uk This option was the most preferred option, however, should this option not be available members suggested the following as an alternative:
- houghtonregistowncouncil.gov.uk

Resolved: To recommend to Town Council a change to the Town Councils Domain Name – houghtonregis.gov.uk

12630 REFERENCES POLICY

Members were advised that the Town Clerk would normally respond to employee reference requests, regardless of the length of time an employee had left employment. Members were provided with a report and draft policy that would set a time limit on the period available for the provision of references.

Members discussed the time limit, as proposed, but felt that Houghton Regis Town Council should at least, confirm the dates a previous employee had worked for the Council, irrespective of the time that had elapsed. It was felt that further advice was required regarding this limitation period and requested that this policy be represented, at the next Corporate Services meeting.

Members received a revised Town Council Safer Recruitment & Selection Policy. It was highlighted that many companies automatically guaranteed a job interview to a candidate, where they met the essential criteria. Members felt that this needed to be reflected in the policy and therefore requested that advice be sought from the Town Councils Human Resources provider to allow for appropriate wording to be included in the policy and for this revised policy to be presented at the next Corporate Services meeting.

Resolved:

- 1) **To defer the adoption of the proposed References Policy until further information had been gathered regarding limitations.**
- 2) **To defer the adoption of the revised Safer Recruitment & Selection Policy until further information had been gathered.**

12631 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. Members were advised that upgrades to the power cabling and office reconfiguration had been completed in October and the cost of these works was £3,000.

Further work to upgrade the IT cabling was scheduled for the Christmas period and the cost would be in the region of £3000.

Within the £10,000 budget allocated for this work it was also intended to upgrade to Rialtas Cloud. This would offer improved security, especially with remote working, and improve disaster recovery timescales. It would be necessary for the Council to enter into a contract for this service. As such members were asked to approve this contract, the terms of which would be a minimum of 3 years with an annual fee of £3600 for 5 users.

There was some discussion regarding the recommendation as Members stated that the funds had been agreed for works related to Health and Safety issues and had not

included a software subscription. While the allotted sum would cover the software cost, a 3-year contract would need to be budgeted for in the next financial year.

Members recorded votes were:

In favour:

Cllrs D Jones, W Henderson and C Slough

Against:

Cllrs J Carroll, M Herber and E Costello

Following the equality of votes, the Chairman (Cllr Jones) exercised his right of a casting vote therefore, the recommendation was agreed.

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

12632 SICKNESS ABSENCE POLICY

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 Covid restrictions no longer being in place, it was thought prudent to provide this document for review, earlier than expected.

Members were provided with a document showing the proposed changes and agreed to these, as slightly amended.

Resolved To recommend to Town Council the adoption of the Town Council's Sickness Absence Policy.

12633 ALLOCATION OF SALARY COSTS

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

The council submitted a supplementary form to CBC with information for the council tax letter. The figures provided for last year would be amended to show this reallocation of salary costs so that the figures were comparable for 23/24 and 24/25.

It was confirmed that the costs relating to the appointment of a Head of Environment and Communities would be divided appropriately between the relevant categories.

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

12634 ONLINE PAYMENTS RECEIVED VIA TOWN COUNCIL WEBSITE

Members had indicated they would like to see residents being able to pay an invoice through the website. The Council's website provider had suggested a suitable platform to use, and the new website would 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 was no upfront fee or monthly charge.

Pricing per successful charge for cards would be 1.5% + 20p, 1.9% + 20p for business cards (+1% for European Economic Area) and for international cards would be 3.25% + 20p.

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

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

12635 EXCLUSION OF PRESS AND PUBLIC

- Staff Payments

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

The administration officer left the meeting.

12636 STAFF PAYMENTS

Members were reminded that the resolution, at the Personnel Sub-Committee meeting held on the 24th April 2023, made under minute number PE267 (to recommend to Corporate Services that 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 be noted and signed by the Chair) had not been included on the Corporate Services agenda, for the meeting held on the 11th September 2023. Therefore, members requested this information be placed on the next Corporate Services agenda for the meeting to be held on the 4th December 2023.

Members received the list of the Salary Point numbers for all staff along with overtime rates, additional payments, mileage rates and employer and employee contributions rates.

Resolved: To note the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee contributions rates and for this list to be signed by the Chair of Corporate Services.

The Chairman declared the meeting closed at 8:52pm

Dated this 4th day of March 2024

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
9th October 2023 at 6.00pm**

Present: Councillors: D Jones Chairman
E Costello
M Herber
T McMahan
C Slough Substitution

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillor: W Henderson

Also present: Councillor: J Carroll

PE283 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Henderson (Councillor C Slough substituted)

PE284 QUESTIONS FROM THE PUBLIC

None.

PE285 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE286 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 10th July 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 10th July 2023 be approved as a correct record and signed accordingly.

PE287 FREEDOM OF INFORMATION REQUESTS

For the period July to September 0 Freedom of Information requests had been received.

Resolved: To note the information.

PE288 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Members were advised that the Clerk has had 14 day's annual leave and 2 days flexi leave.

The following leave was requested:

- 23rd October 2023
- 27th, 28th & 29th December 2023
- 3 further ad-hoc days, dates to be confirmed.

Overtime

The Clerk attended 3 meetings or events outside of the normal working day within the period July to September (compared with 8 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE289 BIKE 2 WORK SCHEME

Members were advised that the council had signed up to the national Bike 2 Work Scheme. This scheme enabled employees to purchase a new bike and bike accessories from participating stores. The benefit to the employee was that the cost of this purchase was taken from their gross salary, thus in effect they saved money by not having to pay tax on the purchase. The employer also benefitted by not paying NI on this element of the employee's salary.

This report was provided for information purposes.

Members raised concerns over where staff members bicycles would be stored on site. It was suggested that the provision of outside secure facilities be looked into.

Resolved: To note the information.

PE290 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.

PE291 STAFF SICKNESS

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

DJT

Members requested that further reports include a sum of a full-time working week and requested information of how many hours comprised a full week for staff. This would aid Members understanding of the figures.

Confirmation of the number of office staff was also requested and would be checked.

Members were advised that patterns of sickness were monitored for any anomalies and the sickness management policy followed.

PE292 STAFFING MATTERS

Members were advised that there were still ongoing issues with staff illness within the grounds team and that a temporary grounds person had been employed.

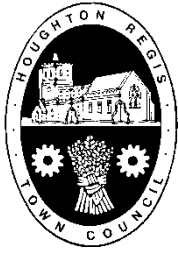
Members were advised that two youth workers had also been recruited.

The Chairman declared the meeting closed at 6.17pm

Dated this 15th day of January 2024

Chairman

D. J. Jones.



CORPORATE SERVICES COMMITTEE**Agenda Item 6**

Date:	4th March 2024
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.

Nine month's interest from the Deposit account has been received. Three 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 & Interim Internal Audit (December 2023).

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, Allotment and Cemetery packages, as well as Rialtas Cloud software support.

101-4061 CCLA Management Fees

Three 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), SLCC and ICO (Information Commissioners Office). SLCC subscription fees for 24/25 will be amended to show three months from 23/24 budget and nine months being allocated in the 24/25 budget. Subscription period is 1st January to 31st December.

102-4059 Other Professional Fees

Expenditure incurred for support of the Town Councils Corporate Plan.

102-4104 Hospitality Allowance

Expenditure relates to hospitality after the AGM and Corporate Plan meetings.

102-4131 – Election Costs

By Election (4/5/23) costs

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 Conferences.

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 Service and the attendance of the Head of Democratic Services to attend the SLCC Conference.

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, DBS checks and eye check.

190-4020 Misc. Est Costs

Various small-scale expenditure incurred.

190-4021 Communication Costs

Land line and mobile charges.

This budget has been overspent due to increase in charges and additional mobile phone numbers. It is anticipated that this budget will be overspent by a further £1500 by the end of the financial year.

190-4022 Postage

Postage costs incurred. This budget is already overspent. It is anticipated there will be further overspend of around £250. There has been an impact on this budget for letters addressed to LLSG, the Southend Trip and for Christmas Card postage.

190-4023 Stationery

Ad hoc office supplies purchased.

190-4025 Insurance

Cost of annual premium plus additional addons.

190-4026 Computer Costs

Costs incurred plus the annual IT support fee and Microsoft Office charges. Members are reminded that a recommendation to Town Council was made by this committee for the transfer of an additional sum of £6000 to be taken from General Reserves for the purchase of IT equipment for new members of staff.

190-4027 Photocopier charges

Cost for lease as well as ad hoc costs incurred.

190-4031 Advertising

Expenditure incurred for advertising for new staff.

190-4036 Property maintenance

Includes electrical works in the main office and lighting in the new office plus 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

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 January inclusive.

191-4005 Staff overtime

This expenditure relates to April to January inclusive.

191-4059 Other Professional Fees

This budget was being used for accountancy support. This monthly support ceased as of October. Month end is now 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)

Costs incurred for the purchase of IT equipment for 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

12/02/2024

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 12/02/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Corporate Services								
<u>101 Corporate Management</u>								
1076 Precept received	0	1,196,781	1,196,781	0			100.0%	
1096 Interest & Dividends Received	12,882	61,047	39,360	(21,687)			155.1%	
Corporate Management :- Income	12,882	1,257,828	1,236,141	(21,687)			101.8%	0
4051 BANK & LOAN CHARGES	50	493	840	347		347	58.7%	
4056 AUDIT FEES	0	2,535	3,200	665		665	79.2%	
4057 ACCOUNTANCY & SOFTWARE	635	4,101	5,000	899		899	82.0%	
4061 Financial Management Fees	954	2,876	4,800	1,924		1,924	59.9%	
Corporate Management :- Indirect Expenditure	1,639	10,006	13,840	3,835	0	3,835	72.3%	0
Net Income over Expenditure	11,243	1,247,822	1,222,301	(25,521)				
<u>102 Democratic Rep'n & Mgmt</u>								
4007 CONFERENCE COSTS	0	0	890	890		890	0.0%	
4008 TRAINING/COURSES	30	47	1,400	1,353		1,353	3.4%	
4009 TRAVEL	0	251	350	99		99	71.8%	
4020 MISC. ESTABLISH.COST	0	60	400	340		340	15.0%	
4024 SUBSCRIPTIONS	0	3,495	2,879	(616)		(616)	121.4%	
4059 OTHER PROFESSIONAL FEES	0	5,000	5,000	0		0	100.0%	
4104 HOSPITALITY ALLNCE	0	202	250	48		48	80.6%	
4131 ELECTION COSTS	0	21,080	10,000	(11,080)		(11,080)	210.8%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	30	30,135	21,169	(8,966)	0	(8,966)	142.4%	0
Net Expenditure	(30)	(30,135)	(21,169)	8,966				
<u>190 Central Services</u>								
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%	0
4007 CONFERENCE COSTS	0	859	800	(59)		(59)	107.4%	
4008 TRAINING/COURSES	0	2,237	4,000	1,763		1,763	55.9%	
4009 TRAVEL	2	27	500	473		473	5.4%	
4011 RATES	0	7,466	7,300	(166)		(166)	102.3%	
4012 WATER RATES	493	836	500	(336)		(336)	167.2%	
4014 ELECTRICITY	192	1,640	2,400	760		760	68.3%	
4015 GAS	16	317	1,200	883		883	26.4%	

Detailed Income & Expenditure by Budget Heading 12/02/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 HEALTH & SAFETY	0	493	400	(93)		(93)	123.3%	
4020 MISC. ESTABLISH.COST	93	386	300	(86)		(86)	128.7%	
4021 COMMUNICATIONS COSTS	490	6,958	5,000	(1,958)		(1,958)	139.2%	
4022 POSTAGE	2	1,389	600	(789)		(789)	231.5%	
4023 STATIONERY	130	486	700	214		214	69.4%	
4025 INSURANCE	0	13,976	13,500	(476)		(476)	103.5%	
4026 COMPUTER COSTS	4,040	12,639	6,000	(6,639)		(6,639)	210.7%	
4027 PHOTOCOPIER CHARGES	203	1,247	1,600	353		353	77.9%	
4031 ADVERTISING	(300)	(44)	1,000	1,044		1,044	(4.4%)	
4036 PROPERTY MAINTENANCE	2,303	2,597	1,000	(1,597)		(1,597)	259.7%	
4038 MAINTENANCE CONTRACTS	0	514	600	86		86	85.7%	
4042 Equipment Repairs & Maintenance	21	1,418	1,000	(418)		(418)	141.8%	
4051 BANK & LOAN CHARGES	0	0	0	(0)		(0)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
5017 Tfr from Office Provison Reser	(2,172)	(7,301)	0	7,301		7,301	0.0%	
Central Services :- Indirect Expenditure	5,513	48,141	53,400	5,259	0	5,259	90.2%	0
Net Income over Expenditure	(5,513)	(40,261)	(53,270)	(13,009)				
<u>191 Personnel/Staff Costs</u>								
1071 YIF Grant	0	28,824	0	(28,824)			0.0%	
Personnel/Staff Costs :- Income	0	28,824	0	(28,824)				0
4001 STAFF SALARIES	45,820	448,231	526,440	78,209		78,209	85.1%	
4002 EMPLOYERS N.I	4,206	42,963	72,648	29,685		29,685	59.1%	
4003 EMPLOYERS SUPERANN.	11,271	119,145	141,085	21,940		21,940	84.4%	
4005 STAFF OVERTIME	670	10,953	10,000	(953)		(953)	109.5%	
4059 OTHER PROFESSIONAL FEES	350	9,659	20,000	10,341		10,341	48.3%	
4992 Trs from Earmarked Reserve	0	0	(35,000)	(35,000)		(35,000)	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	62,317	630,951	735,173	104,222	0	104,222	85.8%	0
Net Income over Expenditure	(62,317)	(602,127)	(735,173)	(133,046)				
<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%	0
Net Expenditure	0	(8,811)	(4,000)	4,811				
Corporate Services :- Income	12,882	1,294,532	1,236,271	(58,261)			104.7%	
Expenditure	69,499	728,044	827,582	99,538	0	99,538	88.0%	
Movement to/(from) Gen Reserve	(56,617)	566,488						

Detailed Income & Expenditure by Budget Heading 12/02/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	12,882	1,294,532	1,236,271	(58,261)			104.7%	
Expenditure	69,499	728,044	827,582	99,538	0	99,538	88.0%	
Net Income over Expenditure	<u>(56,617)</u>	<u>566,488</u>	<u>408,689</u>	<u>(157,799)</u>				
Movement to/(from) Gen Reserve	<u>(56,617)</u>	<u>566,488</u>						

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/11/2023	Liquidity Manager Account	967,827.07
1	30/11/2023	NatWest Current Account	1,000.00
2	30/11/2023	Business Reserve Account	270.02
3	30/11/2023	Natwest Youth Council	1,710.73
			970,807.82
<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	19.78
			1,369,719.78
			2,340,527.60
<u>Receipts not on Bank Statement</u>			
0	30/11/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			2,340,527.60
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	968,827.07
2		NATWEST ONLINE ac 41172051	270.02
3		Natwest Yth Council	1,710.73
		Other Cash & Bank Balances	1,369,719.78
Total Cash & Bank Balances			2,340,527.60

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/12/2023 Liquidity Manager Account	835,015.92
1	31/12/2023 NatWest Current Account	1,000.00
2	31/12/2023 Business Reserve Account	270.33
3	31/12/2023 Natwest Youth Council	1,528.46
		837,814.71
<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	22.71
		1,369,722.71
		2,207,537.42
<u>Receipts not on Bank Statement</u>		
0	31/12/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		2,207,537.42
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	836,015.92
2	NATWEST ONLINE ac 41172051	270.33
3	Natwest Yth Council	1,528.46
	Other Cash & Bank Balances	1,369,722.71
	Total Cash & Bank Balances	2,207,537.42

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2024

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/01/2024	Liquidity Manager Account	451,710.13
1	31/01/2024	NatWest Current Account	1,000.00
2	31/01/2024	Business Reserve Account	270.68
3	31/01/2024	Natwest Youth Council	1,462.45
			454,443.26
<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	11.14
			1,369,711.14
			1,824,154.40
<u>Receipts not on Bank Statement</u>			
0	31/01/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			1,824,154.40
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	452,710.13
2		NATWEST ONLINE ac 41172051	270.68
3		Natwest Yth Council	1,462.45
		Other Cash & Bank Balances	1,369,711.14
Total Cash & Bank Balances			1,824,154.40

29/01/2024

Houghton Regis Town Council Current Year

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List of Purchase Ledger Payments for Month 8

