



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr D Jones**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

21st May 2026

To: Members of the Corporate Services Committee

Cllrs: D Taylor, E Billington, J Carroll, W Henderson, D Jones, M Herber, Vacancy

(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 1st June 2026 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](#)

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

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

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

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

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

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are

**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.*

not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

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

4. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice-Chair for the Corporate Services Committee for 2026-2027

5. MINUTES

Pages 7 - 12

To approve the Minutes of the meeting held on 2nd March 2026.

Recommendation: To approve the Minutes of the meeting held on 2nd March 2026 and for these to be signed by the Chairman.

6. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 13 – 14

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

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

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

This report is provided for information.

7. COMMITTEE WORKPLAN

Page 15

Members will find attached a workplan for the municipal year 2026/27.

The attached workplan provides a structured approach to the committee's business throughout 2026/27, ensuring all statutory requirements and governance obligations are met in a timely manner.

Recommendation: To review and approve the Corporate Services Committee Workplan, which outlines anticipated specific reports for the municipal year 2026/27.

8. INCOME AND EXPENDITURE REPORT

Pages 16 – 20

Members will find attached, for information, the income and expenditure report for the Corporate Services committee up to the end of the 2025/2026 financial year – appendix A.

In addition to the above members will also find attached, for information, the income and expenditure report, for Corporate Services Committee to date (20th May 2026) – appendix B.

9. BANK AND CASH RECONCILIATION STATEMENTS

Pages 21 – 23

Members are requested to receive the monthly bank and cash reconciliation statements for February, March and April 2026.

Recommendation:

- 1. To approve the monthly bank and cash reconciliation statements for February, March and April 2026;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

10. LIST OF PAYMENTS

Pages 24 – 35

Members will find a list of payments for the period February, March and April 2026. (inclusive).

This report is provided for information.

11. INVESTMENT REPORT

Pages 36 – 54

This report is provided in accordance with the approved Committee Functions, Financial Regulation 12 and Banking Arrangements, Investment Strategy & Investment Arrangements.

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

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

Recommendation: To note the report.

12. INVESTMENT WORKING GROUP

Pages 55 – 68

Members will find attached minutes from the Investment Working Group meeting held on the 18th May 2026.

At this meeting, members of the Investment Working Group completed its review of the Town Councils Treasury Management Strategy. Following this review, the Working Group recommends the Strategy be adopted and referred to Town Council in June for formal ratification.

A report and a copy of the Town Council's Treasury Management Strategy is attached for members' consideration.

Recommendations:

- 1) **To note the minutes of the Investment Working Group meeting held on the 18th May 2026.**
- 2) **To recommend to Town Council the adoption of the Town Councils Treasury Management Strategy at the Town Council meeting to be held on the 15th June 2026.**

13. VAT RETURN

Page 69

In accordance with Financial Regulation 13.6 - The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

Members will find attached, for information, a copy of the VAT Returns for quarter 4 for financial year 2025/2026.

This report is provided for information.

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

Page 70

Members are advised, under Financial Regulations 7.9 & 7.10, the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution of the council every year.

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

Recommendations:

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

15. PUBLIC WORKS LOAN BOARD ANNUAL REPORT

Pages 71- 73

In accordance with the committees Terms of Reference and Financial Regulation 12, For information Members are provided with an annual report of the council's loans.

Members will find a report attached.

This report is provided for information.

16. CODE OF CONDUCT COMPLAINT HANDLING

Pages 74 – 75

The Town Councils Code of Conduct Complaint Handling Policy is being reviewed as part of the Council's routine policy review programme. The review does not reflect any changes to legislation and therefore this policy remains fit for purpose. Members are advised however an amendment has been made to the policy to highlight that the Town Councils Code of Conduct had been updated and re-adopted due to changes based on the Local Government Association Model Councillor Code of Conduct 2020.

Members will find a track change document attached.

Recommendation: To recommend to Town Council the adoption of the Town Councils Code of Conduct Complaint Handling policy.

17. COMMUNICATION STRATEGY

Pages 76 – 83

At the Community Services Committee meeting held on the 27th April 2026 members were provided with a newly created Communications Strategy, which incorporated a draft Annual Marketing Plan (January – December). The Strategy sets out how key messages will be communicated and identified tools to support officers and Members in delivering effective communications.

Members of the Community Services committee approved the Strategy and resolved to recommend its adoption to the Corporate Services committee and subsequent ratification by Town Council.

Members will find a copy of the newly created Communications Strategy attached.

Members are reminded that, at its meeting on 2 March 2026, the Corporate Services Committee reviewed the Council's existing Communications Strategy and recommended it for approval, while noting that a newly developed Communications Strategy would later supersede it.

Recommendation: To recommend to Town Council the adoption of the Town Councils newly developed Communication Strategy.

18. WHISTLEBLOWING POLICY

Pages 84 – 89

Members will find attached a track change document due to changes to the Equality Act 2010 which includes a duty on employers to take reasonable steps to prevent sexual harassment of their employees.

Recommendation: To recommend to Town Council the adoption of the Town Councils Whistleblowing Policy

19. MOBILE PHONE CONTRACT

Pages 90 - 95

For information member are advised the Town Council currently does not have Cyber Liability Insurance cover.

The Town Councils insurance provider has confirmed they do not provide this type of cover therefore the Head of Corporate Services is undertaking research to enable a report to be brought to the next meeting of the Corporate Services committee for consideration.

20. STAFFING FORECAST 2027-2032

Pages 96 - 100

Members will find attached a report on the proposed five-year Corporate Services staffing plan.

- Recommendations:**
- 1. To support the projected staff changes within the Corporate Services team for the years 2027-2028, and to recommend to the Staffing Committee these changes be included as part of the 2027-2028 budget setting process;**
 - 2. To receive the staffing forecast for 2028-2032**
- 0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
2nd March 2026 7.00pm.

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

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

Public: 0

13542 APOLOGIES & SUBSTITUTIONS

None.

13543 QUESTIONS FROM THE PUBLIC

None.

13544 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13545 MINUTES

To approve the Minutes of the meetings held on 1st December 2025.

Members agreed to approve the minutes but requested that ‘expediate’ be amended to read ‘expedite’ (Minute 13450).

Resolved: To approve the Minutes of the meeting held on 1st December 2025 and for these to be signed by the Chairman.

13546 INCOME AND EXPENDITURE REPORT

Members were provided with a copy of the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date.

The Chair queried if there was some inconsistency between the report and the budget: the Architectural Fees relating to Project H did not appear to be included under capital in the report. The Head of Corporate Services responded that the final cost of Professional Fees was as yet unknown, and that a PO would be raised once the sum was confirmed. Expenditure under Professional Fees related to items at the early stages of the process.

13547 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for November and December 2025 and January 2026.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for November and December 2025 and January 2026;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

13548 LIST OF PAYMENTS

For information and transparency, Members were provided with a list of payments for the period November and December 2025 and January 2026. (inclusive).

13549 INVESTMENT REPORT

This report was provided in accordance with the approved Committee Functions, Financial Regulation 12 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.

- Resolved: To note the report**

13550 INVESTMENT WORKING GROUP

Members were provided with the minutes from the Investment Working Group meetings held on the 14th January 2026 and 11th February 2026.

Members of the Investment Working Group had reviewed the draft Treasury Management Strategy and the agreed direction and adjustments to be incorporated into the revised Strategy were as follows:

- The Strategy should include flexible parameters to allow officers to manage investments without requiring formal approval for every update;
- Arlingclose to provide an updated Treasury Management Strategy Statement template in November with an updated version being provided in January ready for adoption;
- The External Context to be included as an appendix in order to streamline the main Strategy document;
- The Strategy should be scheduled for annual approval by the Corporate Services committee, ideally after the budget setting process has been completed i.e. March;

- That a revised risk appetite of A- be accepted. A- still represents a very low level of risk;
- The strategy should clarify that the Council does not anticipate borrowing for the purpose of investing;
- To agree that a limit of 3 Money Market Fund accounts can be opened;

The Investment Working Group agreed the maximum period for which funds may be committed should be based on cashflow forecasting.

The Head of Corporate Services informed Members that officers had begun work on the draft Treasury Management Strategy. Members agreed that a special meeting of the Corporate Services Committee might be required once the strategy was finalised.

Resolved: To note the minutes of the Investment Working Group from the meeting held on the 14th January 2026 and 11th February 2026.

13551 FIDELITY GUARANTEE COVER

The Internal Auditor had recommended the Council review the level of its Fidelity Insurance and consider whether it was adequate to cover the value of cash and bank balances held.

The Head of Corporate Services informed Members that the town council's insurer, Zurich, had been approached to establish whether the level of cover could be increased from £5 million. The underwriters had responded that this was not something that could be offered.

Members were advised that enquires had been made with other Town and Parish Council Insurance providers to seek whether a higher level of cover was available; however, no response had been received.

The town council was in a long-term agreement with the current insurance provider until 31st May 2027.

The Head of Corporate Services reminded Members that the risk of misappropriation of funds were minimised by internal controls in place, as follows:

- Funds were placed in multiple accounts
- Any funds transferred from investments were placed straight into the council's bank account
- Dual authorisation was required for payments
- The spread and levels of investments reduced risk

The Head of Corporate Services advised members that the Town Council could possibly tip over the current £5m fidelity level twice a year when the precept was received but only for a short period, around one month, if at all, due to operational costs.

Head of Corporate Services informed Members that the current fidelity guarantee cover limit reflected the total of all the losses in any one year and not per claim.

Members considered this information and agreed that the level of Fidelity Guarantee was sufficient.

Resolved: To agree the level of Fidelity Guarantee Cover was sufficient.