User: 6740.D.MARSH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI02 BT Payment Services Ltd							
741-BT Fixed Charges Oct 23	18/10/2023	M021 PB	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 01/11/2023 by Cheque DDR10							
EE01 EE Limited							
864-mobile phone chgs - Oct 23	25/10/2023	V02160407652	1	376.14	0.00	376.14	0.00
					0.00	376.14	
Above paid on 02/11/2023 by Cheque DDR1							
BED02 Bedfordshire Pension Fund							
706-Added Years Sept 23	20/10/2023	753740	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 03/11/2023 by Cheque FP15							
BED07 Police & Crime Commissioner for Beds							
682-OP Hana - July 2023	18/10/2023	B0003976	1	3,352.20	0.00	3,352.20	0.00
684-OP Hana - September 2023	18/10/2023	B0003977	1	3,457.65	0.00	3,457.65	0.00
683-OP Hana August 2023	18/10/2023	B0003978	1	4,906.20	0.00	4,906.20	0.00
					0.00	11,716.05	
Above paid on 03/11/2023 by Cheque FP1							
CEN04 Central Bedfordshire Council							
11-Office rates 23/24	01/04/2023	3012142A	1	3,733.00	0.00	3,733.00	0.00
9-Cemetery Rates 23/24	01/04/2023	3016930A	1	531.00	0.00	531.00	0.00
12-V/Geen Rates 23/24	01/04/2023	3080213A	1	1,272.00	0.00	1,272.00	0.00
10-M/Cres Rates 23/24	01/04/2023	3160492A	1	2,096.00	0.00	2,096.00	0.00
8-Depot Rates 23/24	01/04/2023	33016488A	1	5,021.00	0.00	5,021.00	0.00
					0.00	12,653.00	
Above paid on 03/11/2023 by Cheque FP3							
CLO02 Cloudy Group							
691-App Hosting Package	01/11/2023	INV-5660	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 03/11/2023 by Cheque FP4							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCK01 DCK Accounting Solutions Ltd							
694-Acc. Support work 10/23	26/10/2023	TPC11006	1	618.36	0.00	618.36	0.00
					0.00	618.36	
Above paid on 03/11/2023 by Cheque FP6							
GAZ01 C P Gazeley							
695-Refund for Plot 14A	30/10/2023	PLOT 14A	1	31.25	0.00	31.25	0.00
					0.00	31.25	
Above paid on 03/11/2023 by Cheque FP7							
GBI01 Geo Browns Implements Ltd							
685-Parts for mower	27/10/2023	157463	1	82.82	0.00	82.82	0.00
					0.00	82.82	
Above paid on 03/11/2023 by Cheque FP2							
GIB01 Gibbs & Dandy PLC							
697-concrete paving for bench	13/10/2023	3401 01014475	1	91.54	0.00	91.54	0.00
696-slab new cemetery bench	12/10/2023	3401/01014290	1	49.79	0.00	49.79	0.00
698-Cr re. Inv 3401/01014290	13/10/2023	3401/06076410	1	-46.80	0.00	-46.80	0.00
					0.00	94.53	
Above paid on 03/11/2023 by Cheque FP8							
GLI01 The Glitter Palette							
699-dep Glitter makeup SGrotto	24/10/2023	INVOICE008SG	1	50.00	0.00	50.00	0.00
700-bal. GlitterMakeup SGrotto	24/10/2023	INVOICE009SG	1	200.00	0.00	200.00	0.00
					0.00	250.00	
Above paid on 03/11/2023 by Cheque FP9							
HIL001 Hillside Market Garden							
701-53 wreath packs 24/11/23	18/10/2023	HMG00404	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 03/11/2023 by Cheque FP10							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU03 Houghton Regis Helpers Community Org A/C							
704-Grant for Festive Tea	19/10/2023	GRANT OCT 23	1	190.00	0.00	190.00	0.00
					0.00	190.00	
Above paid on 03/11/2023 by Cheque FP13							
HOU08 Houghton Regis Baptist Church							
702-use of church Oct-Dec 23	08/10/2023	PO 081023	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 03/11/2023 by Cheque FP11							
HRS01 HR Solutions							
703-HR Retainer Nov 23	01/11/2023	INV-035770	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 03/11/2023 by Cheque FP12							
JCURL01 John Curl							
693-Adblue for EX67 KKW	20/10/2023	247644	1	22.20	0.00	22.20	0.00
692-propane cylinder	20/10/2023	247645	1	58.00	0.00	58.00	0.00
					0.00	80.20	
Above paid on 03/11/2023 by Cheque FP5							
LAN03 Latent Digital Solutions Ltd							
705-P'copier chgs - Oct 23	31/10/2023	304794	1	61.83	0.00	61.83	0.00
					0.00	61.83	
Above paid on 03/11/2023 by Cheque FP14							
LAW001 John Lawson's Circus Ltd							
725-13 Circus Tickets	27/10/2023	CIRCUS TICKETS	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 03/11/2023 by Cheque FP1							
MCS01 MCS Contract Cleaning Limited							
707-Cleaning Bed Sq toilets	28/10/2023	42900	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 03/11/2023 by Cheque FP16							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLA03 Place Make Ltd							
726-HR Corporate Plan 50%	02/11/2023	P23123-P23027	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 03/11/2023 by Cheque FP2							
SAF05 Safesmart							
708-Smartlog Lic. Yr 2 of 3	17/10/2023	5140	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 03/11/2023 by Cheque FP17							
SCU01 Scutum South East Ltd							
709-Annual alarm service	17/10/2023	97798	1	378.84	0.00	378.84	0.00
					0.00	378.84	
Above paid on 03/11/2023 by Cheque FP18							
SJS01 S J S Irrigation							
710-HR Bowls Club - drain down	01/11/2023	19336	1	492.00	0.00	492.00	0.00
					0.00	492.00	
Above paid on 03/11/2023 by Cheque FP19							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	2,110.78	0.00	191.89	1,918.89
					0.00	191.89	
Above paid on 03/11/2023 by Cheque S/O 1							
TEC01 Techies Limited							
564-M/Soft 365/Backup	07/10/2022	INV-3222	1	-12.22	0.00	276.16	-288.38
					0.00	276.16	
Above paid on 03/11/2023 by Cheque S/O 2							
TOT01 Right Fuelcard Company Ltd							
727-Fuel for vehicles Oct 23	31/10/2023	5402310	1	143.56	0.00	143.56	0.00
					0.00	143.56	
Above paid on 03/11/2023 by Cheque FP3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV04 Anglian Water							
<i>Purchase Ledger Payment</i>	03/11/2023	ON ACC 809	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
							Above paid on 03/11/2023 by Cheque DDR2
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	03/11/2023	ON ACC 808	1	0.00	0.00	103.00	-103.00
					0.00	103.00	
							Above paid on 03/11/2023 by Cheque DDR1
WAV07 Anglian Water							
<i>Purchase Ledger Payment</i>	03/11/2023	ON ACC 810	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
							Above paid on 03/11/2023 by Cheque DDR3
YU001 Yu Energy							
<i>737-Electricity Village Green</i>	01/11/2023	01336455	1	136.17	0.00	136.17	0.00
					0.00	136.17	
							Above paid on 08/11/2023 by Cheque DDR1
YU001 Yu Energy							
<i>736-Tithe Farm Pav Electricity</i>	01/11/2023	01336453	1	881.69	0.00	881.69	0.00
					0.00	881.69	
							Above paid on 08/11/2023 by Cheque DDR2
YU001 Yu Energy							
<i>739-Electricity Parkside Rec</i>	01/11/2023	01336374	1	34.69	0.00	34.69	0.00
					0.00	34.69	
							Above paid on 08/11/2023 by Cheque DDR3
YU001 Yu Energy							
<i>735-HRTC Electricity</i>	01/11/2023	01336451	1	218.90	0.00	218.90	0.00
					0.00	218.90	
							Above paid on 08/11/2023 by Cheque DDR4

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
738-Electricity Parkside Drive	01/11/2023	01336452	1	11.66	0.00	11.66	0.00
					0.00	11.66	
Above paid on 08/11/2023 by Cheque DDR5							
YU001 Yu Energy							
740-Electricity Moore Crescent	01/11/2023	01336325	1	116.64	0.00	116.64	0.00
					0.00	116.64	
Above paid on 08/11/2023 by Cheque DDR6							
FRA02 Francotyp Postalia Ltd							
811-Postage Download Nov 23	10/11/2023	POSTAGE DOWNLOAD	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 10/11/2023 by Cheque DDR1							
YU001 Yu Energy							
742-Electricity Depot	03/11/2023	01354819	1	212.84	0.00	212.84	0.00
					0.00	212.84	
Above paid on 10/11/2023 by Cheque DDR7							
YU001 Yu Energy							
744-Electricity Orchard Close	03/11/2023	01354923	1	26.08	0.00	26.08	0.00
					0.00	26.08	
Above paid on 10/11/2023 by Cheque DDR8							
YU001 Yu Energy							
743-Electricity Depot	03/11/2023	01355125	1	18.81	0.00	18.81	0.00
					0.00	18.81	
Above paid on 10/11/2023 by Cheque DDR9							
HMR001 HMRC							
745-PAYE and NI Oct 2023	31/10/2023	PAYE/NI OCT 2023	1	11,699.49	0.00	11,699.49	0.00
					0.00	11,699.49	
Above paid on 14/11/2023 by Cheque FP1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	294,339.49	0.00	30,000.00	264,339.49
					0.00	30,000.00	
Above paid on 15/11/2023 by Cheque FP1							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	264,339.49	0.00	30,000.00	234,339.49
					0.00	30,000.00	
Above paid on 16/11/2023 by Cheque FP2							
AME02 Amethyst Horticulture Ltd							
754-Plants - mixed	26/10/2023	24307	1	675.00	0.00	675.00	0.00
					0.00	675.00	
Above paid on 17/11/2023 by Cheque FP1							
AYL01 Aylesbury Town Council							
755-Aylesbury TC Mayor event	10/11/2023	MAYORAL EVENT	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 17/11/2023 by Cheque FP2							
BMK001 BALC							
756-Vacancy advert Apr 23	06/04/2023	4704A	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 17/11/2023 by Cheque FP3							
BUB01 Bubbles Lighting Ltd							
758-F'works sound/lighting	06/11/2023	8746	1	5,997.30	0.00	5,997.30	0.00
					0.00	5,997.30	
Above paid on 17/11/2023 by Cheque FP5							
CAS10 Castle Water - 2597749							
806-Water charges P'side Pav	27/09/2023	10000347017	1	-15.53	0.00	-15.53	0.00
807-Water charges P'side Pav	05/10/2023	10000423012	1	13.50	0.00	13.50	0.00
832-Water Charges P'side Pav	03/11/2023	10000583377	1	55.62	0.00	55.62	0.00
					0.00	53.59	
Above paid on 17/11/2023 by Cheque DDR1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04 Central Bedfordshire Council							
760-By Election costs 4/5/23	15/11/2023	1800179572	1	21,080.23	0.00	21,080.23	0.00
					0.00	21,080.23	
Above paid on 17/11/2023 by Cheque FP7							
CEN04 Central Bedfordshire Council							
761-CCTV costs 23/24	14/11/2023	1800179555	1	3,240.00	0.00	3,240.00	0.00
					0.00	3,240.00	
Above paid on 17/11/2023 by Cheque FP8							
DCK01 DCK Accounting Solutions Ltd							
764-Y/end accounts prep.	31/05/2023	TPC10780	1	630.00	0.00	630.00	0.00
					0.00	630.00	
Above paid on 17/11/2023 by Cheque FP11							
DES01 D E Signs							
766-Change of date signs	09/11/2023	19478	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 17/11/2023 by Cheque FP12							
DES01 D E Signs							
765-Change date signs CarolSer	15/11/2023	19491	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 17/11/2023 by Cheque FP13							
FAL001 Falconeye Security Ltd							
767-Security firework event	06/11/2023	4	1	1,267.20	0.00	1,267.20	0.00
					0.00	1,267.20	
Above paid on 17/11/2023 by Cheque FP14							
FAL001 Falconeye Security Ltd							
768-Security Remembrance Servs	13/11/2023	5	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 17/11/2023 by Cheque FP15							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GBI01 Geo Browns Implements Ltd							
757-V Belts for mower	13/11/2023	159116	1	454.10	0.00	454.10	0.00
					0.00	454.10	
Above paid on 17/11/2023 by Cheque FP4							
HER01 Hertfordshire County Council							
769-desks for new office	31/10/2023	H102307962	1	765.05	0.00	765.05	0.00
					0.00	765.05	
Above paid on 17/11/2023 by Cheque FP16							
JCURL01 John Curl							
763-New tyre EX67 KKW	10/11/2023	247678	1	165.60	0.00	165.60	0.00
					0.00	165.60	
Above paid on 17/11/2023 by Cheque FP10							
JCURL01 John Curl							
762-Repair puncture LC69 HCL	10/11/2023	247679	1	18.00	0.00	18.00	0.00
					0.00	18.00	
Above paid on 17/11/2023 by Cheque FP9							
JEW01 Jewels Art Craft & Coffee							
770-Refresh. after Carol S'vce	10/11/2023	REFRESH CAROL SERVIC	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 17/11/2023 by Cheque FP17							
JOA01 J Cross							
759-Photos ground breaking	06/11/2023	B00762	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 17/11/2023 by Cheque FP6							
KFI001 Kings Fire Ltd							
774-Fire protection contract	13/11/2023	2618	1	621.90	0.00	621.90	0.00
					0.00	621.90	
Above paid on 17/11/2023 by Cheque FP21							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAW001 John Lawson's Circus Ltd							
771-Circus deposit refund	06/11/2023	DEP REFUND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 17/11/2023 by Cheque FP18							
SLC01 SLCC							
772-C Evans membership fee	15/11/2023	MEM246283-1	1	501.00	0.00	501.00	0.00
					0.00	501.00	
Above paid on 17/11/2023 by Cheque FP19							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	234,339.49	0.00	30,000.00	204,339.49
					0.00	30,000.00	
Above paid on 17/11/2023 by Cheque FP3							
TEC01 Techies Limited							
773-3CX Pro 8 SC contract	13/11/2023	INV-4745	1	282.00	0.00	282.00	0.00
					0.00	282.00	
Above paid on 17/11/2023 by Cheque FP20							
FRA02 Francotyp Postalia Ltd							
816-Postage download	14/11/2023	24760630	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 20/11/2023 by Cheque DDR1							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	204,339.49	0.00	30,000.00	174,339.49
					0.00	30,000.00	
Above paid on 21/11/2023 by Cheque FP4							
POZ02 Positive Energy 135118							
820-Gas - Parkside Drive	14/11/2023	13511820234417212	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 22/11/2023 by Cheque DDR5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ03 Positive Energy 135116							
818-Gas - Depot	14/11/2023	13511620234417214	1	4.26	0.00	4.26	0.00
					0.00	4.26	
Above paid on 22/11/2023 by Cheque DDR3							
POZ04 Positive Energy 135119							
819-Gas - Moore Crescent	14/11/2023	13511920234417211	1	106.09	0.00	106.09	0.00
					0.00	106.09	
Above paid on 22/11/2023 by Cheque DDR4							
TAR001 Tarkett Sports							
Community pitch Valuation 1	02/11/2023	1800021819	1	359,802.31	0.00	359,802.31	0.00
					0.00	359,802.31	
Above paid on 22/11/2023 by Cheque UTF							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	174,339.49	0.00	30,000.00	144,339.49
					0.00	30,000.00	
Above paid on 22/11/2023 by Cheque FP5							
YOU01 Your NRG Ltd							
817-Diesel	01/11/2023	1041502	1	2,960.40	0.00	2,960.40	0.00
					0.00	2,960.40	
Above paid on 22/11/2023 by Cheque DDR2							
POZ01 Positive Energy 135115							
821-Gas - Tithe Farm Pav	15/11/2023	13511520234433888	1	6.86	0.00	6.86	0.00
					0.00	6.86	
Above paid on 23/11/2023 by Cheque DDR6							
POZ01 Positive Energy 135115							
822-Gas - Tithe Farm Pav	15/11/2023	13511520234433889	1	1.05	0.00	1.05	0.00
					0.00	1.05	
Above paid on 23/11/2023 by Cheque DDR7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ01 Positive Energy 135115							
823-Gas - Tithe Farm Pav	15/11/2023	13511520234433890	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 23/11/2023 by Cheque DDR8							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	144,339.49	0.00	30,000.00	114,339.49
					0.00	30,000.00	
Above paid on 23/11/2023 by Cheque FP6							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	114,339.49	0.00	30,000.00	84,339.49
					0.00	30,000.00	
Above paid on 24/11/2023 by Cheque FP7							
DUN02 Biffa Waste Services Ltd							
833-Rental for trade waste	27/10/2023	614C34114	1	60.82	0.00	60.82	0.00
834-Trade waste Oct 23	27/10/2023	614C34115	1	2,412.62	0.00	2,412.62	0.00
					0.00	2,473.44	
Above paid on 27/11/2023 by Cheque DDR1							
CAS02 Castle Water							
865-Water chgs T/End Pavilion	06/11/2023	TE00540923	1	10.05	0.00	10.05	0.00
					0.00	10.05	
Above paid on 28/11/2023 by Cheque DDR							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	84,339.49	0.00	30,000.00	54,339.49
					0.00	30,000.00	
Above paid on 28/11/2023 by Cheque FP8							
TB001 T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	54,339.49	0.00	30,000.00	24,339.49
					0.00	30,000.00	
Above paid on 29/11/2023 by Cheque FP9							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PAYROLL							
Payroll Options							
867-Payroll fees October 2023	31/10/2023	147712	1	179.56	0.00	179.56	0.00
					0.00	179.56	
Above paid on 30/11/2023 by Cheque DDR							
TB001							
T&B Contractors Ltd							
776-Valuation No 8	06/11/2023	34471	1	24,339.49	0.00	24,339.49	0.00
					0.00	24,339.49	
Above paid on 30/11/2023 by Cheque FP10							
Total Purchase Ledger Payments for Month 8					0.00	745,374.60	

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
883-Dec 23 - Feb 24	01/12/2023	325653	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 01/12/2023 by Cheque DDR3							
BRI02 BT Payment Services Ltd							
879-BT Fixed Charges Nov 23	20/11/2023	M022TY	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 04/12/2023 by Cheque DDR1							
EE01 EE Limited							
882-mobile phonecharges Nov 23	24/11/2023	V02170573508	1	357.52	0.00	357.52	0.00
					0.00	357.52	
Above paid on 04/12/2023 by Cheque DDR2							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	4,796.25	0.00	399.77	4,396.48
					0.00	399.77	
Above paid on 04/12/2023 by Cheque SO 1							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	1,918.89	0.00	191.89	1,727.00
					0.00	191.89	
Above paid on 04/12/2023 by Cheque SO 2							
WAV04 Anglian Water							
Purchase Ledger Payment	04/12/2023	ON ACC 887	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 04/12/2023 by Cheque DD1							
WAV06 Anglian Water							
Purchase Ledger Payment	04/12/2023	ON ACC 888	1	0.00	0.00	173.00	-173.00
					0.00	173.00	
Above paid on 04/12/2023 by Cheque DDR 3							

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List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	04/12/2023	ON ACC 886	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
Above paid on 04/12/2023 by Cheque ON ACCOUNT							
AMF01 AMF Services (Bedford) Ltd							
<i>844-Kubota X900 service</i>	21/11/2023	29707	1	979.73	0.00	979.73	0.00
<i>845-Grass trimmer repairs</i>	21/11/2023	29708	1	78.00	0.00	78.00	0.00
<i>843-KX20 CCJ repairs</i>	21/11/2023	29709	1	762.83	0.00	762.83	0.00
					0.00	1,820.56	
Above paid on 08/12/2023 by Cheque FP8							
BED02 Bedfordshire Pension Fund							
<i>851-Added Years Oct 23</i>	17/11/2023	753964	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 08/12/2023 by Cheque FP14							
CDS01 The CDS Group							
<i>846-Grendall Ln monitoring</i>	21/11/2023	74559	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 08/12/2023 by Cheque FP9							
CRO01 Cromwell Group (Holdings) Ltd							
<i>847-Peach soap</i>	20/11/2023	0016341223	1	28.30	0.00	28.30	0.00
					0.00	28.30	
Above paid on 08/12/2023 by Cheque FP10							
DCK01 DCK Accounting Solutions Ltd							
<i>860-Oct 23 accounts assistance</i>	28/11/2023	TPC11055	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 08/12/2023 by Cheque FP19							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DES01 D E Signs							
848-4' x 3' banners	31/10/2023	19471	1	79.20	0.00	79.20	0.00
					0.00	79.20	
Above paid on 08/12/2023 by Cheque FP11							
DUN06 Dunstable & District CA							
842-Grant October 2023	16/11/2023	GRANT OCT 2023	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 08/12/2023 by Cheque FP7							
EAR01 Earth Anchors							
849-Bench (replacement)	22/11/2023	EA38613	1	1,059.60	0.00	1,059.60	0.00
					0.00	1,059.60	
Above paid on 08/12/2023 by Cheque FP12							
FUL02 Full House Theatre Company							
837-Grant October 2023	16/11/2023	GRANT OCT 2023	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 08/12/2023 by Cheque FP2							
HOU09 Houghton Regis Heritage Society							
836-Grant October 2023	16/11/2023	GRANT OCT 2023	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 08/12/2023 by Cheque FP1							
HRMEMORIAL Houghton Regis Memorial Hall Fund							
862-Rec. Teenagers/LLSG Buffet	23/11/2023	C'MAS BUFFET 4/12/23	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 08/12/2023 by Cheque FP20							
HRMEMORIAL Houghton Regis Memorial Hall Fund							
838-Grant October 2023	16/11/2023	GRANT OCT 2023	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 08/12/2023 by Cheque FP3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KEE01 Keech Hospice Care							
840-Grant October 2023	16/11/2023	GRANT OCT 2023	1	2,500.00	0.00	2,500.00	0.00
					0.00	2,500.00	
Above paid on 08/12/2023 by Cheque FP5							
KEN01 Kensworth Sawmills Ltd							
859-Panel fence for cemetery	28/11/2023	43136	1	47.58	0.00	47.58	0.00
					0.00	47.58	
Above paid on 08/12/2023 by Cheque FP18							
LAN03 Latent Digital Solutions Ltd							
850-P/copier charges April 23	26/04/2023	304162	1	30.56	0.00	30.56	0.00
					0.00	30.56	
Above paid on 08/12/2023 by Cheque FP13							
MCS01 MCS Contract Cleaning Limited							
852-Toilet clean Nov 2023	29/11/2023	42949	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 08/12/2023 by Cheque FP15							
PRE04 Prestige Design & Workwear Ltd							
853-18 black hoodies	15/11/2023	120636	1	475.20	0.00	475.20	0.00
					0.00	475.20	
Above paid on 08/12/2023 by Cheque FP16							
ROG02 GI Rogers & Son							
863-22ft Christmas Tree	07/11/2023	INV-2316	1	2,040.00	0.00	2,040.00	0.00
					0.00	2,040.00	
Above paid on 08/12/2023 by Cheque FP21							
SLC01 SLCC							
855-SLCC Conference C Evans	23/11/2023	BK213661-1	1	411.00	0.00	411.00	0.00
854-Conference L Senior	23/11/2023	BK213662-1	1	531.00	0.00	531.00	0.00
					0.00	942.00	
Above paid on 08/12/2023 by Cheque FP17							