13552 APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR

Members were requested to confirm the appointment of IAC Audit & Consultancy Ltd as the Town Council independent Internal Auditor for work relating to the 2026 Annual Return as per the existing contract.

Members were advised that there was no requirement to rotate auditors however the independence of the appointed person or firm should be reviewed every year with regard to: personal independence, financial independence, and professional independence.

Whilst the Corporate Services Committee entered into a contract for Internal Audit services on behalf of the Council, it was for Council itself to formally acknowledge the independence of the Internal Auditor.

For information the letter of engagement for the 2025/2026 audit was provided for compliance. Members were advised moving forward, letters of engagement would be provided to this Committee for confirmation against the approved contract, together with a recommendation that Council formally acknowledge the Internal Auditor's independence.

It was anticipated letters of engagement would be presented annually at the Corporate Services meetings to be held in December. Including this item on the agenda allowed Members to formally accept the appointment and would henceforth appear annually as an agenda item.

Resolved: To confirm the appointment of IAC Audit & Consultancy Ltd as the Town Council independent Internal Auditor for audit work in relation to the 2026 Annual Return.

13553 VAT RETURN

In accordance with Financial Regulation 13.6 - The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

Members were provided with a copy of the VAT Returns for quarter 3 for financial year 2025/2026.

13554 AI POLICY

Members were requested to consider the adoption of an Artificial Intelligence Usage Policy and were presented with a report and draft policy. The policy was intended to formalise the Town Council's use of AI.

The Head of Corporate Services informed Members that officers should use Microsoft Copilot for its AI requirements rather than employing a variety of platforms. It was hoped Copilot provided a greater level of protection and provided an option to prevent data being used for training purposes.

Members were supportive of introducing an AI policy and made the following points:

- The policy should be reviewed annually or in the event of significant technological changes
- It should be stated explicitly in the policy that the Town Council would ensure that data entered into platform would not be used for training purposes
- In the event that Copilot introduced different models, this change should be covered in the policy.

Members were happy to accept the recommendations with the inclusion of these items.

- Resolved:**
- 1) **To recommend to Town Council the adoption of the AI policy.**
 - 2) **To recommend to Town Council that it formally commits to the Venice Pledge.**

13555 COMMUNICATION POLICY

The updated policy aligned with the Town Councils Social Media Policy and IT policy; it did not contain any major changes but brought the current document up to date prior to the production of a new strategy.

The Head of Corporate Services advised Members that, following a recommendation by the Corporate Peer Challenge, Community Services had been working on a more comprehensive Communication Policy which would be presented to Corporate Services on its completion.

- Resolved:** **To recommend to Town Council the adoption of the Town Councils Communication Policy**

13556 CONTRACT OF EMPLOYMENT

Members were advised of upcoming employment law changes that would take effect in April and October 2026. The Town Council's Contract of Employment would be updated to reflect these changes.

- Resolved:** **To note the updates to the Town Council's Contract of Employment.**

13557 CYBER LIABILITY INSURANCE

Members were advised the Town Council did not have Cyber Liability Insurance cover.

The Town Councils insurance provider had confirmed they did not provide this type of cover; therefore, the Head of Corporate Services was undertaking research to enable a report to be brought to the next meeting of the Corporate Services Committee for consideration.

The Head of Corporate Services informed Members that cyber liability cover was not offered by insurance providers, but was a third party add on.

The Chairman declared the meeting closed at 7.58pm

Dated this 1st day of June 2026

Chairman

DRAFT



Houghton Regis Town Council

Committee Functions & Terms of Reference

Corporate Services Committee

Terms of Reference

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To consider the suitability of the current office provision and the requirements of future office provision.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018) and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- To review and maintain legislative policies relating to Council governance, compliance, finance, data protection, health & safety, equality, and other statutory obligations.
- To oversee and manage the financial obligations of the Council, including:
 - To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount
 - To receive bank and cash reconciliation statements.
 - To receive an annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability.
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.

- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- To ensure the proper administration of the Council's financial affairs and to designate a single officer with overall responsibility for these functions.

Functions

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



HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee Workplan 2026/27

The following Workplan indicates anticipated specific reports in addition to regular / standard reports¹:

| Committee date | Report Heading | Completed / deferred / removed |
|--------------------|---|-----------------------------------|
| 1st June 2026 | Vice Chair | Completed |
| | Committee Functions & Terms of Reference | Completed |
| | Investment Working Group Report including Town Councils Treasury Management Strategy | Completed |
| | Renewal of DD's, SO's, Bacs & CHAPS payments | Completed |
| | Public Works Loan Board Annual Report | Completed |
| | Code of Conduct Complaint Handling | Completed |
| | Communication Strategy | Completed |
| | Whistleblowing Policy | Completed |
| | Mobile Phone Contract | Completed |
| | Staff Forecast 2027-2032 | Completed |
| 7th September 2026 | Corporate Services Fees & Charges 2027/2028 | |
| | Review of the Council's and/or employees' memberships to other bodies | |
| | Review and confirmation of arrangements for insurance cover in respect of all insured risks | |
| | Fraud and Ethics Policy | |
| | Co-option Policy | |
| | Health & Safety Policy | |
| | Appointment of Internal Auditor | |
| | Cyber Liability Insurance | |
| 30th November 2026 | Honorary Freeman & Freewoman Policy | |
| | Officer/Member Protocol | |
| | Reserves Policy | |
| 1st March 2027 | Annual review of FOI requests | |
| | To recommend to the Council the writing off of irrecoverable amounts | |

¹ Include: Draft Minutes, Income & Expenditure Report, Bank & Cash Reconciliation, List of Payments, Investment Report, VAT Return, Committee Workplan

20/05/2026

Houghton Regis Town Council 2025/26

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Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>101 Corporate Management</u> | | | | | |
| 1076 Precept received | 1,660,722 | 1,660,722 | 0 | | |
| 1096 Interest & Dividends Received | 160,898 | 50,000 | (110,898) | | |
| Corporate Management :- Income | 1,821,620 | 1,710,722 | (110,898) | | |
| 4051 BANK & LOAN CHARGES | 666 | 1,000 | 334 | | 334 |
| 4056 AUDIT FEES | 4,618 | 3,200 | (1,418) | | (1,418) |
| 4057 ACCOUNTANCY & SOFTWARE | 6,114 | 8,500 | 2,386 | 2,387 | (0) |
| 4061 Financial Management Fees | 11,000 | 0 | (11,000) | | (11,000) |
| Corporate Management :- Indirect Expenditure | 22,398 | 12,700 | (9,698) | 2,387 | (12,084) |
| Net Income over Expenditure | 1,799,222 | 1,698,022 | (101,200) | | |
| <u>102 Democratic Rep'n & Mgmt</u> | | | | | |
| 4008 TRAINING/COURSES | 550 | 1,000 | 450 | | 450 |
| 4009 TRAVEL | 684 | 350 | (334) | | (334) |
| 4020 MISC. ESTABLISH.COST | 0 | 400 | 400 | | 400 |
| 4024 SUBSCRIPTIONS | 3,730 | 3,503 | (227) | 600 | (827) |
| 4104 HOSPITALITY ALLNCE | 350 | 250 | (100) | | (100) |
| 4131 ELECTION COSTS | 0 | 6,000 | 6,000 | | 6,000 |
| 5021 Tfr to Elections Res | 6,000 | 0 | (6,000) | | (6,000) |
| Democratic Rep'n & Mgmt :- Indirect Expenditure | 11,314 | 11,503 | 189 | 600 | (411) |
| Net Expenditure | (11,314) | (11,503) | (189) | | |
| <u>190 Central Services</u> | | | | | |
| 1091 Income Miscellaneous | 61 | 0 | (61) | | |
| Central Services :- Income | 61 | 0 | (61) | | |
| 4001 STAFF SALARIES | 0 | 0 | 0 | 450 | (450) |
| 4007 CONFERENCE COSTS | 1,030 | 1,300 | 270 | | 270 |
| 4008 TRAINING/COURSES | 2,562 | 3,400 | 838 | 285 | 553 |
| 4009 TRAVEL | 11 | 350 | 339 | | 339 |
| 4011 RATES | 8,982 | 8,950 | (32) | | (32) |
| 4012 WATER RATES | 507 | 1,144 | 637 | | 637 |
| 4014 ELECTRICITY | 2,584 | 2,080 | (504) | | (504) |
| 4015 GAS | 1,932 | 728 | (1,204) | | (1,204) |
| 4017 HEALTH & SAFETY | 345 | 500 | 155 | | 155 |
| 4020 MISC. ESTABLISH.COST | 689 | 750 | 61 | | 61 |
| 4021 COMMUNICATIONS COSTS | 9,629 | 10,000 | 371 | | 371 |
| 4022 POSTAGE | 681 | 1,500 | 819 | | 819 |
| 4023 STATIONERY | 463 | 400 | (63) | | (63) |