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List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SOR01 SORTED							
841-Grant October 2023	16/11/2023	GRANT OCT 2023	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 08/12/2023 by Cheque FP6							
SOU04 South Beds Dial A Ride							
839-Grant October 2023	16/11/2023	GRANT OCT 2023	1	1,125.50	0.00	1,125.50	0.00
					0.00	1,125.50	
Above paid on 08/12/2023 by Cheque FP4							
STE003 Nigel Steele							
866-Organist fee Carol Serv	29/11/2023	ORGANIST FEE	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 08/12/2023 by Cheque FP22							
YU001 Yu Energy							
877-Electricity Village green	01/12/2023	01383474	1	177.76	0.00	177.76	0.00
					0.00	177.76	
Above paid on 08/12/2023 by Cheque DDR1							
YU001 Yu Energy							
871-Electricity Depot	01/12/2023	01383473	1	15.33	0.00	15.33	0.00
					0.00	15.33	
Above paid on 08/12/2023 by Cheque DDR2							
YU001 Yu Energy							
873-Electricity T/Farm Pav	01/12/2023	01383472	1	1,802.99	0.00	1,802.99	0.00
					0.00	1,802.99	
Above paid on 08/12/2023 by Cheque DDR3							
YU001 Yu Energy							
870-Electricity Parkside Rec	01/12/2023	01383398	1	37.47	0.00	37.47	0.00
					0.00	37.47	
Above paid on 08/12/2023 by Cheque DDR4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
872-Electricity HRTC	01/12/2023	01383470	1	222.03	0.00	222.03	0.00
					0.00	222.03	
Above paid on 08/12/2023 by Cheque DDR5							
YU001 Yu Energy							
869-Electricity Parkside Drive	01/12/2023	01383471	1	12.19	0.00	12.19	0.00
					0.00	12.19	
Above paid on 08/12/2023 by Cheque DDR6							
YU001 Yu Energy							
874-Electricity Moore Cresc	01/12/2023	01383352	1	113.14	0.00	113.14	0.00
					0.00	113.14	
Above paid on 08/12/2023 by Cheque DDR7							
YU001 Yu Energy							
875-Electricity Orchard Cl	01/12/2023	01383236	1	35.03	0.00	35.03	0.00
					0.00	35.03	
Above paid on 08/12/2023 by Cheque DDR8							
YU001 Yu Energy							
876-Electricity Depot	01/12/2023	01383074	1	402.40	0.00	402.40	0.00
					0.00	402.40	
Above paid on 08/12/2023 by Cheque DDR9							
POZ02 Pozitive Energy 135118							
912- Gas - P/side Drive	06/12/2023	13511820234581906	1	5.81	0.00	5.81	0.00
					0.00	5.81	
Above paid on 13/12/2023 by Cheque DDR1							
POZ02 Pozitive Energy 135118							
913-Gas - P/side Drive	06/12/2023	13511820234581907	1	2.11	0.00	2.11	0.00
					0.00	2.11	
Above paid on 13/12/2023 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							
915-Gas - Depot	06/12/2023	13511620234581909	1	8.23	0.00	8.23	0.00
					0.00	8.23	
Above paid on 13/12/2023 by Cheque DDR4							
POZ04 Positive Energy 135119							
914-Gas - Moore Crescent	06/12/2023	13511920234581905	1	102.64	0.00	102.64	0.00
					0.00	102.64	
Above paid on 13/12/2023 by Cheque DDR3							
BED02 Bedfordshire Pension Fund							
906-Added Years Nov 23	08/12/2023	755043	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 14/12/2023 by Cheque FP1							
BRO01 Brown & White							
904-R Kempston eye exam	29/11/2023	14	1	23.14	0.00	23.14	0.00
					0.00	23.14	
Above paid on 14/12/2023 by Cheque FP16							
CLO02 Cloudy Group							
899-App Hosting Package	01/12/2023	INV-5857	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 14/12/2023 by Cheque FP11							
CM001 CM Caterers							
902-Festive menu 4/12/23	04/12/2023	360	1	586.50	0.00	586.50	0.00
					0.00	586.50	
Above paid on 14/12/2023 by Cheque FP14							
FAL001 Falconeye Security Ltd							
895-Security Carol Service	04/12/2023	6	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 14/12/2023 by Cheque FP7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
884-PAYE and NI Nov 23	30/11/2023	NOV PAYE/NI	1	21,671.64	0.00	21,671.64	0.00
					0.00	21,671.64	
Above paid on 14/12/2023 by Cheque FP1							
HOS001 Hospice at Home Volunteers							
891-LOTSU Band donation	04/12/2023	DONATION	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 14/12/2023 by Cheque FP4							
HOU08 Houghton Regis Baptist Church							
903-Hall Hire Yth Work Jan-Mar	09/10/2023	HALL HIRE 2024	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 14/12/2023 by Cheque FP15							
HRS01 HR Solutions							
916-HR Retainer Dec 23	01/12/2023	INV-036299	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 14/12/2023 by Cheque FP18							
KEM001 Kempston Town Council							
900-Mayor Charity Bingo event	30/11/2023	CHARITY BINGO	1	8.00	0.00	8.00	0.00
					0.00	8.00	
Above paid on 14/12/2023 by Cheque FP12							
LAM01 Lamps & Tubes Illuminations Ltd							
901-C'mas Lighting Display	06/12/2023	INV-71462	1	9,450.00	0.00	9,450.00	0.00
					0.00	9,450.00	
Above paid on 14/12/2023 by Cheque FP13							
LAN03 Latent Digital Solutions Ltd							
896-P'copier chgs Nov 23	30/11/2023	304928	1	136.90	0.00	136.90	0.00
					0.00	136.90	
Above paid on 14/12/2023 by Cheque FP8							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEI001 Leighton-Linslade Town Council							
890-Charity Quiz 2 tickets	05/12/2023	CHARITY QUIZ EVENING	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 14/12/2023 by Cheque FP3							
LIT01 Little Tiara Princess Parties							
905-Santa's Grotto	30/11/2023	4	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 14/12/2023 by Cheque FP17							
PLA03 Place Make Ltd							
898-HR Corporate Plan 50% (2)	30/11/2023	2	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 14/12/2023 by Cheque FP10							
SPA01 Spaldings Limited							
Chain loop / strimmer cord	06/11/2023	SI-2908007	1	190.30	0.00	190.30	0.00
894-Kombi Pole pruner attach.	01/12/2023	SI-2913780	1	255.60	0.00	255.60	0.00
					0.00	445.90	
Above paid on 14/12/2023 by Cheque FP6							
SYS001 Sysco Environmental Ltd							
897-HAV testing	01/12/2023	INV-1895	1	1,597.20	0.00	1,597.20	0.00
					0.00	1,597.20	
Above paid on 14/12/2023 by Cheque FP9							
TEC01 Techies Limited							
889-Domain Renewal / Hosting	06/12/2023	INV-4854	1	74.40	0.00	74.40	0.00
					0.00	74.40	
Above paid on 14/12/2023 by Cheque FP2							
TOT01 Right Fuelcard Company Ltd							
892-Fuel for vehicles Nov 23	30/11/2023	5452765	1	294.73	0.00	294.73	0.00
					0.00	294.73	
Above paid on 14/12/2023 by Cheque FP5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
943-Postage download	12/12/2023	24782283	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 18/12/2023 by Cheque DDR2							
CAS09 Castle Water - 2597769							
Purchase Ledger Payment	19/12/2023	ON ACC 940	1	0.00	0.00	64.69	-64.69
					0.00	64.69	
Above paid on 19/12/2023 by Cheque DDR1							
CAS10 Castle Water - 2597749							
911-Water chgs P/side Drive	07/12/2023	10000904708	1	20.47	0.00	20.47	0.00
					0.00	20.47	
Above paid on 21/12/2023 by Cheque DDR1							
CDS01 The CDS Group							
930-Grendall Ln monitoring	14/12/2023	74629	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 21/12/2023 by Cheque FP8							
CHA01 Chapman Planning							
939-Neighbourhood Plan 2023	19/12/2023	HRTC - DEC 2023	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 21/12/2023 by Cheque FP15							
GBI01 Geo Browns Implements Ltd							
924-mower blades	12/12/2023	162145	1	741.01	0.00	741.01	0.00
					0.00	741.01	
Above paid on 21/12/2023 by Cheque FP5							
HOU07 Houghton Regis Memorial Hall							
936-Hire of Hall 4 Dec 23	15/12/2023	HIRE OF HALL	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 21/12/2023 by Cheque FP1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU18	Houghton Regis Ladies Group						
935-HRTC - Project Grant	15/12/2023	PROJECT GRANT	1	800.00	0.00	800.00	0.00
					0.00	800.00	
	Above paid on 21/12/2023 by Cheque FP13						
IAC001	IAC Audit and Consultancy Ltd						
921-Internal Audit - interim	08/12/2023	INV-1729	1	474.00	0.00	474.00	0.00
					0.00	474.00	
	Above paid on 21/12/2023 by Cheque FP3						
JCURL01	John Curl						
919-LC69 HCL service/MOT	08/12/2023	247737	1	604.37	0.00	604.37	0.00
920-Kubota RTV X900 battery	13/12/2023	247743	1	90.60	0.00	90.60	0.00
					0.00	694.97	
	Above paid on 21/12/2023 by Cheque FP2						
LAM01	Lamps & Tubes Illuminations Ltd						
931-works to C'mas lighting	14/12/2023	INV-71485	1	2,213.28	0.00	2,213.28	0.00
					0.00	2,213.28	
	Above paid on 21/12/2023 by Cheque FP9						
MAR04	Martin Rix						
938-TF Skate park repairs	07/11/2023	13335	1	8,169.60	0.00	8,169.60	0.00
					0.00	8,169.60	
	Above paid on 21/12/2023 by Cheque FP14						
PAR05	Parkside 50 Plus Club						
933-HRTC - Project grant	15/12/2023	PROJECT GRANT	1	792.00	0.00	792.00	0.00
					0.00	792.00	
	Above paid on 21/12/2023 by Cheque FP11						
PER01	Perfect Print						
918-800 x Christmas cards	30/11/2023	23/5643	1	332.04	0.00	332.04	0.00
					0.00	332.04	
	Above paid on 21/12/2023 by Cheque FP1						

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
REC01	The Recycled Teenagers						
934-HRTC - Project Grant	15/12/2023	PROJECT GRANT	1	800.00	0.00	800.00	0.00
					0.00	800.00	
Above paid on 21/12/2023 by Cheque FP12							
SCR02	Trade UK Account						
932-Circlips/big secret key	12/12/2023	1445324857	1	23.08	0.00	23.08	0.00
					0.00	23.08	
Above paid on 21/12/2023 by Cheque FP10							
SPA01	Spaldings Limited						
923-mower parts	12/12/2023	SI-2915637	1	865.80	0.00	865.80	0.00
922-mower parts	12/12/2023	SI-2915880	1	133.92	0.00	133.92	0.00
928-Mower parts	13/12/2023	SI-2916178	1	43.20	0.00	43.20	0.00
937-mower parts	15/12/2023	SI-2916691	1	13.67	0.00	13.67	0.00
					0.00	1,056.59	
Above paid on 21/12/2023 by Cheque FP4							
TEC01	Techies Limited						
925-SIP Line Oct-Dec 23	13/12/2023	INV-4899	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 21/12/2023 by Cheque FP6							
TRA07	Trafalgar Cleaning Equipment Ltd						
929-street washing trailer	14/12/2023	320255	1	11,998.80	0.00	11,998.80	0.00
					0.00	11,998.80	
Above paid on 21/12/2023 by Cheque FP7							
CAS02	Castle Water						
942-Water Chgs T/End Pavilion	05/12/2023	TE00556786	1	9.72	0.00	9.72	0.00
					0.00	9.72	
Above paid on 22/12/2023 by Cheque DDR1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN02							
Biffa Waste Services Ltd							
880-Rental for Trade Waste	24/11/2023	614C36944	1	60.82	0.00	60.82	0.00
881-Trade Waste Nov 23	24/11/2023	614C36945	1	2,316.62	0.00	2,316.62	0.00
					0.00	2,377.44	
Above paid on 27/12/2023 by Cheque DDR							
PAYROLL							
Payroll Options							
868-Payroll fees Nov 23	30/11/2023	148182	1	179.56	0.00	179.56	0.00
					0.00	179.56	
Above paid on 29/12/2023 by Cheque DDR							
Total Purchase Ledger Payments for Month 9					0.00	96,704.30	

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
989-mobile phonecharges Dec 23	24/12/2023	V02180183285	1	357.80	0.00	357.80	0.00
					0.00	357.80	
Above paid on 02/01/2024 by Cheque DDR							
POZ01 Positive Energy 135115							
1026-Gas T/Farm Pav Credit	21/12/2023	13511520234716150	1	-1.05	0.00	-1.05	0.00
1028-Gas T/Farm Pav Credit	21/12/2023	13511520234716153	1	-8.18	0.00	-8.18	0.00
1015-T/Farm Pav Gas 27/9-30/9	22/12/2023	13511520234726201	1	1.05	0.00	1.05	0.00
1027-Gas T/Farm Pav Oct 23	22/12/2023	13511520234726202	1	8.18	0.00	8.18	0.00
1029-Gas T/Farm Pav Nov 23	22/12/2023	13511520234726203	1	7.92	0.00	7.92	0.00
					0.00	7.92	
Above paid on 02/01/2024 by Cheque DDR2							
BRI02 BT Payment Services Ltd							
946-BT fixed charges Dec 2023	20/12/2023	M023 XK	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 03/01/2024 by Cheque DDR1							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	1,727.00	0.00	191.89	1,535.11
					0.00	191.89	
Above paid on 03/01/2024 by Cheque S/O1							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	4,396.48	0.00	399.68	3,996.80
					0.00	399.68	
Above paid on 03/01/2024 by Cheque S/O2							
WAV04 Anglian Water							
Purchase Ledger Payment	03/01/2024	ON ACC 992	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 03/01/2024 by Cheque POA							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	03/01/2024	ON ACC 993	1	0.00	0.00	173.00	-173.00
					0.00	173.00	
							Above paid on 03/01/2024 by Cheque POA2
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	03/01/2024	ON ACC 994	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
							Above paid on 03/01/2024 by Cheque POA3
GRE05 Grenke Leasing Ltd							
<i>1008-P'copier lease Jan-Mar 24</i>	20/12/2023	000065866/2024	1	118.80	0.00	118.80	0.00
					0.00	118.80	
							Above paid on 04/01/2024 by Cheque DDR 1
BRI02 BT Payment Services Ltd							
<i>953-BT quarterly bundled chgs</i>	26/12/2023	Q037 HA	1	676.80	0.00	676.80	0.00
					0.00	676.80	
							Above paid on 09/01/2024 by Cheque DDR2
YU001 Yu Energy							
<i>960-Electricity Village Green</i>	02/01/2024	01436654	1	161.66	0.00	161.66	0.00
					0.00	161.66	
							Above paid on 09/01/2024 by Cheque DDR3
YU001 Yu Energy							
<i>962-Electricity T/Farm Pav</i>	02/01/2024	01436653	1	684.98	0.00	684.98	0.00
					0.00	684.98	
							Above paid on 09/01/2024 by Cheque DDR4
YU001 Yu Energy							
<i>961-Electricity HRTC</i>	02/01/2024	01436650	1	201.92	0.00	201.92	0.00
					0.00	201.92	
							Above paid on 09/01/2024 by Cheque DDR5

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
959-Electricity M/Crescent	02/01/2024	01436580	1	114.43	0.00	114.43	0.00
					0.00	114.43	
Above paid on 09/01/2024 by Cheque DDR6							
YU001 Yu Energy							
958-Electricity - Depot	02/01/2024	01436365	1	445.31	0.00	445.31	0.00
					0.00	445.31	
Above paid on 09/01/2024 by Cheque DDR7							
TAR001 Tarkett Sports							
917-Valuation 2 Tithe Farm	06/12/2023	1800022032	1	306,242.18	0.00	306,242.18	0.00
					0.00	306,242.18	
Above paid on 11/01/2024 by Cheque FP							
YU001 Yu Energy							
963-Electricity - Depot	04/01/2024	01475419	1	15.07	0.00	15.07	0.00
					0.00	15.07	
Above paid on 11/01/2024 by Cheque DDR1							
YU001 Yu Energy							
964-Electricity Orchard Cl Pav	04/01/2024	01475415	1	30.81	0.00	30.81	0.00
					0.00	30.81	
Above paid on 11/01/2024 by Cheque DDR2							
YU001 Yu Energy							
966-Electricity P/side Pav	04/01/2024	01475418	1	12.60	0.00	12.60	0.00
					0.00	12.60	
Above paid on 11/01/2024 by Cheque DDR3							
YU001 Yu Energy							
967-Electricity P/side Dve Rec	04/01/2024	01475242	1	39.60	0.00	39.60	0.00
					0.00	39.60	
Above paid on 11/01/2024 by Cheque DDR4							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACT001 ACT							
968-3 x regatta navy fleece	15/12/2023	INV-6373	1	100.80	0.00	100.80	0.00
					0.00	100.80	
Above paid on 12/01/2024 by Cheque FP2							
BED07 Police & Crime Commissioner for Beds							
1044-OP Hana Oct 2023	28/12/2023	B0004066	1	3,901.65	0.00	3,901.65	0.00
					0.00	3,901.65	
Above paid on 12/01/2024 by Cheque FP3							
CEN04 Central Bedfordshire Council							
982-Westbury Close 22-23	25/12/2023	7100017283	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 12/01/2024 by Cheque FP5							
CLO02 Cloudy Group							
984-App Hosting Package	01/01/2024	INV-6067	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 12/01/2024 by Cheque FP6							
DCE01 DC Electrical Services							
1003-Electrical HRTC /T Farm	06/11/2023	638	1	3,386.02	0.00	3,386.02	0.00
					0.00	3,386.02	
Above paid on 12/01/2024 by Cheque FP7							
DES01 D E Signs							
970-logo for jet wash	20/12/2023	19515	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 12/01/2024 by Cheque FP8							
DUN04 Dunstable Town Council							
996-Licence Dunstable Mkt 9/12	30/11/2023	GEN15632	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 12/01/2024 by Cheque FP10							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FIV01	5 Star Loos Ltd						
981-Toilets at Carnival 8/7/23	29/12/2023	23/1220	1	888.00	0.00	888.00	0.00
980-Toilets Skate Jam 24/7/23	29/12/2023	23/1221	1	306.00	0.00	306.00	0.00
979-Toilets at O/Air cinema	29/12/2023	23/1222	1	306.00	0.00	306.00	0.00
978-Toilets at Houghton Rocks	29/12/2023	23/1223	1	888.00	0.00	888.00	0.00
976-Toilets Skate Jam 27/10/23	29/12/2023	23/1224	1	174.00	0.00	174.00	0.00
977-Toilets at Fireworks event	29/12/2023	23/1225	1	888.00	0.00	888.00	0.00
					0.00	3,450.00	
Above paid on 12/01/2024 by Cheque FP1							
GBI01	Geo Browns Implements Ltd						
972-mower blades	22/12/2023	163140	1	92.66	0.00	92.66	0.00
					0.00	92.66	
Above paid on 12/01/2024 by Cheque FP4							
HAR02	Harpenden Town Council						
1007-Wine Tastine Evening	10/01/2024	WINE TASTING	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/01/2024 by Cheque FP11							
HER01	Hertfordshire County Council						
986-Copier paper	31/12/2023	H122305726	1	155.40	0.00	155.40	0.00
					0.00	155.40	
Above paid on 12/01/2024 by Cheque FP12							
HMR001	HMRC						
990-PAYE and NI Dec 2023	31/12/2023	HMRC	1	13,076.78	0.00	13,076.78	0.00
					0.00	13,076.78	
Above paid on 12/01/2024 by Cheque FP1							
HRS01	HR Solutions						
975-HR Retainer/remote mtg	01/01/2024	INV-036846	1	420.30	0.00	420.30	0.00
					0.00	420.30	
Above paid on 12/01/2024 by Cheque FP13							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
IWN01 Independent Water Networks							
1000-Water charges Bidwell	09/11/2023	22860210	1	908.86	0.00	908.86	0.00
1001-Water Charges Bidwell	07/12/2023	23205220	1	135.80	0.00	135.80	0.00
1002-Water charges Bidwell	08/01/2024	23582684	1	139.40	0.00	139.40	0.00
					0.00	1,184.06	
Above paid on 12/01/2024 by Cheque FP14							
KEM001 Kempston Town Council							
983-Dep Mayor Charity Fun Quiz	03/01/2024	CHARITY FUN QUIZ	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/01/2024 by Cheque FP15							
LAN03 Latent Digital Solutions Ltd							
991-P'copier charges Dec 2023	05/01/2024	304974	1	124.64	0.00	124.64	0.00
					0.00	124.64	
Above paid on 12/01/2024 by Cheque FP16							
LOC01 Dunstable Lock & Safe Co							
969-12 abus padlocks	19/12/2023	35201	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 12/01/2024 by Cheque FP9							
MCS01 MCS Contract Cleaning Limited							
988-Toilet clean Dec 2023	29/12/2023	43014	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 12/01/2024 by Cheque FP17							
ORI001 Origin Amenity Solutions							
999-marking paint for football	05/01/2024	OAS10089741	1	336.78	0.00	336.78	0.00
					0.00	336.78	
Above paid on 12/01/2024 by Cheque FP18							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PCH01 PCH Associates Ltd							
995-T/Farm professional fees	18/12/2023	FAI-2248	1	41,169.71	0.00	30,000.00	11,169.71
					0.00	30,000.00	
Above paid on 12/01/2024 by Cheque FP19							
PHS01 PHS Group							
987-H/towels toilet tissue	04/01/2024	70298271	1	157.32	0.00	157.32	0.00
					0.00	157.32	
Above paid on 12/01/2024 by Cheque FP21							
PRO01 Proludic Ltd							
1006-playground equipment	19/12/2023	SIN008556	1	375.51	0.00	375.51	0.00
					0.00	375.51	
Above paid on 12/01/2024 by Cheque FP22							
SPA01 Spaldings Limited							
971-mower parts	19/12/2023	SI-2917213	1	43.63	0.00	43.63	0.00
997-mower parts	02/01/2024	SI-2917801	1	41.00	0.00	41.00	0.00
					0.00	84.63	
Above paid on 12/01/2024 by Cheque FP24							
TEA02 Teaching Talons (Animal Ambassadors) Ltd							
998-Deposit HR Carnival 2024	05/01/2024	6944	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 12/01/2024 by Cheque FP25							
TEC01 Techies Limited							
985-HPE Aruba Instant equip	29/12/2023	INV-4945	1	4,329.60	0.00	4,329.60	0.00
973-Fujitsu support pack	03/01/2024	INV-4987	1	373.20	0.00	373.20	0.00
					0.00	4,702.80	
Above paid on 12/01/2024 by Cheque FP26							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01	Right Fuelcard Company Ltd						
974-Fuel for vehicles Dec 23	31/12/2023	5517603	1	49.80	0.00	49.80	0.00
					0.00	49.80	
Above paid on 12/01/2024 by Cheque FP23							
PCH01	PCH Associates Ltd						
995-T/Farm professional fees	18/12/2023	FAI-2248	1	11,169.71	0.00	11,169.71	0.00
					0.00	11,169.71	
Above paid on 15/01/2024 by Cheque FP20							
POZ01	Pozitive Energy 135115						
1090-Gas T/Farm Dec 23	09/01/2024	13511520244834994	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 16/01/2024 by Cheque DDR1							
POZ02	Pozitive Energy 135118						
1023-P/side Dve Gas Dec 23	09/01/2024	13511820244834991	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 16/01/2024 by Cheque DDR2							
POZ03	Pozitive Energy 135116						
1013-Gas Charges Depot	09/01/2024	13511620244834993	1	11.57	0.00	11.57	0.00
					0.00	11.57	
Above paid on 16/01/2024 by Cheque DDR3							
POZ04	Pozitive Energy 135119						
1024-Moore Cresc Gas Dec 23	09/01/2024	13511920244834990	1	174.77	0.00	174.77	0.00
					0.00	174.77	
Above paid on 16/01/2024 by Cheque DDR4							
POZ05	Pozitive Energy 135117						
1022-Office Gas December 2023	09/01/2024	13511720244834992	1	8.50	0.00	8.50	0.00
					0.00	8.50	
Above paid on 16/01/2024 by Cheque DDR5							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	354,763.42	0.00	35,000.00	319,763.42
					0.00	35,000.00	
Above paid on 17/01/2024 by Cheque FP1							
CEN04 Central Bedfordshire Council							
Rates 23/24 - HRTC office	19/10/2023	301214 2	1	3,733.00	0.00	3,733.00	0.00
715-Cancel Rates 23/24 - HRTC	19/10/2023	301214 2A	1	-3,733.00	0.00	-3,733.00	0.00
689-Rates 23/24 - HR Cemetery	19/10/2023	301693 0	1	531.00	0.00	531.00	0.00
714-Cancel Rates 23/24 Cemetery	19/10/2023	301693 0A	1	-531.00	0.00	-531.00	0.00
687-Rates 23/24 - Village Pav	19/10/2023	308021 3	1	1,272.00	0.00	1,272.00	0.00
712-Cancel Rates 23/24 - VPav	19/10/2023	308021 3A	1	-1,272.00	0.00	-1,272.00	0.00
688-Rates 23/24 - Moore Cresc	19/10/2023	316049 2	1	2,096.00	0.00	2,096.00	0.00
713-Cancel Rates 23/24 - MCres	19/10/2023	316049 2A	1	-2,096.00	0.00	-2,096.00	0.00
686-Rates 23/24 - Depot	19/10/2023	3301648 8	1	5,021.00	0.00	5,021.00	0.00
711-Cancel Rates 23/24 Depot	19/10/2023	3301648 8A	1	-5,021.00	0.00	-5,021.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	319,763.42	0.00	35,000.00	284,763.42
					0.00	35,000.00	
Above paid on 18/01/2024 by Cheque FP2							
CAS09 Castle Water - 2597769							
1012-Water Chgs HR Cemetery	05/01/2024	10001106648	1	23.53	0.00	23.53	0.00
					0.00	23.53	
Above paid on 19/01/2024 by Cheque DDR2							
CAS10 Castle Water - 2597749							
1011-Water Chgs P/side Drive	05/01/2024	10001100830	1	22.14	0.00	22.14	0.00
					0.00	22.14	
Above paid on 19/01/2024 by Cheque DDR1							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	284,763.42	0.00	35,000.00	249,763.42
					0.00	35,000.00	
Above paid on 19/01/2024 by Cheque FP3							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	249,763.42	0.00	35,000.00	214,763.42
					0.00	35,000.00	
Above paid on 22/01/2024 by Cheque FP4							
YGP01 Yorkshire Gas and Power							
1057-Electricity Bidwell West	11/01/2024	705993	1	1,369.61	0.00	1,369.61	0.00
					0.00	1,369.61	
Above paid on 22/01/2024 by Cheque DDR1							
CAS02 Castle Water							
1009-Water charges T/Farm Pav	03/01/2024	TE00567076	1	10.05	0.00	10.05	0.00
					0.00	10.05	
Above paid on 23/01/2024 by Cheque DDR2							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	214,763.42	0.00	35,000.00	179,763.42
					0.00	35,000.00	
Above paid on 23/01/2024 by Cheque FP5							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	179,763.42	0.00	35,000.00	144,763.42
					0.00	35,000.00	
Above paid on 24/01/2024 by Cheque FP6							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	144,763.42	0.00	35,000.00	109,763.42
					0.00	35,000.00	
Above paid on 25/01/2024 by Cheque FP7							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMF01 AMF Services (Bedford) Ltd							
1042-Jensen chipper repairs	16/01/2024	30100	1	977.48	0.00	977.48	0.00
					0.00	977.48	
Above paid on 26/01/2024 by Cheque FP5							
BATPC BATPC							
1045-E Cooper Finance for Cllr	18/01/2024	E COOPER TRG	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 26/01/2024 by Cheque FP6							
BOA01 B R Boatwright							
1054-Green waste removal	30/12/2023	1548	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 26/01/2024 by Cheque FP11							
CRO01 Cromwell Group (Holdings) Ltd							
1048-Black bags	15/01/2024	0016347805	1	429.48	0.00	429.48	0.00
					0.00	429.48	
Above paid on 26/01/2024 by Cheque FP8							
DUN04 Dunstable Town Council							
1056-Donation Charity Fun Run	24/01/2024	CHARITY FUN RUN	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 26/01/2024 by Cheque FP13							
GRE06 Greenbridge Designs Ltd							
1052-Inscr. Dickins/Goodhall	22/01/2024	INV-0989	1	319.20	0.00	319.20	0.00
					0.00	319.20	
Above paid on 26/01/2024 by Cheque FP9							
KEN01 Kensworth Sawmills Ltd							
1063-New fence for Village Gn	22/01/2024	43235	1	501.12	0.00	501.12	0.00
					0.00	501.12	
Above paid on 26/01/2024 by Cheque FP14							

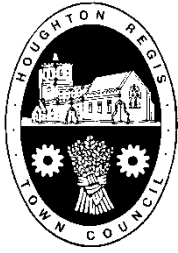
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LUT01 Luton Borough Council							
1055-Mayor Luton CharityDinner	24/01/2024	MAYOR CHARITY DINNER	1	28.00	0.00	28.00	0.00
					0.00	28.00	
Above paid on 26/01/2024 by Cheque FP12							
PRB01 Pete Rowe Building Services							
1032-imm elements/elec heater	11/01/2024	091	1	2,256.00	0.00	2,256.00	0.00
					0.00	2,256.00	
Above paid on 26/01/2024 by Cheque FP1							
PRE04 Prestige Design & Workwear Ltd							
1052-work trousers	19/01/2024	121696	1	86.40	0.00	86.40	0.00
					0.00	86.40	
Above paid on 26/01/2024 by Cheque FP10							
RBS01 Rialtas Business Solutions Ltd							
1035-Rialtas Cloud s'ware/supp	12/01/2024	31251	1	401.58	0.00	401.58	0.00
					0.00	401.58	
Above paid on 26/01/2024 by Cheque FP2							
SAF04 The Safer Luton Partnership							
1047-First Aid at 2024 events	12/01/2024	SLP/HRTC/7126	1	340.00	0.00	340.00	0.00
1038-First Aid 10-11/11/24	12/01/2024	SLP/HRTC/7127	1	30.00	0.00	30.00	0.00
1039-First Aid Easter Hunt	12/01/2024	SLP/HRTC/7128	1	35.00	0.00	35.00	0.00
1040-F Aid Civic & Carol Svcs	15/01/2024	SLP/HRTC/8344	1	40.00	0.00	40.00	0.00
					0.00	445.00	
Above paid on 26/01/2024 by Cheque FP4							
SCR02 Trade UK Account							
1036-Forestry helmet	12/01/2024	1453610812	1	34.99	0.00	34.99	0.00
1043-Spring assortment	15/01/2024	1454288329	1	10.99	0.00	10.99	0.00
1044-Oregon chainsaw oil	16/01/2024	1454741503	1	29.99	0.00	29.99	0.00
1051-Post mix	22/01/2024	1456653695	1	37.85	0.00	37.85	0.00
					0.00	113.82	
Above paid on 26/01/2024 by Cheque FP3							

Continued over page

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THR03 Three Star (Luton) Ltd							
1046-Coach to Waterways	09/01/2024	34663	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 26/01/2024 by Cheque FP7							
DUN02 Biffa Waste Services Ltd							
955-rental for trade waste	29/12/2023	614C39917	1	76.02	0.00	76.02	0.00
956-trade waste Dec 2023	29/12/2023	614C39918	1	2,463.78	0.00	2,463.78	0.00
					0.00	2,539.80	
Above paid on 28/01/2024 by Cheque DDR1							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	109,763.42	0.00	35,000.00	74,763.42
					0.00	35,000.00	
Above paid on 29/01/2024 by Cheque FP8							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	74,763.42	0.00	35,000.00	39,763.42
					0.00	35,000.00	
Above paid on 30/01/2024 by Cheque FP9							
PAYROLL Payroll Options							
957-Payroll fees Dec 2023	31/12/2023	148624	1	174.54	0.00	174.54	0.00
					0.00	174.54	
Above paid on 31/01/2024 by Cheque DDR2							
TB001 T&B Contractors Ltd							
1031-T/Farm Valuation 9	12/01/2024	34623	1	39,763.42	0.00	39,763.42	0.00
					0.00	39,763.42	
Above paid on 31/01/2024 by Cheque FP10							
Total Purchase Ledger Payments for Month 10					0.00	755,546.87	



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	4th March 2024
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

This report is provided for information purposes.

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 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. CURRENT INVESTMENTS

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 however, 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 – 31st December 2023.

Gross dividend yield rate as at:

31st December 2023 – 4.94%

30th September 2023 – 4.66%

30th June 2023 – 4.4%

31st March 2023 – 4.26%

Total fund size at:

31st December 2023 – £1,143m

31st October 2023 - £1,155m

30th June 2023 – £1,200m

31st March 2023 - £1,203m

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 – 30th November 2023

The declared yield rate as at:

30th November 2023 – 5.30%

31st July 2023 – 4.94%

31st March 2023 – 4.4254%

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. HRTC CORPORATE PLAN

Aspirations Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

7. 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.
- Reputation should monies be lost from poor investment decisions.

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.

8. APPENDICES

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

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

Appendix C - Chronological Report

The Local Authorities' Property Fund

Fund fact sheet – 31 December 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 and values-based screening policies, which you can read in the policies and reports section on our 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.

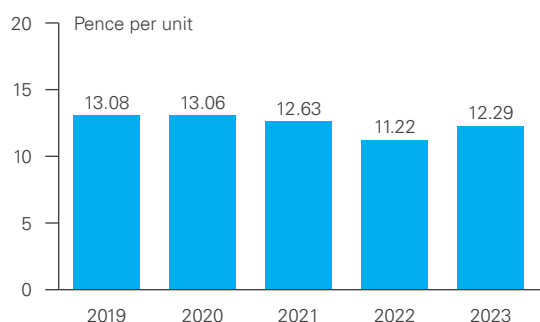
Income

Gross dividend yield (see note 1) 4.94%

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 13.77 pence per unit.

12 month distributions to 31st March:



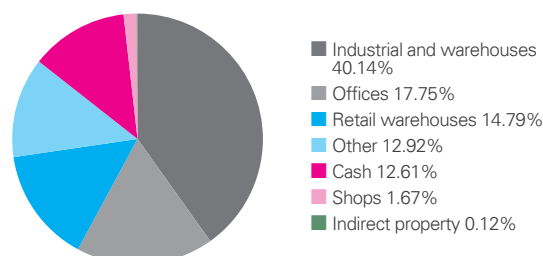
Fund update

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 are still 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 and property valuations lost further ground over the period 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 -0.7% compared with a return on the comparator benchmark of -1.5%. Over the past 12 months the Fund returned -0.5% compared to the comparator benchmark return of -2.0%.

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 office properties, in Bracknell and in Elstree, were sold during the period. Other activity in the latest quarter included a lease renewal on one of the Fund's largest sources of income, an industrial property in Bolton, at a substantially higher rent than previously.

Valuations are likely to remain under pressure until bond yields fall significantly – this will restore some of the yield premium necessary to attract larger volumes of investors back to the property market. For the time being income will 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 31 December 23



Total return performance by year

12 months to 31 December	2019	2020	2021	2022	2023
The Local Authorities' Property Fund	+2.27%	-0.55%	+19.12%	-7.70%	-0.45%
Comparator benchmark	+1.78%	-1.04%	+18.03%	-8.72%	-2.04%

Annualised total return performance

Performance to 31 December 2023	1 year	3 years	5 years
The Local Authorities' Property Fund	-0.45%	+3.06%	+2.17%
Comparator benchmark	-2.04%	+1.82%	+1.23%

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 31 December 23 – Total 36.35%

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

Key facts

Manager	CCLA Fund Managers Limited
Investment Manager	CCLA Investment Management Limited
Fund size	£1,143m
Number of holdings	67

Offer (buying) price	297.71 pence
Net asset value	278.88 pence
Bid (selling) price	274.56 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	Last business day of January, April, July, and October
Annual management charge (taken from income)	0.65%
Fund management fee (FMF)	0.73% (see note 3)
PRIPs other ongoing costs	0.73% (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. 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 terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

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) who 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 – 30 November 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. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

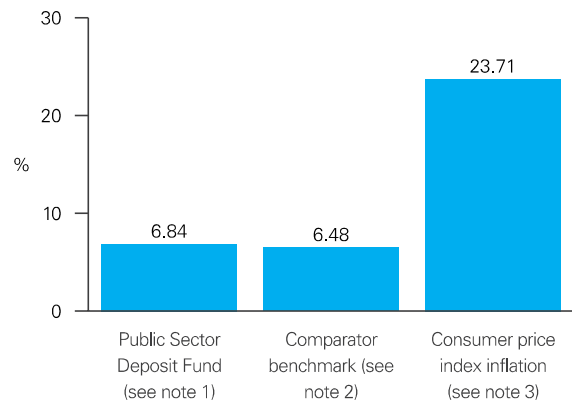
Top 10 counterparty exposures (%)

9.78%	Landesbank Baden-Wuerttemberg
9.78%	National Bank of Canada
9.78%	Yorkshire Building Society
9.29%	HM Treasury
7.34%	DBS Bank Limited
4.30%	BNP Paribas
3.91%	ABN Amro Bank N.V.
3.91%	Lloyds Bank Corporate Markets plc
3.91%	Mizuho Bank
3.91%	Nordea Bank AB

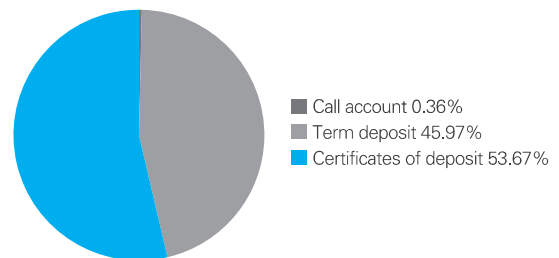
Share class 4 yield as at 30 November 2023

5.30%

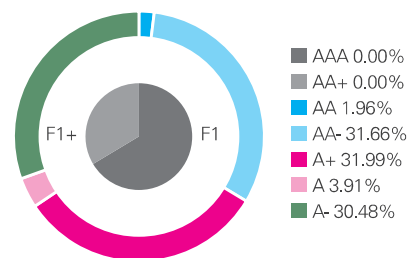
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

30.46%	UK
14.67%	Canada
11.25%	Germany
11.25%	Singapore
9.78%	Japan
6.55%	France
4.01%	Netherlands
3.91%	Finland
1.96%	Belgium
1.96%	Sweden

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	5.26%
Yield at the month-end shown	5.30%

Total return performance by year

12 months to 30 November	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.36%	+0.03%	+1.06%	+4.51%
Comparator benchmark	+0.58%	+0.10%	+0.04%	+1.14%	+4.54%
Relative (difference)	+0.17%	+0.26%	-0.01%	-0.08%	-0.03%

Annualised total return performance

Performance to 30 November	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.51%	+1.85%	+1.33%
Comparator benchmark	+4.54%	+1.89%	+1.26%
Relative (difference)	-0.03%	-0.04%	+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

The UK economy has so far avoided the recession which many observers have been predicting, but is still struggling to gain any momentum. Official data providing the first estimate of activity levels in the third quarter of 2023 indicated that the economy had flatlined over that period. Modest growth in manufacturing and construction was offset by declining levels of household spending, government consumption and business investment. Meanwhile in the UK annual headline CPI growth fell sharply to 4.6% in October, from 6.7% in September. The single biggest contributor to the decline was a reduction in household energy prices compared with a year ago. Core inflation fell less dramatically, coming down from 6.1% to 5.7% year-on-year. In the UK, the Bank of England (BoE) held rates at 5.25% and Governor Andrew Bailey echoed the view that even though headline inflation would likely continue to fall, underlying price pressures and a tight labour market meant that policy would probably need to remain restrictive for an extended period of time.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,022m
Fitch money-market fund rating	AAAmf
Weighted average maturity	49.76 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 frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

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

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

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Risk warning and disclosures

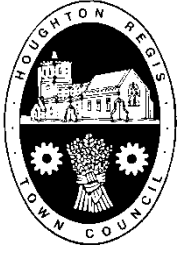
This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure 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) who 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	
30/11/23	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	£607,416.00	284.50 pence	
30.12.23	£600,000	213,503	£595,417.16	278.88 pence	



CORPORATE SERVICES COMMITTEE

Agenda Item 10

Date:	4th March 2024
Title:	Investment Review Report
Purpose of the Report:	To provide to members with a report on the outcomes of research undertaken on potential new investments.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1. To give notice to the CCLA Property Fund that the council wants to withdraw its funds.**
- 2. To subsequently invest these funds in the CCLA Deposit account as it is a AAA rated investment.**
- 3. To confirm that the Council has an investment risk appetite comparable to at least a AA-rating or higher.**
- 4. To use the Property fund 6-month notice period to investigate government gilts and investment opportunities at local banks and building societies further and report back to Corporate Services in due course.**

2. BACKGROUND

At the Corporate Services meeting held on the 30th May 2023, members were informed of advice received from the Town Councils Internal Auditor, in regard to the investment of funds and in particular were asked to consider in more detail the following:

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

This advice was received following the outcome of a recent internal audit.