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Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4025 INSURANCE | 18,082 | 17,000 | (1,082) | | (1,082) |
| 4026 COMPUTER COSTS | 9,368 | 8,500 | (868) | | (868) |
| 4027 PHOTOCOPIER CHARGES | 1,421 | 1,600 | 179 | | 179 |
| 4031 ADVERTISING | 210 | 500 | 290 | | 290 |
| 4036 PROPERTY MAINTENANCE | 120 | 1,000 | 880 | 850 | 30 |
| 4038 MAINTENANCE CONTRACTS | 512 | 700 | 188 | | 188 |
| 4042 Equipment Repairs & Maintenance | 63 | 500 | 437 | | 437 |
| 4059 OTHER PROFESSIONAL FEES | 10,109 | 13,250 | 3,141 | 10,698 | (7,556) |
| 4217 HHP Project Contribution | 118 | 0 | (118) | | (118) |
| 4992 Trs from Earmarked Reserve | (8,000) | (8,000) | 0 | | 0 |
| Central Services :- Indirect Expenditure | 61,417 | 66,152 | 4,735 | 12,283 | (7,547) |
| Net Income over Expenditure | (61,356) | (66,152) | (4,796) | | |
| <u>192 Corp Serv Staff Costs</u> | | | | | |
| 4001 STAFF SALARIES | 233,279 | 252,000 | 18,721 | | 18,721 |
| 4002 EMPLOYERS N.I | 29,159 | 30,240 | 1,081 | | 1,081 |
| 4003 EMPLOYERS SUPERANN. | 62,309 | 67,536 | 5,227 | | 5,227 |
| 4005 STAFF OVERTIME | 1,755 | 2,500 | 745 | | 745 |
| 4059 OTHER PROFESSIONAL FEES | 8,167 | 7,500 | (667) | 280 | (947) |
| Corp Serv Staff Costs :- Indirect Expenditure | 334,669 | 359,776 | 25,107 | 280 | 24,827 |
| Net Expenditure | (334,669) | (359,776) | (25,107) | | |
| <u>199 Corp Serv Capital and Projects</u> | | | | | |
| 4883 Project H | 16,878 | 0 | (16,878) | 900 | (17,778) |
| 4992 Trs from Earmarked Reserve | (17,778) | 0 | 17,778 | | 17,778 |
| Corp Serv Capital and Projects :- Indirect Expenditure | (901) | 0 | 901 | 900 | 1 |
| Net Expenditure | 901 | 0 | (901) | | |
| Grand Totals:- Income | 1,821,681 | 1,710,722 | (110,959) | | |
| Expenditure | 428,897 | 450,131 | 21,234 | 16,449 | 4,785 |
| Net Income over Expenditure | 1,392,783 | 1,260,591 | (132,192) | | |
| Movement to/(from) Gen Reserve | 1,392,783 | 1,260,591 | (132,192) | | |

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Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 2

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>101 Corporate Management</u> | | | | | |
| 1076 Precept received | 909,675 | 1,819,350 | 909,675 | | |
| 1096 Interest & Dividends Received | 909 | 181,200 | 180,291 | | |
| Corporate Management :- Income | 910,584 | 2,000,550 | 1,089,966 | | |
| 4051 BANK & LOAN CHARGES | 46 | 800 | 754 | | 754 |
| 4056 AUDIT FEES | (4,179) | 3,200 | 7,379 | | 7,379 |
| 4057 ACCOUNTANCY & SOFTWARE | 2,697 | 11,000 | 8,303 | 2,387 | 5,916 |
| 4061 Financial Management Fees | 0 | 11,000 | 11,000 | | 11,000 |
| Corporate Management :- Indirect Expenditure | (1,435) | 26,000 | 27,435 | 2,387 | 25,049 |
| Net Income over Expenditure | 912,019 | 1,974,550 | 1,062,531 | | |
| <u>102 Democratic Rep'n & Mgmt</u> | | | | | |
| 4008 TRAINING/COURSES | 0 | 1,000 | 1,000 | | 1,000 |
| 4009 TRAVEL | (139) | 400 | 539 | | 539 |
| 4020 MISC. ESTABLISH.COST | 0 | 400 | 400 | 228 | 173 |
| 4024 SUBSCRIPTIONS | 1,028 | 4,000 | 2,972 | 600 | 2,372 |
| 4101 MAYORS ALLOWANCE | (15) | 4,500 | 4,515 | 334 | 4,181 |
| 4104 HOSPITALITY ALLNCE | 0 | 300 | 300 | | 300 |
| 4106 Mayors Civic Events | 136 | 4,000 | 3,864 | | 3,864 |
| 4121 CIVIC REGALIA | 0 | 800 | 800 | | 800 |
| 4122 Civic Fund Expenses | 0 | 200 | 200 | | 200 |
| 4131 ELECTION COSTS | 0 | 6,400 | 6,400 | | 6,400 |
| 4203 MAYORS CHRISTMAS APPEAL FUND | 0 | 5,720 | 5,720 | | 5,720 |
| Democratic Rep'n & Mgmt :- Indirect Expenditure | 1,010 | 27,720 | 26,710 | 1,162 | 25,548 |
| Net Expenditure | (1,010) | (27,720) | (26,710) | | |
| <u>103 Project H</u> | | | | | |
| 4011 RATES | 0 | 10,000 | 10,000 | | 10,000 |
| 4012 WATER RATES | 0 | 3,000 | 3,000 | | 3,000 |
| 4013 RENT | 0 | 28,375 | 28,375 | | 28,375 |
| 4014 ELECTRICITY | 0 | 3,500 | 3,500 | | 3,500 |
| 4015 GAS | 0 | 3,500 | 3,500 | | 3,500 |
| 4020 MISC. ESTABLISH.COST | 0 | 1,000 | 1,000 | | 1,000 |
| 4036 PROPERTY MAINTENANCE | 0 | 11,000 | 11,000 | | 11,000 |
| 4038 MAINTENANCE CONTRACTS | 0 | 2,000 | 2,000 | | 2,000 |
| Project H :- Indirect Expenditure | 0 | 62,375 | 62,375 | 0 | 62,375 |
| Net Expenditure | 0 | (62,375) | (62,375) | | |

Continued over page

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Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 2

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>190 Central Services</u> | | | | | |
| 1091 Income Miscellaneous | 15 | 0 | (15) | | |
| Central Services :- Income | 15 | 0 | (15) | | |
| 4001 STAFF SALARIES | 0 | 0 | 0 | 450 | (450) |
| 4007 CONFERENCE COSTS | 0 | 1,200 | 1,200 | | 1,200 |
| 4008 TRAINING/COURSES | 0 | 4,000 | 4,000 | 285 | 3,715 |
| 4009 TRAVEL | 0 | 100 | 100 | | 100 |
| 4011 RATES | 0 | 10,500 | 10,500 | | 10,500 |
| 4012 WATER RATES | 91 | 1,000 | 909 | | 909 |
| 4014 ELECTRICITY | 208 | 2,300 | 2,092 | | 2,092 |
| 4015 GAS | 0 | 1,000 | 1,000 | | 1,000 |
| 4017 HEALTH & SAFETY | 0 | 500 | 500 | 25 | 475 |
| 4020 MISC. ESTABLISH.COST | 14 | 700 | 686 | | 686 |
| 4021 COMMUNICATIONS COSTS | 285 | 10,000 | 9,715 | | 9,715 |
| 4022 POSTAGE | 57 | 2,500 | 2,443 | | 2,443 |
| 4023 STATIONERY | 100 | 400 | 300 | 46 | 254 |
| 4025 INSURANCE | 0 | 19,000 | 19,000 | | 19,000 |
| 4026 COMPUTER COSTS | 460 | 8,500 | 8,040 | | 8,040 |
| 4027 PHOTOCOPIER CHARGES | 128 | 1,800 | 1,672 | | 1,672 |
| 4031 ADVERTISING | 0 | 500 | 500 | | 500 |
| 4036 PROPERTY MAINTENANCE | 21 | 1,000 | 979 | 850 | 129 |
| 4038 MAINTENANCE CONTRACTS | 136 | 700 | 564 | | 564 |
| 4042 Equipment Repairs & Maintenance | 0 | 500 | 500 | | 500 |
| 4059 OTHER PROFESSIONAL FEES | 0 | 5,000 | 5,000 | 11,198 | (6,198) |
| Central Services :- Indirect Expenditure | 1,500 | 71,200 | 69,700 | 12,853 | 56,847 |
| Net Income over Expenditure | (1,485) | (71,200) | (69,715) | | |
| <u>192 Corp Serv Staff Costs</u> | | | | | |
| 4001 STAFF SALARIES | 20,739 | 252,400 | 231,661 | | 231,661 |
| 4002 EMPLOYERS N.I | 2,661 | 31,600 | 28,939 | | 28,939 |
| 4003 EMPLOYERS SUPERANN. | 4,425 | 55,100 | 50,675 | | 50,675 |
| 4005 STAFF OVERTIME | 604 | 2,750 | 2,146 | | 2,146 |
| 4059 OTHER PROFESSIONAL FEES | (289) | 7,625 | 7,914 | 853 | 7,061 |
| Corp Serv Staff Costs :- Indirect Expenditure | 28,140 | 349,475 | 321,335 | 853 | 320,483 |
| Net Expenditure | (28,140) | (349,475) | (321,335) | | |
| <u>199 Corp Serv Capital and Projects</u> | | | | | |
| 1078 Grants & Donations Received | 20,000 | 0 | (20,000) | | |
| Corp Serv Capital and Projects :- Income | 20,000 | 0 | (20,000) | | |

Detailed Income & Expenditure by Budget Heading 20/05/2026

Month No: 2

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4805 CAP - New Equipment (incl IT) | 0 | 3,000 | 3,000 | | 3,000 |
| 4883 Project H | 0 | 0 | 0 | 900 | (900) |
| 4991 Trs to Earmarked Reserve | 0 | 80,000 | 80,000 | | 80,000 |
| Corp Serv Capital and Projects :- Indirect Expenditure | 0 | 83,000 | 83,000 | 900 | 82,100 |
| Net Income over Expenditure | 20,000 | (83,000) | (103,000) | | |
| Grand Totals:- Income | 930,599 | 2,000,550 | 1,069,951 | | |
| Expenditure | 29,215 | 619,770 | 590,555 | 18,154 | 572,401 |
| Net Income over Expenditure | 901,384 | 1,380,780 | 479,396 | | |
| Movement to/(from) Gen Reserve | 901,384 | 1,380,780 | 479,396 | | |