At this meeting it was agreed (minute number 12459) to nominate Councillor Jones and Councillor 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.

At the Corporate Services meeting held on the 4th December 2023, Councillor Jones and Councillor Herber advised members that they had met with Arlingclose, an investment advice company, and also had had discussions with the CCLA and the internal auditor. It was felt there was a lot of information to process and, therefore, the intention was to bring a report to the next Corporate Services meeting on 4th March 2024.

In addition to this, members did consider a recommendation to use the services of a financial advisor from 1st April 2024 subject to budget provision. However on balance it was felt this recommendation could not be supported on the basis that:

- it was unlikely that the return on investments would be sufficient to make the charges incurred by professional financial advice viable. However members are reminded that the IA was commenting more on the benefits of establishing a spread of investments across different institutions, for financial security, rather than seeking an improved return on investments.

Therefore, an amended recommendation was proposed and agreed as followed:
To maintain budget provision, as it currently stood, in respect of investments.

Two adjoining town councils have been approached to seek what arrangements are in place for their investments. One invests in the CCLA Deposit Fund, the other invests in Nationwide.

3. ISSUES FOR CONSIDERATION

Level of Risk

It is important for the council to determine the level of risk it is prepared to take when it comes to financial investments.

Investments are given a rating depending on the level of risk, they are assessed against:

1. Security of capital – if you put a £1 in you get £1 back
2. Liquidity – how quickly you can access your funds
3. Yield

Members are referred to the attached info-graphic at Appendix A.

As funds the council holds come from the public purse, it is suggested that the council's investments should only be with AA- rated investment opportunities or higher, as shown in the info-graphic at Appendix A. These are the lowest risk investments possible. It is a commonly held understanding that the lower the risk the lower the return.

Sourcing Investment Opportunities

The following options are available:

1. Continue to invest as existing
2. Utilise the services of a financial advisor
3. Internal / in-house sourcing of investment opportunities

Continue to invest as existing - CCLA

CCLA is a sustainable organisation in terms of environmental sustainability and social sustainability (will not invest in organisations in oppressive regimes and governance). The council's current accounts with the CCLA include:

- **Deposit account**

This account allows for daily access and was launched in 2011. Houghton Regis Town Council has £619,500 invested, as of 16th February 2024.

This account has a AAA rating (due to the way the CCLA manages the fund).

The deposit account offers good security, high liquidity, is AAA rated and therefore considered very low risk. The declared yield rate as of 31st January 2024 was 5.27%

- **Property Fund – Long Term investment**

This fund aims to provide a high level of income and capital growth over the long-term (defined as 5 years). Houghton Regis Town Council have an investment in the Property Fund of £600,000.

Members are reminded that should a decision be made to withdraw from this fund, there is a 6-month notice period. Therefore, no assurance can be given as to what the fund would be worth at the time of withdrawal.

The CCLA have classified this product in terms of risk as 3 out of 7, which is a medium-low risk class. This rates the potential losses from future performance at a medium-low level, and poor market conditions are unlikely to impact the capacity of the manager to pay you. This classification is not guaranteed. It may change over time and may not be a reliable indication of the future risk profile of the fund. [Key Information Document \(ccla.co.uk\)](https://www.ccla.co.uk)

Members are advised that the ratings such as AAA/AA etc. are given to shorter term investment funds and high street banks. Longer term investments such as the property fund do not get given an equivalent rating.

Independent Financial Services provider

The provider contacted holds a portfolio of clients including many principal authorities and a couple / few town and parish councils. They provide investment advice on a regular basis making recommendations on investment opportunities. Their advice is tailored according to the risk appetite of the council. It is for the council to action their recommendations if desired.

Using the services of a financial advisor would meet the Internal Auditors recommendation of increasing the spread of investment. However the financial advice comes at a cost (Approx £12-15,000 per annum, not budgeted for in 2024/25). It is felt unlikely that the council would increase its investment return sufficiently to cover this increase in cost and the cost would therefore be an additional burden on the budget. Using their services would require agreement from the council to use reserves in 2024/25. Of note, this provider may recommend part investing with the CCLA.

Internal / in-house sourcing of investment opportunities

It is highlighted to members that none of the council staff team hold qualifications in treasury management, in addition there is also only very limited work-based experience of treasury management.

To support this report the following investment options have been explored at a preliminary level:

Gilts

Gilts are debt securities issued by the government in order to finance public spending. They provide regular interest payments to investors, along with repayment of the original investment amount (principal) on a specified future date (maturity).

Key points about the gilt market:

- Gilts are considered very low risk investments due to being backed by the government. As a result, they offer lower returns compared to corporate bonds and equities. However, they provide relative stability and security for risk-averse investors.
- There is a wide range of gilts available with varying maturities (e.g. short-term, medium-term, long-term) so investors can match their investment to their specific requirements and risk tolerance. Longer maturity gilts typically provide higher returns.
- The gilt market is large, liquid and transparent with buying/selling activity from a range of participants including pension funds, asset managers, banks and building societies. This makes them easy to trade even in volatile markets

Of note, gilts cannot be purchased direct, they have to be purchased through a bank or stockbroker. Gilts are a longer-term investment and therefore do not really fit the accessibility part of the IA comments. There may also be purchase costs to be borne in the purchase of gilts.

More information can be found here [Gilt Market \(dmo.gov.uk\)](https://www.dmo.gov.uk/gilt-market)

From the research undertaken thus far, a risk rating has not been identified.

Conclusion:

Gilts can be a suitable option for a council looking for low risk income or fixed interest investments. Key advantages are low risk and wide choice; key disadvantage is lower returns than corporate bonds or equities. Factors like investment goals and risk appetite need to be considered when investing in gilts.

NatWest

The Town Council already holds a Reserve Account and a Liquidity Account however NatWest also offer a Treasury Reserve Account, More information via the following: [Treasury Reserve | NatWest business banking](#)

Members will also find a fact sheet attached to this report at Appendix B.

In addition to NatWest, members may wish for further research into other high street banks/building societies to obtain information on their products.

Members are advised there is a national Financial Services Compensation Scheme which provides compensation should a bank or investment company fail. An individual is covered up to an investment level of £85k. For councils, this compensation is only available if your income is under £500k per year. Therefore, Houghton Regis Town Council is not eligible to compensation under this scheme.

For reference, Members will also find attached (Appendix C) the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy.

7. HRTC CORPORATE PLAN

Aspirations Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

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.
- Reputation should not be lost from poor investment decisions.

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

Members have considered the Internal Auditors advice in regard to current investment risk i.e. the Town Councils investment in the CCLA's Property Fund.

Councillor Jones and Councillor Herber along with the Town Clerk and the Head of Corporate Services have sought to provide as much advice as possible. Members are reminded that neither these members, nor the officers involved, have any treasury management experience and therefore the advice given, via this report, comes purely from an information gathering exercise.

The following points are provided in summary:

- 1) CCLA Property Fund – withdrawal of funds or partial funds (bearing in mind the 6-month notice period) – invest elsewhere subject to each individual investment criteria – this diversifies the risk but may bring lower returns.
- 2) CCLA Deposit Fund – remains as is – although level of fund could increase (see point 1) – no notice period, instant access.
- 3) Gilts – Low risk, low return. Cannot be purchased direct.
- 4) NatWest – More than one account can be opened. £100k minimum deposit for an investment period from 28days to 365days – interest rate only known when intending to invest – no certainty the product would be available at time of investment.
- 5) High Street Banks/Building Societies – no research has been undertaken as officers are unsure whether members have an appetite for this.

Members might like to consider the following when discussing the next steps:

Is the Town Council concerned that the Town Councils investment with CCLA Property fund may reduce in value?

Does the Town Council feel that it is likely that the CCLA Property Fund may reduce in value?

Is the Town Council looking to improve its interest receipts?

Is the Town Council looking to diversify where its money is held?

Is the Town Council confident there is appropriate in-house knowledge and expertise to manage this, considering the comment in the second paragraph?

10. APPENDICES

Appendix A – Risk Rating Info Graphic

Appendix B – NatWest Treasury Reserve Information Sheet

Appendix C – Houghton Regis Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy

Rating	Default rates (5 years)	Classification	Risk Level
AAA	0.17	High Grade	Negligible
AA+	0.31		
AA	0.44		
AA-	0.55		
A+	0.76	Investment Grade	Very low
A	0.81		
A-	1.47		
BBB+	2.08		Low
BBB	3.19		
BBB-	4.37	Near Prime	Low to Moderate
BB+	7.13		
BB	7.49		
BB-	10.52	Sub Prime	Moderate
B+	16.34		
B	22.21		High
B-	24.16		
CCC+	28.16	Credit watch	Very High
CCC	29.90		
CCC-	39.16		
CC	52.87	Distressed	Extremely High
C	55.00		
D	100.00		

Treasury Reserve

Term deposit with a fixed rate of interest

Treasury Reserve gives you the advantage of being able to accurately forecast returns and improve cashflow, due to the fixed interest rate over an agreed period

Your needs

You have excess funds available which you may be willing to place on deposit for an agreed period of time.

Our solution

Treasury Reserve deposits can be placed for any period between overnight and five years for sterling balances depending on the size of the deposit. Currency balances can be deposited up to a maximum of 12 months. The interest rate is fixed for the duration of the term.

Benefits

- Fixed rates may protect against base rate variations
- Simple deal booking process - deposits can be arranged over the phone
- Gives you flexibility as fixtures can be from overnight to any business day, up to a maximum of 12 months (five years for GBP)
- Potentially attracts higher returns than instant access products

Considerations

- Available in sterling and other major currencies to customers who maintain a NatWest Instant access account for settlement purposes
- You are unable to withdraw funds during the agreed term. Early terminations may be permitted under exceptional circumstances which may result in a fee and a reduction in interest
- Minimum balances apply
- Interest is calculated daily and paid at maturity (annually if the term is greater than 12 months)

Is Treasury Reserve right for you?

You might consider Treasury Reserve if you:



Have surplus cash available for deposit



Want to optimise interest rate by depositing for an agreed period



Want a simple deal booking process

How it works

Determine amount of deposit and period of investment with our Deposit Dealing Desk



Receive interest rate quote



Agree rate and period, and place deposit



Receive confirmation of deposit from us



NatWest

Working with you

Please contact your Relationship Manager who will make the necessary arrangements for you to begin placing deposits with us.

Product Specifications

- **Interest Rate: Quoted at the time of deposit and based on the deposit period. Interest is calculated daily and paid at maturity, or annually on longer term deposits**
- **GBP Investment periods: 7 days to 5 years**
- **USD Investment periods: 7 – 365 days**

Your Challenges	Our Solution
<ul style="list-style-type: none">• You have surplus cash available for deposit that you do not need immediately	<ul style="list-style-type: none">• Treasury Reserve allows you to invest for periods from one day up to five years for sterling deposits and up to 12 months for currency deposits
<ul style="list-style-type: none">• You want to optimise your interest return	<ul style="list-style-type: none">• Interest rates are based on the term of the deposit
<ul style="list-style-type: none">• You want a simple deal booking process	<ul style="list-style-type: none">• Deposits can be made by phone and you will receive a letter confirmation of the details from us. Deposits can be automatically repaid to your account at the end of the deposit period

Additional Information	Explanation
<ul style="list-style-type: none">• Sterling - minimum balance requirements	<ul style="list-style-type: none">• 1 – 6 days: minimum £500,000• 7 – 27 days: minimum £250,000• 28 – 365 days: minimum £100,000
<ul style="list-style-type: none">• Currency - minimum balance requirements	<ul style="list-style-type: none">• 1 – 6 days: minimum £500,000 (currency equivalent)• 7 – 27 days: minimum £250,000 (currency equivalent)• 28 – 365 days: minimum £100,000 (currency equivalent)

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HOUGHTON REGIS TOWN COUNCIL

Banking Arrangements, Investment Strategy & Investment Arrangements

Date of Approval:	22 nd March 2004
Dates of Review:	3 rd December 2012; 20 th July 2015; 30 th May 2017; 23 rd September 2019; 14 th September 2020; 21 st September 2021; 4 th October 2022
Re-Approval:	15 th February 2013; 6 th June 2016; 8 th October 2018; 9 th December 2019; 14 th December 2020; 13 th December 2021; 19 th December 2022

Contents

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

1. Banking Arrangements

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

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months, or as soon as practicable hereafter:

2. Investment Strategy

2.1 Introduction:

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

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

2.2 Objectives:

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

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

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

2.3 Policy:

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

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

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

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

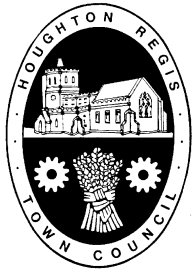
The Department for Levelling Up, Housing & Communities maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

3. Investment Arrangements

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

4. Review

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



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2023 - 2024

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Hire of the Small Meeting Room £5 per hour

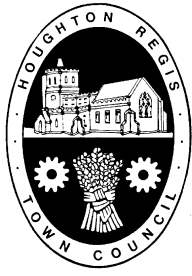
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	A4		A3	
	Black & White	Colour	Black & White	Colour
Councillors	2p	5p	4p	10p
Members of the Public	13p	16p	15p	21p

* VAT will be charged at standard variable rate

Notes:

- Free use of a Council room is permitted where there is no operational cost incurred or income lost for the following:
 - Any meeting at which an Officer of the Town Council is present;
 - Any Residents meeting organised and attended by Town Councillors;
 - Town Council political group meetings where that political group is elected to the council and where topics for discussion relate to town council business
- Free use of a Council room can be applied for by local voluntary or charitable organisations which will be determined by the Town Clerk
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor JW Carroll**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2024 - 2025

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Photocopying*

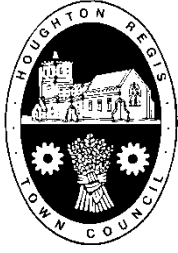
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- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.

In accordance with Financial Regulations 9.8, attached are copies of the VAT Returns for quarters 1,2 and 3 of the financial year 2023-2024												
Quarter 1, April - June 2023 was submitted on 15/08/23 and the reimbursement from HMRC was received on 23/08/23												
Quarter 2, July - September 2023 was submitted to HMRC on 17/10/23 and the reimbursement from HMRC was received on 24/10/23												
Quarter 3, October - December 2023 was submitted to HMRC on 12/01/24 and the reimbursement from HMRC was received on 26/01/24												
Below is a comparable list of the VAT Returns for the same three Quarters of the financial year 2022-2023												
Financial Year	2023-2024	2022-2023	Significant details									
Quarter 1	£81,795.76	£14,594.22	The reason behind the considerable increase of VAT submission/reimbursement from HMRC is the accounting for the new Tithe Farm Recreation Ground and Pavilion.									
Quarter 2	£100,497.49	£33,591.08	Each contractor invoice attracts a large amount of VAT, which can be reclaimed .									
Quarter 3	£215,733.20	£19,698.65										



Date: 3rd March 2024

Title: Photocopier Contract

Purpose of the Report: To detail competitive quotes for a replacement photocopier.

Contact Officer: Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To enter into a contract with Company A for the supply, installation and maintenance of a Ricoh copier at a quarterly lease of £108.63 with copying charges of mono copies at 0.003p per copy and colour copies at 0.03p per copy, for a period of 5 years.

2. BACKGROUND

The council's current photocopier lease is due to expire on the 30th June 2024. This lease agreement was for a period of 5 years.

Once the lease has expired, the photocopier is then returned to the supplier or in this case, the lease company.

The lease and copying charges for the current copier are:

Quarterly rent £99
Mono copies at 0.0035ppc
Colour copies at 0.0350ppc
Approx. copy/print output of 30 pages per minute

3. ISSUES FOR CONSIDERATION

The Town Council could continue using the current photocopier as the lease company have confirmed that whilst the primary period on the contract expires on 30th June 2024, the Town Council would be able to continue with the current lease and equipment after this period at the same rate as payable now. The contract would continue in this way, until the lease company was provided with a 3-month written notice to terminate.

However, the current copier is old and parts are now becoming obsolete. The lack of the provision of parts is likely to worsen as time moves on.

Therefore, quotations have been sought from three copier suppliers, one being the Town Councils current supplier.

4. OPTIONS FOR CONSIDERATION

Company A		1000 copies
Machine	Refurbished	
Lease per quarter	£108.63	
Lease length	5 years	
Maintenance contract	Cost included in the print costs	
Price per copy – Mono	0.003p	£3
Price per copy - Colour	0.03p	£30
Response time	4 hours	
Toners – free	£4.99 delivery charge	
Company B		
Machine	Refurbished	
Lease per quarter	£149	
Lease length	5 years	
Maintenance contract	Cost included in the print costs	
Price per copy – Mono	0.0025p	£2.50
Price per copy - Colour	0.025p	£25
Response time	4 hours	
Toners	£6 delivery charge	
Company C		
Machine	Refurbished	
Lease per quarter	£114.51	
Lease length	5 years	
Maintenance contract	Cost included in the print costs	
Price per copy – Mono	0.0033p	£3.30
Price per copy - Colour	0.03p	£33
Response time	4 hours	
Toners	No delivery charge	

As can be seen, Company A offers the most value for money.

5. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- Required to enter into a contract.

Financial Implications

- Quotes sourced
- Suitable budget available - £1,600 for the financial year 2024/25. Budget heading 190-4027

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

Include this statement:

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.

Climate Change Implications

- Leasing a refurbished machine prolongs the life of a machine and saves it going to landfill.
- Newer machines have lower energy consumption

Press Contact

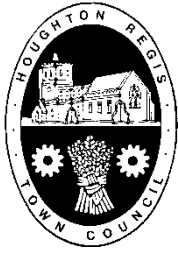
There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

Should the current machine breakdown it is increasing likely that replacement parts would not be available. Therefore, members are being requested to support the recommendation to replace the current refurbished leased copier, with a newer refurbished copier for a lease period of 5 years and for the supply and maintenance to be awarded to Company A.

8. APPENDICES

None



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	4th March 2024
Title:	DATA PROTECTION POLICY & DATA RETENTION POLICY
Purpose of the Report:	To provide members with information to enable the re-adoption of the Town Councils Data Protection Policy and the adoption of a new Data Retention Policy.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1) To recommend to Town Council the adoption of the Town Councils Data Protection Policy**
- 2) To recommend to Town Council the adoption of the Town Councils Data Retention Policy**

2. BACKGROUND

Members are advised there have been no changes to Data Protection legislation and therefore the Town Councils Data Protection Policy is fit for purpose. As attached as Appendix A.

However, Houghton Regis Town Council is obliged to maintain and retain documentation for a number of purposes, in relation to data, and in order for the Town Council to comply with these obligations a Data Retention Policy has been produced, as attached as Appendix B..

3. INFORMATION

Members will find listed under Annex A to the Data Retention Policy, the retention periods for which various types of records must be kept. These reflect statutory requirements, codes of practice and recommendations published by professional and other bodies.

Whilst the Data Retention Policy is applicable to those employed by the Town Council, Members are reminded that they too have an obligation not to share any personal information. Personal information is to be kept for only as long as is

necessary and for this information to be securely destroyed when no longer required.

4. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- The Data Retention Policy, once adopted, will be shared with staff members.

Legal Implications

- There are no legal implications rising from the recommendations, although there is an obligation placed on the Town Council to comply.

Financial Implications

- There are no financial implications arising from the recommendations.

Risk Implications

- Reputation following a report of the breach of personal data.

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' obligations in regard to protecting personal data.

7. APPENDICES

Appendix A: Data Protection Policy

Appendix B: Data Retention Policy

APPENDIX 'A'



HOUGHTON REGIS TOWN COUNCIL

Data Protection Policy

Date of Approval:	28 th September 2015
Date of Review:	25 th November 2019; 4 th March 2024
Date of Re-approval	20 th July 2020; TBC

Based on NALC Legal Topic Note 38, Data Protection November 2018

1.0 Scope

This policy must be complied with fully by all members, staff, agents, partners and contractors of Houghton Regis Town Council who collect, keep, process or deal with personal data for or on behalf of Houghton Regis Town Council.

Houghton Regis Town Council supports the objectives of the Data Protection Act 2018 (the DPA) and the GDPR (which also forms part of UK law) and intends to conform to the requirements of the Act at all times.

Houghton Regis Town Council needs to collect and use certain types of information about people with whom it deals in order to operate. This includes information relating to current, past and previous employees, suppliers, residents and others with whom it communicates.

Houghton Regis Town Council, as a data controller, pays a data protection fee to the Information Commissioner's Office (ICO) under the Data Protection (Charges and Information) Regulations 2018.

2.0 The Data Protection Act 2018 (DPA)

The DPA establishes a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to respect for the privacy of their personal

details. The Act stipulates that anyone processing personal data must comply with **Six Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:

1. Shall be processed fairly and lawfully and in a transparent manner in relation to the data subject;
2. Shall be obtained only for specified, explicit and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed;
6. Shall be processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Definition of the Act are

“Controller” means the natural or legal person which, alone or jointly with other, determines the purposes of and means of the processing of personal data;

“Data subject” means the identified or identifiable living individual to whom personal data relates;

Personal data is defined as any information relating to an identified or identifiable living individual;

Identifiable living individual mean a living individual who can be identified, directly or indirectly, in particular by reference to-

- (a) an identifier such as a name, an identification number, location data or an online identifier, or
- (b) one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identify of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Processing of genetic data and or biometric data
- Sexual life or sexual orientation;

3.0 Implementation of the DPA

Through appropriate management Houghton Regis Town Council will:

- Ensure that data is collected and used fairly and lawfully;
- Process personal data only in order to meet operational needs or fulfill legal requirements;
- Take steps to ensure that personal data is up to date and accurate;
- Establish appropriate retention periods for personal data;
- Ensure that data subjects' rights can be appropriately exercised;
- Provide adequate security measures to protect personal data;
- Ensure that a nominated officer (Town Clerk) is responsible for data protection compliance and provides a point of contact for all data protection issues;
- Expect all of its employees and councillors to comply fully with this policy and the principles of the DPA. Deliberate breaches of this policy will be considered as gross misconduct. Individuals, as well as the Town Council, can be prosecuted for breaches of the Data Protection Act;
- Provide adequate training for all staff responsible for personal data;
- Ensure that everyone handling personal data knows where to find further guidance;
- Ensure that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly;
- Regularly review data protection procedures and guidelines within the organisation

4.0 Processing Personal Data

Personal data must be processed fairly and lawfully in accordance with the provisions of the DPA.

Personal data may only be processed for notified purposes as stated with the DPA.

Anyone with responsibility for holding or collecting data must ensure that data kept and processed about any data subject is accurate and up to date. All due skill and care must be taken. Data must not be excessive to need, and superfluous data must be destroyed or removed from the system.

Houghton Regis Town Council is responsible for ensuring compliance with this policy and nominates the Town Clerk to ensure compliance with the Act and ensure that members of staff are aware of the provisions of the Act. In this role, The Town Clerk will be known as the Data Protection Act Representative. The nomination of such a person shall not release other members of staff from compliance with this Act and this policy.

Any processing of sensitive data must comply with the special and more stringent rules set out in the DPA.

5.0 Security and Registration

Each member, member of staff and data holder are responsible for ensuring that data cannot be accessed by unauthorised personnel and to ensure that data cannot be tampered with, lost or damaged. All superfluous data must be disposed of in a secure manner.

The Information Commissioner enforces and oversees the DPA and the Freedom of Information Act 2000. The Information Commissioner keeps a register of all organisations which process data. The Council shall submit a notification to the Information Commissioner and pay the prescribed fee in accordance with legislative requirements currently in force, which will be dealt with by the Town Clerk. Members and staff must furnish the Town Clerk with any information requested for this purpose. Members and staff must notify the Town Clerk if, during the course of any years, this information changes, and the Town Clerk must update the register entry accordingly. Members may have to register personally with the Information Commissioner with respect to constituency or party records.

6.0 Agents, Partner Organisations and Contractors

If a contractor, partner organisation or agent is appointed or engaged to collect, hold, process or deal with personal data for or on behalf of the Council or if they will do so as part of the services they are providing to Council, the Town Clerk must confirm that the agent, partner organisation or contractor is able, willing and does comply with the DPA. There must be specific obligations in every such partnership agreement and contract requiring the partner/contractor to comply with the DPA.

7.0 Disclosure of Personal Data

Personal data will only be disclosed in accordance with the provisions of the DPA.

8.0 Rights of Data Subjects

A person about whom information is held is, subject to any exemptions applying, entitled to:

- (a) be informed by the data controller as to whether any information is held on then along with;
 - (i) a description of the data; and
 - (ii) a copy of the information

- (b) request and receive information giving:
 - (i) the purposes for which the data is being held
 - (ii) the recipients
 - (iii) the source of the data

- (c) restrict processing of their data
- (d) object to the processing of personal data for direct marketing purposes
- (e) not to be subject to automated decision-making
- (f) receive compensation from the data controller and/or the data processor for the damage suffered as a result of an infringement of GDPR
- (g) obtain from a data controller without undue delay the rectification of inaccurate personal data
- (h) erase personal data
- (i) be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject's rights
- (j) to receive a copy of personal data or to transfer personal data to another data controller (data portability)

Access to personal data held by a data controller must be dealt with within one month of request, free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond.

9.0 Disclosure to and about Third Parties

Personal data must not be disclosed about a third party except in accordance with the DPA. If it appears absolutely necessary to disclose information about a third party to a person requesting data about themselves advice must be sought from the Data Protection Act Representative.

10. Inaccurate Data

If an individual complains that the data held about them is wrong, incomplete or inaccurate, the position should be investigated thoroughly including checking with the source of the information. In the meantime, a caution should be marked on the person's file that there is a question mark over the accuracy. An individual is entitled to apply to the court for a correcting order and it is obviously preferable to avoid legal proceedings by working with the person to correct the data or allay their concerns.

11. Requests by Individuals to Stop Processing Information

If data is properly held for communication purposes, an individual is entitled to require that this is ceased as soon as possible. Requests must be made in writing but generally all written or oral requests should be heeded as soon as they are made. The cessation must be confirmed in writing.

If data is held for any other purposes an individual may request that processing ceases if it is causing them unwarranted harm or distress. This does not apply if they have given their consent, if the data is held in connection with a contract with the person, if the Council is fulfilling a legal requirement or if the person's vital interests are being protected. Valid written requests must be heeded within 21 days. The cessation must be confirmed in writing.

12. Complaints

Any complaint or concern expressed by an individual in connection with the DPA must be reported to the Town Clerk immediately in case legal action is taken. The Town Clerk will ensure that there has been no breach of the DPA and, if so, take the necessary remedial action.

13. Exemptions

There are a number of purposes which are exempt from certain provisions of the DPA. Clarification on the scope of exemptions can be sought from the Town Clerk.

14. Violations of Rules and Procedures

It is the responsibility of all members of staff to report any suspected breaches of the DPA, or of this policy, to the Town Clerk.

It is the responsibility of all members to report any suspected breaches of the DPA, or this policy, to the Town Clerk or the Deputy Town Clerk.

Failure to comply with this policy by employees of the Council may result in disciplinary action being taken. Failure to comply by members of the Council may constitute a breach of the Members' Code of Conduct. Failure to comply by partners, agents or contractors may constitute a breach of their agreements.

15. Further Information and Other Related Policies

If in doubt about any aspect of this policy, the Town Clerk should be consulted.

Other related policies include the Equal Opportunities Policy and the Freedom of Information Policy.

For more information on the Data Protection Act, the Information Commissioner's website provides useful guidance,
<https://ico.org.uk/for-organisations/guide-to-data-protection/>

This policy will be monitored and reviewed by Corporate Services Committee every 4 years or in response to changes in legislation

Appendix 'B'



**HOUGHTON REGIS TOWN COUNCIL
DATA RETENTION POLICY**

Date of Approval:	TBC
Date of Review:	4 th March 2024
Date of Re-approval	

Based on NALC Legal Topic 40, 3rd August 2022

Contents

- 1. Introduction**
- 2. Strategic Approach to Record Management**
- 3. Staff Responsibilities**
- 4. Periods of Retention**
- 5. Record Disposal**
- 6. Annex A – Table of documents, by activity.**
- 7. Policy review**

1. Introduction

- 1.1 Houghton Regis Town Council is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings. Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance.
- 1.2 Both the Freedom of Information Act 2000 (FOIA) and the UK GDPR (General Data Protection Regulation) require public bodies to manage information and its access in particular ways.

2. Strategic approach to record management

- 2.1 Houghton Regis Town Council's policy on record management will enable the Council to:
 - Comply with the relevant legislation and codes of practice,
 - Create authentic, reliable and useable records,
 - Support the Council's functions, including asset management,
 - Document the Council's decisions and activities,
 - Reduce storage costs,
 - Facilitate the paperless office,
 - Enable the efficient and accurate retrieval of information,
 - Dispose correctly of records no longer required.
- 2.2 The Town Clerk will be responsible for record management. All initial queries should be made to the Town Clerk.
- 2.3 The DPO may undertake regular reviews of this policy to verify that it is in effective operation and advise of any changes for ongoing improvement.

3. Staff responsibility

- 3.1 All staff are obliged to:
 - Keep accurate records in an organised and accessible form,
 - Keep records for only as long as necessary,
 - Document actions and decisions in records,
 - Document reasons for the disposal of records,
 - Ensure all records created by the Town Council are relevant, complete and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment.

4. Periods of retention

- 4.1 The minimum periods for which various types of records must be kept are set out in the Retention Schedule at Annex A. These reflect statutory requirements, codes of practice and recommendations published by professional and other bodies. In the absence of any guidance, it will be the responsibility of the Town Clerk to determine a suitable retention period.
- 4.2 At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the Data Protection Act (DPA) or the Freedom of Information Act (FOIA). This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

5. Record disposal

- 5.1 Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Town Clerk, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

6. ANNEX A

Types of documentation by activity:

Accounting

Documents	Format	Location	Retention Period	Additional Info
Receipt and payment accounts	Paper based and digital	Rialtas Software, Safe room, shared network	Indefinite	Archive
Bank statements, including deposit/savings accounts	Paper based and digital	Shared network	Last completed audit year	Audit and management
Bank paying in books	Paper	Small safe	Last completed audit year	Audit and management
Cheque books	Paper	Small safe	Last completed audit year	Audit and management
Paid invoices	Paper based and digital	Rialtas Software, shared network,	6 years	VAT and HMRC Compliance

		lever arch files (Finance Officer)		Handbook Manual CH15400
Paid cheques	Paper based and digital		6 years	Limitation Act 1980 (as amended)
VAT Records	Paper based and digital	Rialtas Software, lever arch files (Finance Officer)	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	Paper based and digital	Small safe and shared network	6 years	Tax, VAT, and Limitation Act 1980 (as amended)
Investments	Paper based and digital	Shared network Filing room	Indefinite	Audit and management
Cash book and Accounts Reconciliations	Digital	Rialtas Software, shared network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Payroll records	Digital	Rialtas Software, shared network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Payroll forms	Digital	Shared Network Rialtas Software	Financial year plus 6 years after employment ended	Management
Records relating to staff Pension contributions	Digital	Shared Network Rialtas Software	End of Scheme plus 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15

Administration (Mayoral)

Documents	Format	Location	Retention Period	Additional Info
Mayor's Christmas Card Labels	Digital	Shared Network	Rolling list, amended each year.	Management

Mayor's Christmas Card List – GDPR Forms	Digital	Shared Network	Until requests are made to remove the addressee from the list (i.e. no longer a resident)	UK GDPR/DPA 2018 Must be securely disposed of if the individual exercises their right to be forgotten.
Mayoral Event GDPR Forms	Digital	Shared Network	Until requests are made to remove the addressee from the list (i.e. no longer a resident)	UK GDPR/DPA 2018 Must be securely disposed of if the individual exercises their right to be forgotten.
Mayor's Consort contact details	Digital	Shared Network	4 years (Council term)	Management
Mayor's Consort Disabilities or allergies	Digital	Shared Network	End of post	Management
Invitations for Mayor of Deputy	Digital	Shared Network	8 years (2 Council Terms)	Management
Invitations for Mayor and Deputy	Paper	Labelled Folders on desk of Civic and Events Manager	1 year	Management (given to Mayor / Deputy at end of the Mayoral Term, with personal contact details removed).
Mayoral / Deputy Mayor's Engagement Forms	Digital	Shared Network	8 years (2 Council Terms)	Management
Postal Correspondence	Digital	Shared Network	8 years (2 Council Terms)	Management
Electronic Correspondence	Digital	Shared Network	8 years (2 Council Terms)	Management
Log of Events	Digital	Shared Network	Permanent	Archives
Mayoral Year Book	Digital	Shared Network	Permanent	Archives

Mayoral photographs	Digital	Shared Network	Permanent	Archives
Mayoral / Deputy Mayor's Handbook	Digital	Shared Network	Until superseded	Management

Administration (Meetings)

Documents	Format	Location	Retention Period	Additional Info
Minute Books	Digital and paper format	Large safe, Shared Network, Town Council website	Indefinitely	
Agendas and reports for Full Council, Committees, Sub-committees and Working Groups	Digital Paper copy	Shared Network Filing room	Date of meeting plus 8 years	Management
Draft Minutes	Digital Note form	Shared Network Personal notebooks	As soon as formal minutes are produced. However typed minutes are draft until approved.	Management
Calendar of Meetings	Digital	Shared Network	4 years	Management
Audio / Video recordings of Meetings	Digital	Shared Network YouTube	Until formal minutes are approved.	Management
Working Group Co-optees	Digital	Shared Network	4 years (1 Council term)	Management

Administration (Members)

Documents	Format	Location	Retention Period	Additional Info
Record of meeting attendance	Digital	Shared Network Website	Date of next election plus two years	Local Government Act 1972 Schedule 12 para 40

Register of Members addresses	Digital Paper copy	Shared Network Website Officers	Date of next election plus two years	Management
Register of Members interests, register of gifts and hospitality and register of third-party transactions	N/A		Date of next election plus 6 years	Localism Act 2011 Section 29
Records relating to receipt of gifts			Financial year of receipt plus 8 years	Management
Documents relating to Code of Conduct	Digital	Shared Network Website	Date of Code of Conduct plus 6 years	Localism Act 2011 Section 28
Records related to the investigation of complaints about breaches of the Members Code of Conduct	Digital	Shared Network	Date of investigation completed plus one year.	Localism Act 2011 Section 28
Documents relating to the creation and management of members training and induction	Digital	Shared Network	Current year plus 6 years	Management

Administration (Transparency)

Documents	Format	Location	Retention Period	Additional Info
Council Expenditure	Digital	Shared Network Website	8 years (2 Council terms)	Local Government Transparency Code 2015
Grants Approved	Digital Paper Copy	Shared Network Lever arch folder on Community Services managers desk	8 years (2 Council terms)	Local Government Transparency Code 2015
Fraud Reporting	Digital	Shared Network	8 years (2 Council terms)	Local Government

				Transparency Code 2015
Procurement	Digital	Shared Network	8 years (2 Council terms)	Local Government Transparency Code 2015

Allotments

Documents	Format	Location	Retention Period	Additional Info
Register and plans	Digital Paper copy	Rialtas Software, Shared Network	Indefinite	Audit and Management
Records regarding allotment holders	Digital	Rialtas Software, Shared Network	Tenure of plot	Management
Legal documentation	Digital	Shared Network	Indefinite	Management

Annual Report

Documents	Format	Location	Retention Period	Additional Info
Annual Report	Digital	Shared Network Website	Permanent	Record of Council activity / Service delivery

Asset Management

Documents	Format	Location	Retention Period	Additional Info
Microsoft Licences M365	Digital - Microsoft 365	Cloud based	M365 passwords changed after employee has left HRTC. Data (emails etc) accessed only by those with passwords. After M365 Licence for a user is removed emails have a 30 days retention period unless converted	Management

			to a shared mailbox, then emails are retained or as long as necessary.	
Data back up	Digital	HRTC Server Techies Server	30 days back up Permanent retention of data till user deletes information	Management

Asset Valuation

Documents	Format	Location	Retention Period	Additional Info
Asset Register	Digital	Shared Network	Permanent	Management

Audit (Internal)

Documents	Format	Location	Retention Period	Additional Info
Audit report	Digital	Shared Network	8 Years (2 Council terms)	Management

Audit (External)

Documents	Format	Location	Retention Period	Additional Info
Audit Submission	Digital	Shared Network	Permanent	Management
Audit Supporting Documents	Digital	Shared Network	Permanent	Management
Audit Conclusion	Digital	Shared Network	Permanent	Management
Audit Certificate	Digital	Shared Network	Permanent	Management

Bedford Square Public Conveniences

Documents	Format	Location	Retention Period	Additional Info
Service Level Agreement	Digital	Shared Network	Indefinite	Management

(Legal Documentation?)				
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Budget setting

Documents	Format	Location	Retention Period	Additional Info
Budget setting calculations	Digital	Rialtas Software Shared Network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Approved Budgets	Digital	Rialtas Software	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Budget monitoring	Digital	Rialtas Software	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400

Buildings and Recreation Grounds (Pavilions, Bowls Club, Workshop, Houghton Regis Memorial Hall and Town Council Offices, Village Green, Parkside Rec, Tithe Farm, Moore Crescent, Orchard Close, Windsor Drive, Thorn).