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2026

| | | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|------------|----------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 28/02/2026 | Liquidity Manager Account | 86,786.90 |
| 1 | 28/02/2026 | NatWest Current Account | 1,022.00 |
| 2 | 28/02/2026 | Business Reserve Account | 277.72 |
| 3 | 28/02/2026 | Natwest Youth Council | 319.29 |
| 4 | 28/02/2026 | Natwest Youth Work | 156.26 |
| | | | 88,562.17 |
| <u>Other Cash & Bank Balances</u> | | | |
| | | DEBT MANAGEMENT DEPOSIT A | 250,000.00 |
| | | L A DEPOSIT FUND ACCOUNT | 4,069,500.00 |
| | | PETTY CASH FLOAT | 50.00 |
| | | | 4,319,550.00 |
| | | | 4,408,112.17 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 28/02/2026 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | 4,408,112.17 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | NATWEST CURRENT/RESERVE | 87,808.90 |
| 2 | | NATWEST ONLINE ac 41172051 | 277.72 |
| 3 | | NATWEST YOUTH COUNCIL | 319.29 |
| 4 | | NATWEST YOUTH WORK | 156.26 |
| | | Other Cash & Bank Balances | 4,319,550.00 |
| Total Cash & Bank Balances | | | 4,408,112.17 |

Houghton Regis Town Council 2025/26

Bank - Cash and Investment Reconciliation as at 31 March 2026

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | 31/03/2026 Liquidity Manager Account | 34,303.88 |
| 1 | 31/03/2026 NatWest Current Account | 1,000.00 |
| 2 | 31/03/2026 Business Reserve Account | 277.93 |
| 3 | 31/03/2026 Natwest Youth Council | 702.06 |
| 4 | 31/03/2026 Natwest Youth Work | 110.76 |
| | | 36,394.63 |
| <u>Other Cash & Bank Balances</u> | | |
| | DEBT MANAGEMENT DEPOSIT A | 250,000.00 |
| | L A DEPOSIT FUND ACCOUNT | 3,869,500.00 |
| | PETTY CASH FLOAT | 39.38 |
| | | 4,119,539.38 |
| | | 4,155,934.01 |
| <u>Receipts not on Bank Statement</u> | | |
| 0 | 31/03/2026 All Receipts Cleared | 0.00 |
| | | 0.00 |
| Closing Balance | | 4,155,934.01 |
| <u>All Cash & Bank Accounts</u> | | |
| 1 | NATWEST CURRENT/RESERVE | 35,303.88 |
| 2 | NATWEST ONLINE ac 41172051 | 277.93 |
| 3 | NATWEST YOUTH COUNCIL | 702.06 |
| 4 | NATWEST YOUTH WORK | 110.76 |
| | Other Cash & Bank Balances | 4,119,539.38 |
| | Total Cash & Bank Balances | 4,155,934.01 |

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2026

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | 30/04/2026 Liquidity Manager Account | 327,712.86 |
| 1 | 30/04/2026 NatWest Current Account | 1,000.00 |
| 2 | 30/04/2026 Business Reserve Account | 277.93 |
| 3 | 30/04/2026 Natwest Youth Council | 518.71 |
| 4 | 30/04/2026 Natwest Youth Work | 94.24 |
| | | 329,603.74 |
| <u>Other Cash & Bank Balances</u> | | |
| | L A DEPOSIT FUND ACCOUNT | 4,619,500.00 |
| | PETTY CASH FLOAT | 19.60 |
| | | 4,619,519.60 |
| | | 4,949,123.34 |
| <u>Receipts not on Bank Statement</u> | | |
| 0 | 30/04/2026 All Receipts Cleared | 0.00 |
| | | 0.00 |
| Closing Balance | | |
| | | 4,949,123.34 |
| <u>All Cash & Bank Accounts</u> | | |
| 1 | NATWEST CURRENT/RESERVE | 328,712.86 |
| 2 | NATWEST ONLINE ac 41172051 | 277.93 |
| 3 | NATWEST YOUTH COUNCIL | 518.71 |
| 4 | NATWEST YOUTH WORK | 94.24 |
| | Other Cash & Bank Balances | 4,619,519.60 |
| | Total Cash & Bank Balances | 4,949,123.34 |