Documents	Format	Location	Retention Period	Additional Info
Deeds of Titles Conveyancing information	Paper based and digital	Large Safe Filing Room Shared Network	Indefinite	Management
Searches and surveys	Paper based and digital	Filing Room Shared Network	Indefinite	Management
Leases	Paper based and digital	Filing Room Shared Network	Indefinite	Management
Play Area Equipment inspections	Paper based, pre – 2020. Digital post 2020 – app based.	Filing Room Shared network Online App stored by a third party,	21 years	Limitation Act 1980 (as amended) Personal Injury Claims

Cemetery

Documents	Format	Location	Retention Period	Additional Info
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.	Digital and paper copies	Safe room, Photocopying room Rialtas Software	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)
Headstone Safety checks	Paper based,	Workshop	21 years	Limitation Act 1980 (as amended) Personal Injury Claims

Christmas Lights / Christmas Tree

Documents	Format	Location	Retention Period	Additional Info
Third Party Risk Assessments	Digital	Shared Network	8 years (2 Council terms)	Management
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	8 years (2 Council terms)	Management

Community Events

Documents	Format	Location	Retention Period	Additional Info
Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Event Planning documentation (i.e., TTRO's, SAG info, site plans etc.	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	21 years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Programmes /Orders of Service	Paper Digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management

Guest lists and invitations	Digital	Shared Network	After completion of event	Management
Competition details (guidelines, rules and purpose)	Digital	Shared Network	8 years (2 Council terms)	Management
Competition entries	Digital	Shared Network	End of competition	Management
Competition – Parental Consent for publication	Digital Paper based copies of cards etc	Shared Network Social media Filing Room	For as long as they are in the public domain	UK GDPR/DPA 2018
Skate Park Competition entry forms and parental consent	Digital	Shared Network	21 years from the date of the event	Limitation Act 1980 (as amended) Personal Injury Claims

Complaints from the public

Documents	Format	Location	Retention Period	Additional Info
Complaints	Paper based and digital	Shared Network	8 years (2 Council terms)	Management
Responses	Paper based and digital	Shared Network	8 years (2 Council terms)	Management

Consultations (Public)

Documents	Format	Location	Retention Period	Additional Info
Paper and Electronic surveys	Digital	Shared Network	8 years (2 Council terms)	Management

Consultation Responses (Public)

Documents	Format	Location	Retention Period	Additional Info
Paper and Electronic responses	Digital	Shared Network	1 Year from the end of the consultation	Management
Collated responses and associated reports	Digital	Shared Network	8 years (2 Council terms)	Management

Contracts / Tenders

Documents	Format	Location	Retention Period	Additional Info
Quotes	Digital	Shared Network	3 years after tender awarded	Management
Invitations to tender	Digital	Shared Network	6 years after the end of the contract	Limitation Act 1980 S.5
Unsuccessful tenders	Digital	Shared Network	3 years after tender awarded	Management
Successful tenders	Digital	Shared Network	6 years after tender awarded	Limitation Act 1980 S.5
Signed Contracts	Digital	Shared Network	6 years after tender awarded	Limitation Act 1980 S.5
Contract /tender Register	Digital	Shared Network	Permanent	Archive

Data Protection

Documents	Format	Location	Retention Period	Additional Info
Breach Log	Digital	Shared Network	8 years (2 Council terms)	Management
Records regarding the breach	Digital	Shared Network	8 years (2 Council terms)	Management

Disposal of Records

Documents	Format	Location	Retention Period	Additional Info
Records regarding Disposal of ICT Equipment	Paper based and digital	Filing room Shared Network	Date of disposal plus 8 years	Management
Certificates of paper shredding	Paper based and digital	Filing room Shared Network	Date of certificate plus 8 years	Management
Records relating to the disposal of emails	Digital	Shared Network	Date of records plus 4 years	Management
Records relating to the	Digital	Shared Network	Date of records plus 4 years	Management

disposal of documents				
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Electronic Communications

Documents	Format	Location	Retention Period	Additional Info
Members' Email	Digital	Council tablets	End of service / Resignation plus 1 year	Management
Officers Email	Digital	Council Laptops / Desktop machines / Council mobile phones	Duration of role plus one year, except in relation to audit matters. Internal audit 8 Years (2 Council terms), external audit indefinite.	Management /Emails may be archived
Facebook Messenger	Digital	Online	One month	
WhatsApp / text messages	Digital	Council mobile phones	One month	
Post	Paper based and digital	Filing room Shared Network	8 years (2 Council terms)	Management
Voice messages	Digital	Council mobile phones	1 day	

Freedom of Information

Documents	Format	Location	Retention Period	Additional Info
FOI requests	Digital	Shared Network	Date of requests plus 5 years	Management and standard practice
FOI responses	Digital	Shared Network	Date of requests plus 5 years	Management and standard practice
FOI records log	Digital	Shared Network	8 years (2 Council Terms)	Management
Subject Access Requests	Digital	Shared Network	Date of requests plus 4 years	Management
Subject Access responses	Digital	Shared Network	Date of requests plus 4 years	Management
SAR Database	Digital	Shared Network	8 years (2 Council Terms)	Management

General Administration

Documents	Format	Location	Retention Period	Additional Info
Venue bookings - Application to hire, lettings diaries, copies of bills, hire records, records of tickets issued.	Paper based and digital	Shared Network	6 Years	VAT Purposes
Receipt Books	Paper format	General Office	6 Years	Management
Football pitches - Application to hire, lettings diaries, copies of bills, hire records, records of tickets issued.	Paper based and digital	Shared Network	6 Years	VAT Purposes
Enquiries and feedback from the public via website (contact us)	Digital	Website	Details should be deleted by HRTC / Web providers monthly	Converted to email and not retained online

Grants

Documents	Format	Location	Retention Period	Additional Info
Grants Forms and supplementary information	Digital	Shared Network	9 Years	Management
Grants Confirmation letter / Email	Digital	Shared Network	9 Years	Management
End of Awards Report	Digital	Shared Network	9 Years	Management
Grants Rejection Letter / Email	Digital	Shared Network	9 Years	Management
Table of Grants awarded	Digital	Shared Network	9 Years	Management

Health and Safety

Documents	Format	Location	Retention Period	Additional Info
Accident reports	Paper based and digital	Personnel files Shared Network	3 years from the date of accident	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Insurance

Documents	Format	Location	Retention Period	Additional Info
Insurance Policies	Paper based and digital	Filing room Shared Network	Date of exp of policy + 40 years	Management and legal proceedings
Certificates for Insurance against liability for employees	Paper based and digital	Filing room Shared Network	Indefinite	Future claims
Claims made against HRTC	Paper based and digital	Filing room Shared Network	Case concluded plus 4 years	
Register of Claims made against HRTC	Digital	Shared Network	Permanent	Archive
Claims made by HRTC	Paper based and digital	Filing Room Shared Network	Permanent	Archive

IT Security

Documents	Format	Location	Retention Period	Additional Info
Breach Log	Digital	Shared Network	8 years (2 Council terms)	Management
Records regarding the breach	Digital	Shared Network	8 years (2 Council terms)	Management

Later Living Group

Documents	Format	Location	Retention Period	Additional Info
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Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	Date of event, plus 4 years)	Management
Programmes /Orders of Service	Paper based and digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	8 years (2 Council terms)	Management
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management

Mayoral Events

Documents	Format	Location	Retention Period	Additional Info
Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management
RSVP's	Digital	Shared Network	8 years (2 Council terms)	Management

Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Programmes /Orders of Service	Paper Digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management
Guest lists and invitations	Digital	Shared Network	After completion of event	Management
Thank you letters	Digital	Shared Network	2 years	Management

Media Liaison

Documents	Format	Location	Retention Period	Additional Info
Press Releases	Digital	Shared Network	8 years (2 Council terms)	Management

Press Statements	Digital	Shared Network	8 years (2 Council terms)	Management
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Partnership working (SLA's)

Documents	Format	Location	Retention Period	Additional Info
Service Level Agreements	Digital	Shared Network	8 Years (2 Council terms)	Management

Photographs (Events)

Documents	Format	Location	Retention Period	Additional Info
Civic Events	Digital	Shared Network	Permanent	Records and archiving of events
Community Events	Digital	Shared Network	Permanent	Records and archiving of events
Volunteers (Proof of ID/Certification)	Digital	Shared Network	Cessation of appointment	
Grants PR	Digital	Shared Network	Permanent	Records

Photographs (Members and Officers)

Documents	Format	Location	Retention Period	Additional Info
Officers and Members at Events /PR	Digital	Shared Network	Permanent	Records and archiving of events
Officers (staff photos)	Digital	Shared Network	Cessation of employment	
Members Ward Photos	Digital	Shared Network	Cessation of appointment	

Policies

Documents	Format	Location	Retention Period	Additional Info
Houghton Regis Town Council policies and procedures	Digital	Shared Network	Until superseded	Management

Pride of Houghton Awards

Documents	Format	Location	Retention Period	Additional Info
Promotion	Digital	Shared Network	8 Years (2 Council terms)	Management
Nomination Forms	Digital	Shared Network	8 Years (2 Council terms)	Management
Table of nominations	Digital	Shared Network	8 Years (2 Council terms)	Management
Event PR	Digital	Shared Network	8 Years (2 Council terms)	Management

Property / Contracts

Documents	Format	Location	Retention Period	Additional Info
Title deeds, leases, agreements Contracts	Paper based Digital	Filing room Large safe Shared Network	Indefinite	Audit and management

Quotations and Tenders

Documents	Format	Location	Retention Period	Additional Info
Quotations and Tenders	Paper Digital	Filing room Shared Network	6 Years	Limitation Act 1980 (as amended)

Social Media

Documents	Format	Location	Retention Period	Additional Info
Facebook	Digital	Online	Permanent	Management
Instagram	Digital	Online	Permanent	Management
X (formerly Twitter)	Digital	Online	Permanent	Management

Staff / Personnel Administration

Documents	Format	Location	Retention Period	Additional info
Timesheets	Digital	Shared network	2 years from the date in which they were made	Audit (requirement) and personal injury (best practice)

				The working Time Regulations 1998 Part III
Salary Information (Tax and NI)	Digital	Shared Network Off site with Payroll providers	Not less than three years after the tax year to which they relate	Income Tax (Pay As You Earn) Regulations 2003 Reg 97
Pensions	Digital	Shared network	12 years	Superannuation
Annual leave records	Digital	Shared Network	Financial year plus 6 years	Limitation Act 1980 S.5
Unpaid leave	Digital	Shared Network	Financial year plus 6 years	Limitation Act 1980 S.5
Parental leave	Digital	Shared Network	5 years from birth / adoption or 18 years if the child received Disability Allowance	Limitation Act 1980 S.5
Sickness records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Statutory Sick Pay (SSP)	Digital	Shared Network	3 years after the end of each tax year	The Statutory Sick Pay (General) Regulations 1982 Reg. 13
Medical Certificates	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Written Warning	Digital	Shared Network	Date of warning plus 6 months	Management
Disciplinary records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Occupational Health Work place assessment records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Health and Safety Training records	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Records relating to employment history	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5

References received	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Applications and CVs received for successful candidates	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Applications and CVs received for unsuccessful candidates	Paper based and digital	Personnel files Shared Network	6 months from date of role being filled or vacancy closed	ICO Employment Practices Code para 1.7
Interview Notes	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Appraisal documentation (inc. probationary interviews, promotions and demotions)	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Next of Kin Information	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Management
Induction Records	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Employment Contracts	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Copies of Identification Documents	Paper based and digital	Personnel files Shared Network	2 years after employment ceases	Immigration (Restrictions on Employment) Order 200 s.6
Job Descriptions	Paper based and digital	Personnel files Shared Network	Until superseded	Management
DBS Checks	Paper based and digital	Personnel files Shared Network	Current year plus 3 years (life of a DBS check)	Management
Right to work checks	Paper based and digital	Personnel files Shared Network	2 years after employment ceases	Right to work checks (Home Office)
Records regarding a temporary worker	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5

Redundancy records	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Reference Requests	Digital	Shared Network	6 years after employment ceases	Management
Staff training records	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Training certificates	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Training evaluation	Paper based and digital	Paper based personnel files Shared Network	Termination of employment	Management

Town Crier Newsletter and publications

Documents	Format	Location	Retention Period	Additional Info
Town Crier Newsletter	Paper based and digital	Files in the general office Shared Network Website	Permanent	Archives
Leaflets, Fliers and Posters	Paper based and digital	Filing Room Shared Network	Permanent	Archives
Website Blogs	Digital	Online Shared Network	4 years (1 Council Term)	Management

Vehicles

Documents	Format	Location	Retention Period	Additional Info
V5 documents	Paper	Workshop	Duration of vehicle ownership	
Road Tax documentation	Digital	Rialtas software	Duration of vehicle ownership	
MOT Certificates	Paper	Workshop	Duration of vehicle ownership	
Service records	Paper Digital at AMF Services	Kept in the vehicles Docs for RTV Buggies and	Duration of vehicle ownership	

		Tractor are kept at AMF Services		
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Whistleblowing

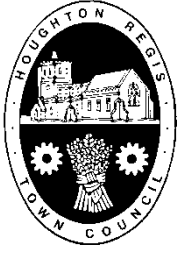
Documents	Format	Location	Retention Period	Additional Info
Allegation	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)
Correspondence with Whistleblower	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)
Investigative document	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)

OTHER

Documents	Format	Location	Retention Period	Additional Info
Data / requests for Ranger work	Digital	Ranger App Shared Network	Three years	Management

7. POLICY REVIEW

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



CORPORATE SERVICES COMMITTEE**Agenda Item 16**

Date:	4th March 2024
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 Council's References Policy.**
- 2) To recommend to Town Council the adoption of the revised Town Council's Safer Recruitment & Selection Policy.**
- 3) To recommend to Town Council the adoption of the revised Town Council's Equality, Diversity and Inclusion Policy.**

2. BACKGROUND

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

Within this policy is 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 however, members may support the period of 6 years so as to mirror that which is stated within the Town Council's newly drafted Document Retention Policy (members are referred to item 15 on the agenda).

At the Corporate Services meeting held on the 4th December 2023, members deferred the adoption of the draft Town Council Reference Policy until further advice had been sought in regard to whether the length of time, for a reference to be provided could be indefinite. Advice received from the Town Council HR provider is that it is usual for a reference to be provided in line with the Town Council's Document Retention Period i.e., 6 years.

At the Corporate Services meeting held on the 4th December 2023, members were advised that revisions had been made to the Town Council's Safer Recruitment & Selection Policy. This policy had been revised in order to mirror some of the sections within the draft References Policy. At this meeting, members requested advice be sought from the Town Council's HR advisor in regard to including a reference to automatically guaranteeing an interview to a candidate with a disability who met the essential criteria and therefore agreed to defer the adoption of the revised Town Council's Safer Recruitment & Selection Policy until this advice had been sought.

3. INFORMATION

References Policy – Appendix A

Members are advised that the HR advisor has confirmed that personal data, performance appraisals, and employment contracts can be retained for six years after an employee leaves. The advice remains that 5 years is a reasonable length of time for a reference to be provided, however, members may prefer this time limit to be in line with the Data Retention Policy. Members are reminded that within Section 9 of the Data Retention Policy, there is still the opportunity to provide open references in certain situations.

Safer Recruitment & Selection Policy – Appendix B

Members will find attached the revised Safer Recruitment & Selection Policy, showing the tracked changes to not only mirror the References Policy but some minor amendments as recommended by the Town Council's HR advisor.

Equality, Diversity & Inclusion Policy – Appendix C

Members will see, in the attached Equality, Diversity & Inclusion Policy, under Section 12.8, reference is made to the guaranteeing of an interview to all candidates who have a disability where they meet the minimum criteria for a job. The Town Council's HR advisor has recommended this as the most suitable policy for this reference. This reference is also contained in the revised Application Form.

Application Form and Equal Opportunities Form – Information only – Appendix D

For reference, members are informed that following the advice sought from the Town Council's HR advisor there has been an opportunity for a thorough review of the Town Council's Job Form and Equal Opportunities Form. The outcome of this review can be seen on the track change document attached.

4. CORPORATE PLAN

- 4. Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**
- 4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Staff to be informed of these new and amended policies/forms.

Legal Implications

- There are no legal implications arising from the recommendations as legal advice has been sought.

Financial Implications

- There are no financial implications arising from the recommendations.

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

Advice has been sought in regard to providing references – members to decide on the time period for providing references of either 5 or 6 years.

Advice has been sought in regard to the inclusion of the guarantee of an interview to all candidates who have a disability, where they meet the minimum criteria. This is now included within the Town Council's Equality, Diversity and Inclusion Policy & the Job Application Form.

Members are being requested to agree the amendments to allow for the policies to be adopted.

7. APPENDICES

Appendix A: Draft References Policy

Appendix B: Revised Safer Recruitment & Selection Policy

Appendix C: Revised Equality, Diversity and Inclusion Policy

Appendix D: Revised Job Application form and Equal Opportunities Form

APPENDIX 'A'



Houghton Regis Town Council

References Policy

Date of Approval:	
Date of Review:	4 th March 2024
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 6 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 6 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 the Town 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 2010

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 age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex or sexual orientation~~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



Houghton Regis Town Council

Equality, Diversity & Inclusion Policy

Date of Approval:	19 th December 2022
Dates of review:	2 nd October 2023
Dates of Re approval:	2 nd October 2023

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1 Purpose

- 1.1 We wholeheartedly support the principles of equality, diversity and inclusion throughout the recruitment and employment of our employees, as well as ensuring that it is afforded to all job applicants, councillors, residents, volunteers, contractors and suppliers.
- 1.2 Equality, diversity, and inclusion is also referred to as ED&I throughout this policy.
- 1.3 We are opposed to all forms of unfair or unlawful discrimination. We will treat all job applicants, employees, residents, volunteers, contractors and suppliers. in the same way, regardless of any protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex or sexual orientation).
- 1.4 We seek to promote equality, diversity and inclusion in job adverts and recruitment, induction, employment, pay and benefits, training and career development (including promotions), terms and conditions of service, and also when managing any grievance or disciplinary issues. This policy can also apply to relationships with suppliers and contractors, as well as to potential employees.
- 1.5 The responsibility for observing the law and operating this policy lies with the Town Clerk but the policy can only work effectively with the support and commitment of all colleagues.
- 1.6 We believe that everyone has the right to be treated fairly and with dignity and respect at work, and to work without fear of discrimination, bullying or harassment. We welcome diversity amongst our staff, volunteers, and visitors, recognising that individuals from a wide range of backgrounds and experience can contribute a wealth of experience to achieving our objectives.
- 1.7 We will regularly review this policy to ensure its continuing compliance with relevant employment legislation and the continuing success of its implementation by:
- ensuring there are no suspected practices in breach of this policy
 - ensuring that selection for promotion, training, work allocation etc. is carried out in a non-discriminatory manner
 - promoting a harmonious working environment and eliminating discrimination and This policy is not contractual but indicates the way we wish to address diversity in the workplace.

2 Scope

- 2.1 This policy applies to all employees. It covers all aspects of employment including job adverts, recruitment, induction, pay and benefits, terms and conditions of service, training and development, promotion, change management, grievance and disciplinary issues and ending employment.
- 2.2 It also applies to the way we manage relationships with councillors, volunteers, residents, suppliers and contractors as well as to potential employees.

3 Principles

- 3.1 All employees have a responsibility to apply good equality, diverse and inclusivity practices across our business. All employees, irrespective of their job or seniority, should familiarise themselves with this policy, and be aware of their responsibility and role in promoting equality, diversity, and inclusion and in not discriminating unfairly or harassing colleagues, job applicants or ex-employees, nor encouraging others to do so or tolerating such behaviour.
- 3.2 Employees are also encouraged to challenge any unacceptable behaviour should they either witness or experience it directly. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination, harassment and/or victimisation.
- 3.3 Employees should be aware that not only are we, as the employer, liable for any cases of discrimination or harassment that occur, but individuals may also be held personally liable for their own acts and behaviour.
- 3.4 Managers are responsible for ensuring that all individuals within their team/department receive fair treatment throughout the course of their employment.
- 3.5 We will also obtain commitments from other persons or organisations such as consultants, sub-contractors or agencies that they will also comply with this policy in their dealings with us and our employees.
- 3.6 We fully accept our responsibilities under current legislation, but we aim to go beyond this by:
- recognising that everyone has a right to their distinctive and diverse identity
 - understanding how ED&I can improve our ability to deliver better services
 - providing all employees with the necessary training and development they need to contribute to our goals
 - Ensuring we offer a supportive, open environment for all employees so that they can use their talents fully and where they are treated fairly and with dignity and respect, in an environment free from abuse or offensive behaviour, bullying or harassment or intimidation. This is regardless of any protected characteristic held, their social background or caring responsibilities they may have, or any other individual characteristic which may unfairly affect their opportunities in life.
- 3.7 We also recognise the benefits of helping our employees to lead a healthy work life balance, and that work life balance is unique to each individual.
- 3.8 Learning to work with people's differences, visible or not, enables us to work together effectively and helps us to recruit, retain and develop the best people; to fulfil our legal commitments; and to act responsibly in the communities of which we are a part.

4 Actions

- 4.1 The actions we will take to make this policy work include:

-
- providing training and communications to raise awareness and understanding of diversity and equal opportunities issues, to show their impact on the business and individuals
 - ensuring that decisions on recruitment, access to training and promotion are based on ability only
 - regularly reviewing our employment policies to ensure that people are treated fairly, equitably, and consistently with their skills and abilities
 - developing patterns of work which are consistent with the ability to maintain an appropriate work-life balance
 - reviewing working arrangements to ensure that they do not restrict the opportunity for employment or career progression of members of disadvantaged groups
 - monitoring the composition of our workforce to provide us with robust data to evaluate the effect of our policies
 - routinely monitoring all actions under the grievance and disciplinary procedures by gender, race, disability, age, and any other criteria we deem to be appropriate
 - providing employees who believe they have been treated in any way contrary to this policy with the opportunity to raise and resolve issues.

5 Types of discrimination

5.1 Direct discrimination

5.1.1 This occurs when a person is treated less favourably because of a protected characteristic.

5.2 Indirect discrimination

5.2.1 This is where the application of a provision (policy), criterion or practice (PCP) is discriminatory in relation to a protected characteristic which an individual has, and:

- it is (or would be) applied equally to others who do not have that characteristic
- it puts (or would put) those who share the individual's characteristic at a particular disadvantage to those who do not have the characteristic
- it puts (or would put) the individual at that disadvantage
- it cannot be shown that the PCP is a proportionate means of achieving a legitimate aim.

5.3 Discrimination by association

5.3.1 This is discrimination against a person because they associate with someone who possesses a protected characteristic (e.g., discrimination against an employee who is not disabled themselves, but who has a disabled child).

5.4 Discrimination by perception

5.4.1 This is discrimination against a person because the discriminator perceives the person possesses that protected characteristic, even if the perception is incorrect.

5.5 Harassment

5.5.1 This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment can be regarded as behaviour that is offensive, frightening or in any way distressing and it is the impact on the individual that is important. It may be intentional, obvious, or violent, but it can also be unintentional or subtle and insidious.

5.5.2 Forms of harassment can include, but not limited to:

- racial slurs
- personal insults
- derogatory jokes and banter
- offensive or insensitive messages (including email)
- isolation or non-cooperation and exclusion
- ‘outing’ someone as transgender
- asking intrusive questions about someone’s gender identity or transition
- persistent and/or malicious use of the incorrect pronoun or ‘deadnaming’

5.6 Victimization

5.6.1 Victimization occurs when a person is treated less favourably because they have committed, or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings related to discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory practices, etc.

6 Further guidance on unlawful discrimination

6.1 **Age** – note that this covers people of all ages and age groups, and someone’s perceived age. Age-related bands are still however permitted in the National Minimum Wage bands and when calculating statutory redundancy payments.

6.2 **Disability** - it is unlawful to treat a disabled person unfavourably because of something ‘arising in consequence of their disability’. Reasonable adjustments (see below) must be made if these would enable the disabled person to access any services or the ability to be employed, trained, or promoted to the same extent as a non-disabled person. A disabled person is defined as: *“someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”*.

- “substantial” means neither minor nor trivial
- “long term” means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- “normal day-to-day activities” include everyday things like eating, washing, walking and going shopping.

People with progressive conditions, such as HIV, cancer and multiple sclerosis, are covered from the point of diagnosis rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

- 6.3 **Race** - this includes colour, nationality and ethnic origin. It is unlawful to treat a person less favourably on grounds of the colour of someone's skin, nationality or ethnic origin.
- 6.4 **Religion or belief** – this covers not only any religion, religious belief or similar philosophical belief but also the lack of any religion or belief. A philosophical or political belief is not covered unless it is similar to a religious belief.
- 6.5 **Sex** – this covers both men and women. However, in the field of employment, a Genuine Occupational Requirement (GOR) can be lawful if a person of a particular gender is specifically required for a job.
- 6.6 **Sexual orientation** – this covers any sexual orientation, including homosexual, heterosexual and bisexual.
- 6.7 **Gender reassignment** – an employee is protected from discrimination on the grounds of gender reassignment if they are proposing to undergo a process or part of a process, are currently undergoing a process or part of a process or have undergone a process or part of a process. Furthermore, employees who choose to not undergo medical procedures when transitioning will also be protected.
- 6.8 **Part-time workers** – a part-time worker is defined as someone who is 'not identifiable as a full-time worker'. Part-time workers are entitled to be treated on the same basis and are entitled to the same benefits, pro-rata, as their full-time colleagues.
- 6.9 **Fixed-term employees** - a 'fixed-term employee' is one with a contract of employment which is due to end when a specified date is reached, a specified event does or does not happen or a specified task has been completed. It is unlawful to treat a fixed-term employee less favourably than a comparable permanent employee, unless this is objectively justifiable. The use of successive fixed term contracts for any individual is limited to four years.
- 6.10 **Equal pay** - men and women should receive equal pay for work of equal value where work is the same or rated as equivalent regardless of the hours worked.
- 6.11 **Genuine Occupational Requirement (GOR)** - in very limited circumstances it will be lawful to treat people differently if it is a genuine occupational requirement that the job holder must possess a particular protected characteristic. When deciding if this applies, we will consider the nature of the work and the context in which it is carried out.

7 Responsibilities

7.1 Managers' responsibility

7.1.1 The Heads of Services have overall responsibility for ensuring the implementation of this policy.

7.1.2 As employers, we are liable for the actions of our employees and workers and therefore all our managers and supervisors are responsible for the successful implementation of this policy within their own departments and should take steps to ensure that people working for them understand and follow this policy.

7.2 Employees' responsibility

7.2.1 All our employees are required to comply with this policy, together with our associated policies.

7.2.2 Any employee who witnesses behaviour or decisions that seem to be contrary to this policy should challenge these or raise the issue with their Manager, the Town Clerk or the Corporate Services Manager.

8 The working environment

8.1 We will take all reasonable steps to ensure that our working environment does not prevent people from taking up positions for which they are suitably qualified. This may include physical adaptations or more flexible ways of working, including home working (where appropriate and practical).

9 Employment policies

9.1 Our employment policies and procedures will be continually reviewed to ensure compliance with this policy, to reflect current best practice and to remove barriers experienced by members of disadvantaged social groups in seeking employment with us and working for us.

10 Reasonable adjustments for those with a disability

10.1 All employers have a duty to consider and make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- making adjustments to premises
- re-allocating some of a disabled employee's duties
- transferring a disabled employee to a role better suited to their ability
- relocating a disabled employee to a more suitable office or location
- giving a disabled employee time off work for medical treatment or rehabilitation
- providing training or mentoring for a disabled employee
- supplying or modifying equipment, instruction and training manuals for disabled employees.

10.2 We will consider and make any other reasonable adjustment to the employment arrangements or our premises if these substantially disadvantage a disabled employee or a disabled applicant. However, a number of factors will be taken into account in deciding if it is reasonable to make any changes. These include:

- the extent to which an alteration will improve the situation for the disabled employee or applicant
- how easy it is to make the change
- the cost of the measure, both financially and in terms of the disruption it will cause
- our resources
- any financial or other help that may be available.

10.3 If an employee has a disability, or becomes disabled during the course of their employment, and feels that any such adjustments are appropriate, they should discuss this with their manager in the first instance.

11 Gender reassignment

11.1.1 Transgender or ‘trans’ is an umbrella term for somebody who experiences gender incongruence, gender diversity or gender dysphoria, meaning they do not align to the sex they were assigned at birth. It includes someone who:

- intends to undergo, are undergoing or have undergone gender reassignment
- identifies that their gender is not the one assigned at birth. This is both someone who is planning, or has had medical interventions, as well as someone who does not plan or has not had medical interventions
- is non-binary, meaning they do not solely consider themselves to be male or female. They may or may not have had medical interventions to align their body with their non-binary gender identity.

11.1.2 We will support employees who inform us of their intention to transition by working with them to create their own personal transition plan. We are mindful that for someone who is transitioning, there will be many practical steps that will need considering to help them through it. We also respect that our discussions with the employee are best when they are led by the employee themselves. We support their personal choices in how they wish to manage their transition within the workplace and both the employee, and their line manager will jointly agree the support measures and practical actions that may be needed.

12 Recruitment and promotion

12.1 Our recruitment and promotion process must result in the selection of the most suitable person for the job, whether this on a full-time, part-time, casual, temporary, seasonal or contract basis. Our focus is on the skills, abilities, qualifications, aptitude, and potential of individuals to do their jobs.

-
- 12.2 Our recruitment procedures are kept under review and are developed as necessary so that we can continue to encourage applications from, and the employment of people from a range of backgrounds.
- 12.3 We aim to ensure that our recruitment practices are free from unlawful discriminatory criteria. Questions relating to a protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex or sexual orientation), but also current or future family responsibilities, or unrelated criminal convictions will not form part of our selection process.
- 12.4 Job descriptions will properly reflect the responsibilities of the jobholder and person specifications will include only requirements that are necessary and justifiable for the effective performance of the job.
- 12.5 All adverts will be carefully worded to ensure that no intent of either direct or indirect discrimination is interpreted nor is there indication of stereotyping of roles. They will normally state "We are an equal opportunity employer and value diversity and inclusion". When advertising a position which has traditionally been done by one sex, adverts should specify they are open to both sexes.
- 12.6 We will ensure that our job adverts encourage applications from all suitably qualified and experienced people, through either internal and/or external advertising.
- 12.7 We will provide full and fair consideration for all job applicants, based on merit and ability. All managers involved in recruitment will be trained appropriately.
- 12.712.8 We will guarantee an interview to all candidates who have a disability where they meet the minimum criteria for a job.
- 12.812.9 Selection criteria and procedures are intended to ensure that individuals are selected, promoted, and treated based on their individual relevant merit, ability, and suitability for the post. Membership of an under-represented group will not influence the appointment. Shortlisting and interviewing will normally be carried out by more than one person, to minimise the risk of conscious or unconscious bias.
- 12.912.10 The selection process will be carried out consistently for all jobs at all levels and will be fair and non-discriminatory. Interviews will be undertaken with an unbiased approach towards candidates and only questions which relate to the job, and which are non-discriminatory will be asked. Questions about marriage plans; family intentions; religious or political commitments; caring responsibilities intention to join our pension scheme or to opt out; or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked.

~~12.10~~12.11 Procedures for testing or assessment will be reviewed so as not to disadvantage any applicant and will be specifically related to the job and measure an individual's actual, or inherent, ability to do or train for the job.

~~12.11~~12.12 We will ensure that other opportunities such as work experience and apprenticeships that we may offer, are open to people from a wide range of backgrounds and we will work to create good education/industrial links to encourage a broad range of applicants.

13 Terms and conditions of employment

13.1 We will ensure that all our employment policies associated with terms and conditions of employment, are formulated, and applied in such a way as to remove/minimise any discrimination on the grounds of a protected characteristic or indeed any other characteristic unrelated to the performance of the job.

13.2 These will be reviewed regularly to ensure there is no discrimination.

13.3 Employees will not be subjected to any detriment if they wish to join our pension scheme, nor will they be offered any inducement not to do so.

14 Training and diversity awareness

14.1 We are committed to ensuring equality of opportunity in terms of access to training to increase employees' knowledge and skills and to provide them with opportunities to develop their potential.

14.2 All employees are encouraged to discuss their career prospects and training needs with their manager on a regular basis. Opportunities for promotion and training will be communicated and made available to everyone on a fair and equal basis.

14.3 The provision of training will be reviewed to ensure that part-time workers, shift or remote workers or those returning to work following a break are able to benefit from training.

14.4 It is our policy not to unfairly discriminate in the provision of training. No age limits apply for entry to training or development schemes - these are open to all employees.

14.5 We will ensure that this aim is implemented through:

- continuous review and updating of training courses and literature
- ensuring training materials are free from bias and do not discriminate, e.g., by showing minority groups or disabled people in lower skilled roles only
- ensuring promotion and transfer criteria are justifiable
- ensuring assessment criteria is transparent and unbiased
- ensuring staff conducting appraisal interviews are aware of their obligations to carry these out fairly and consistently in line with this policy.

14.6 Appropriate training will be provided to enable staff to perform their jobs effectively.

14.7 Induction training will be tailored to individual needs but will in all cases include awareness of our Equality, Diversity, and Inclusion policy and how it applies to individuals. We will then continue to take specific steps to raise awareness of ED&I throughout employment and within the council's business.

15 Career development, training, and redeployment

15.1 We will take all appropriate steps to ensure that all employees receive fair consideration of their training and development needs and promotion opportunities to enable them to develop their full potential within our employment.

15.2 Any employees whose circumstances change whilst employed by us (for example, who become disabled, who take family leave, or who face new caring responsibilities) will be given full support to maintain or return to a job appropriate to their experience and abilities.

16 Flexible and hybrid working

16.1 We will consider any requests for flexible and hybrid working in a way which aims to balance the needs of the individual and the council's business.

17 Retirement

17.1 We have no fixed retirement age and anyone who wishes to work beyond State Pension Age may choose to do so.

18 References

18.1 We will not discriminate against individuals who have left our organisation, either by failing to provide references that are based on accurate, factual information or by failing to provide a reference when we would normally do so.

19 Involvement

19.1 We encourage the participation of all employees to ensure that, wherever possible, our employment practices recognise and meet their needs and will involve our staff in determining what can be done to make sure they develop and use their abilities at work.

20 Complaints

20.1 Harassment, discrimination, and bullying will not be tolerated. We recognise that making a complaint can be embarrassing and stressful. Sometimes the complainant simply wants the conduct or behaviour to stop and sometimes they want stronger action to be taken and therefore to take account of this we offer various routes of action.

20.2 When dealing with general disciplinary matters, care is to be taken that employees or workers who have, are perceived to have, or are associated with someone who has, a protected characteristic, are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other employees or workers.

20.3 Employees who believe they have either been discriminated against or have witnessed discrimination, should bring this to our attention as soon as possible, either informally or formally in accordance with our grievance procedure or bullying and harassment policy and procedure. An employee who, in good faith, brings a complaint of discrimination must not be victimised or less favourably treated as a result. (However, false allegations that are found to have been made in bad faith will be dealt with under our disciplinary procedure.)

21 Monitoring performance

21.1 We will monitor our progress towards diversity by:

- monitoring applicants for jobs, training and development, grievances, disciplinary hearings, dismissals and other reasons for leaving

22 Breach of this policy

22.1 Any employee who feels they have been treated in a manner contrary to this policy should raise this either formally through the grievance procedure, or informally with a senior manager.

22.2 Any breaches of this policy by employees will be fully investigated and may lead to disciplinary action.

23 Related policies and documents

- Bullying and harassment policy
- Flexible working policy

The above list is not exhaustive.

24 Further information

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

,



Houghton Regis Town Council

CONFIDENTIAL APPLICATION FORM

Position Applied for: _____

Notes for Completion:

- 1 Please complete the form using **BLOCK CAPITALS** in **black** ink or typed
- 2 Additional sheets may be attached where necessary
- 3 Please complete **all** sections
- 4 **Please return by email to info@houghtonregis.org.uk**
- 5 The closing date for applications is

1. Personal Details	
Surname	Telephone Number (mobile)
Forename(s)	Telephone Number (Home)
Address	E-Mail Address
.....	<u>National Insurance Number.....</u>
Post Code.....	
Holiday Commitment - Please give details of any holiday commitment you have over the next 12 months:	
2. Professional Membership	
Organisation	Membership Status

3. Education and Qualifications (Secondary/College/University etc.)

Dates		School/College/ University etc.	Qualifications (State level and subject)	Grades
from	to			

4. Present/Most Recent Employment

Name & Address of Employer:		Reason for wanting to Leave leaving:
Job Title:		
Present/ last salary and allowances:		
Date started:	Period of notice required/ last date of employment:	

Main duties:

5. Previous Employment (Please list your previous two employers and any other relevant employment)

Dates		Name & Address of Employer	Job Title/ <u>brief description of duties</u>	Annual Salary	Reason for Leaving
from	to				

6. Information in Support of your Application

Notes

- 1 Please explain why you are applying for this vacancy.
- 2 Also explain how you meet the Person Specification for this post by making reference to previous experience and training.

(Please use continuation sheet(s) if necessary)

7. **Training**

Please give details of any courses you have completed which you think are relevant to this post:

8. Interests, Hobbies, Sports

Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post

9. Other Information

We guarantee an interview to all candidates who have a disability where they meet the minimum criteria for a job

Do you consider yourself to have a disability under the Equality Act? Y / N

Would you require any particular arrangements to attend an interview? Y / N (If yes, please give details)

|
|

Do you hold a current Driving Licence? Y / N

What kind of licence is it? Provisional Full HGV

Do you have regular use of a vehicle? Y / N

Please give details of any penalty points and/or driving ban in the last five years

How did you learn of this vacancy?

Social media Noticeboard

Word of mouth Linked In

Job website Please specify

Other

10. Interview Arrangements

If you need any reasonable adjustments to be made in order for you to be interviewed for this position at our premises, please give details

11. References please ensure your references are in a position to respond promptly. It is our policy to contact ALL named referees after a conditional offer has been made.

Personal Reference <u>First referee</u>	<u>Second referee</u> Employer's Reference
Name:	Name:
Address:	Address:
Email Address:	Email Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
May we contact prior to interview Y / N	May we contact prior to interview Y / N

12. Declarations/Code of Conduct

Are you related to any Councillor or Employee of this council? Y / N

If YES, please give details:

I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application

|
|

Right to work in UK

Are there any restrictions on your continued residence or employment in the UK? (If yes, please give details) Are you legally entitled to work in the UK? Y / N

List the documents you can provide to evidence your right to work (see appendix 1 at the end of the form) We will require evidence of this prior to commencing employment

|
|
|
|

Criminal Record

Have you ever been convicted of a criminal offence? Y / N

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

|
|

Data Protection

~~The Data Protection Act 2018 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.~~

~~I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.~~

~~Signed:..... Date:.....~~

Declaration

~~I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages if I am appointed.~~

~~I hereby consent to the processing of sensitive personal data (in accordance with UK GDPR) involved in the consideration of this application.~~

~~I understand that all personal details will be held in strict confidence and will not be divulged to any other individuals or organisation for any other purpose. I confirm that the information given on this application form is, to the best of my knowledge and belief true and complete in all respects. I understand that should I have deliberately made a false or misleading statement on this form deemed to be a deliberate attempt to deceive will disqualify the application or, if already in post, will result in the employment being terminated.~~

|
|

~~Signed:..... Date:.....~~



Houghton Regis Town Council

CONFIDENTIAL

Equal opportunities recruitment monitoring form

Position Applied for: _____

The following pages will be detached from your application prior to it being considered for shortlisting.

Houghton Regis Town Council is committed to equal opportunities in employment and seeks to ensure that no candidate is treated less favourably on the grounds of age, disability, gender reassignment, marital status or civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation~~age, race, colour, ethnic origin, sex, marital status or disability~~. This includes ~~not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.~~

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential.

Gender Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here

Is your gender identity the same as registered at birth?

Yes No Prefer not to say

M

Marital status:

- Single
- Married/Civil Partnership
- Divorced/dissolved partnership
- Co-habiting
- Separated
- Other
- Prefer not to say **Are you married or in a civil partnership?** Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White:

- White British White Irish Gypsy/Irish Traveller/Roma
- White Other (please specify) _____:

Black / Black British:

Caribbean African Black British
 Any other black background (*please specify*) _____:

Asian / Asian British:

Indian Pakistani Bangladeshi Chinese
 Asian British Any other Asian background
(*please specify*) _____:

Mixed Ethnic Background:

Black and White Caribbean Black and White African
 Asian and White
 Any other mixed ethnic background (*please specify*) _____:

Any Other Ethnic Background:

Any other ethnic background (*please specify*) _____:
 Prefer not to say **White**

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller
Prefer not to say Any other white background, please write in: _____

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
Any other mixed background, please write in: _____

Asian/Asian-British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in: _____

Black/African/Caribbean/Black-British

African Caribbean Prefer not to say Any other Black/African/Caribbean background,
please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: _____

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

If yes, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post: What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay-woman/lesbian Gay-man Bisexual Prefer not to say
If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

Do you have caring responsibilities? If yes, please tick all that apply

- None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

I understand that this information may be stored confidentially and processed as part of the Town Council's monitoring of equal opportunities only in accordance with its obligations under the Equality Act 2010 and I give my consent to my details to be used for this purpose.

Signed _____

Date _____

Name _____

Thank you for your co-operation.

Appendix 1 - List of acceptable documents to evidence right to work

Manual right to work checks

This will require you to provide one of the following **original** documents which will be checked, copied, and filed, as evidence of your entitlement to work. All original documents will be returned safely.

The documents that are acceptable for proving someone has the right to work in the UK as part of a manual check, are split into two lists:

List A - documents show that the holder is not subject to immigration control, or has no restrictions on their stay, so they have an ongoing right to work in the UK. The person has a permanent right to work in the UK. No further checks will be required during employment.

List B - documents show that the holder has been granted leave to enter or **remain** in the UK for a limited period and/or has restrictions on their right to work. We will carry out repeat document checks shortly before their permission to be in the UK expires.

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. (Definition includes a full birth certificate issued by a UK diplomatic mission i.e., British Embassy or British High Commission).

8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B: Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. (This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition).
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B: Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Digital online check

The online service currently allows digital checks to be conducted where the person holds:

- A biometric residence permit
- A biometric residence card
- Status issued under the EU Settlement Scheme
- Status issued under the points based immigration system
- British National Overseas (BNO) visa
- Frontier workers permit.

If you hold one of the above forms of immigration status, you are entitled to choose whether you evidence your right to work through the online service or by participating in the company's manual checking process.

To enable us to perform an online check, you must provide us with your date of birth, and the 'share code' generated by the Home Office online right to work checking service. This share code will be valid for 90 days from the point it has been issued and the code will begin with the letter 'W' to denote that the code has been generated to evidence the right to work.