Date: 06/03/2026

Houghton Regis Town Council Current Year

Page: 3

Time: 10:38

Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|--------------------------------|
| 27/01/2026 | Scottish Power | DD1 | 201.98 | 201.98 | | 501 | | | 1047-Electric Charges |
| 27/01/2026 | Scottish Power | DD1 | -201.98 | -201.98 | | 501 | | | 1050-Electric Charges |
| 30/01/2026 | Scottish Power | DD2 | 38.17 | 38.17 | | 501 | | | 1048-Electric Charges |
| 30/01/2026 | Scottish Power | DD2 | -38.17 | -38.17 | | 501 | | | 1051-Electric Charges |
| 01/02/2026 | Castle Water | DD | -51.27 | -51.27 | | 501 | | | 1147-Water charges |
| 01/02/2026 | Casle Water | DD | 51.27 | 51.27 | | 501 | | | 1149-Water charges Feb23 |
| 02/02/2026 | EE Limited | DD1 | 408.11 | 408.11 | | 501 | | | 1054-Mobile Phone Charges |
| 02/02/2026 | Doxzoo Ltd | POS | 32.24 | | | 4222 | 263 | 32.24 | Printing of 350 Trail Maps HHP |
| 02/02/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 291 | 240.00 | First Aid at Work Ian Haynes |
| 02/02/2026 | Amazon | POS | 56.42 | | 9.40 | 4042 | 291 | 47.02 | Colour Toner Cartridge x2 |
| 02/02/2026 | Bedfordshire Pensions | EBP | 22,067.99 | | | 525 | | 22,067.99 | Pension Payment |
| 03/02/2026 | BT Payment Services Ltd | DD3 | 342.00 | 342.00 | | 501 | | | 1049-Fixed Charge Line Rental |
| 03/02/2026 | Amazon | POS | 144.00 | | 24.00 | 4036 | 190 | 120.00 | 3 x 10 x Luxsa Lighting 26W |
| 03/02/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 190 | 240.00 | First Aid at Work |
| 03/02/2026 | Amazon | POS | 204.00 | | 34.00 | 4008 | 190 | 170.00 | Paediatric First Aid |
| 03/02/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 05/02/2026 | Cloudy Group | DD1 | 110.19 | 110.19 | | 501 | | | 1095-App Hosting Package |
| 06/02/2026 | Reliance High Tech Ltd | FP1 | 26.02 | 26.02 | | 501 | | | 1074-Lone Worker Devices |
| 06/02/2026 | Safesmart Limited | FP2 | 13.50 | 13.50 | | 501 | | | 1075-Training Credit |
| 06/02/2026 | Scutum Fire & Security Limited | FP3 | 196.52 | 196.52 | | 501 | | | 1076-Alarm Service Contract |
| 06/02/2026 | Police & Crime Commissioner fo | FP4 | 9,130.95 | 9,130.95 | | 501 | | | 1079-OP Hana Police Dec 25 |
| 06/02/2026 | Trade UK Account | FP5 | 9.48 | 9.48 | | 501 | | | 1081-Various Materials |
| 06/02/2026 | The Social Investment Business | FP6 | 2,334.59 | 2,334.59 | | 501 | | | 1082-Revenue underspend FY24/2 |
| 06/02/2026 | MCS Environmental Services | FP7 | 2,424.00 | 2,424.00 | | 501 | | | 1083-Bedford sq toilet cleanin |
| 06/02/2026 | Central Bedfordshire Council | FP8 | 4,160.93 | 4,160.93 | | 501 | | | 1087-Monitoring CCTV Cameras |
| 06/02/2026 | AMF Services (Bedford) Ltd | FP9 | 554.09 | 554.09 | | 501 | | | 1084-Supply of Stabilisers |
| 06/02/2026 | Martin Rix Building Services | FP10 | 5,770.20 | 5,770.20 | | 501 | | | 1086-Replacement Blinds HHP |
| 06/02/2026 | CHUMS Charity | FP11 | 500.00 | 500.00 | | 501 | | | 1088-Project Grant Recipient |
| 06/02/2026 | Houghton Regis Heritage Societ | FP12 | 800.00 | 800.00 | | 501 | | | 1089-Project Grant Recipient |
| 06/02/2026 | Houghton Regis Ladies Group | FP13 | 400.00 | 400.00 | | 501 | | | 1090-Project Grant Recipient |
| 06/02/2026 | The Friends of Houghton Hall P | FP14 | 2,326.00 | 2,326.00 | | 501 | | | 1091-Bee Equipment |
| 06/02/2026 | M Herber | FP15 | 48.53 | 48.53 | | 501 | | | 1093-Mayors Expenses Travel |
| 06/02/2026 | SLCC Enterprises Ltd | FP16 | 635.00 | 635.00 | | 501 | | | 1094-CE Power in Place Confere |
| 06/02/2026 | Bee-Line Entertainment Ltd | FP17 | 1,008.00 | 1,008.00 | | 501 | | | 1060-Hire of equipment |

Continued on Page 4

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-----------------------------------|-----------|--------------|-------------|-------|------|--------|----------|-----------------------------------|
| | | | | | | | | | YED |
| 06/02/2026 | Charles Hill Garden Services L | FP18 | 3,264.00 | 3,264.00 | | 501 | | | 1062-40 tonne of PAS 100 Soil |
| 06/02/2026 | Clear Fitness | FP19 | 540.00 | 540.00 | | 501 | | | 1063-Buggy Exercise Oct-Dec |
| 06/02/2026 | George Browns Hire | FP20 | 933.87 | 933.87 | | 501 | | | 1064-Roberine Service LK74 AKO |
| 06/02/2026 | John Curl | FP21 | 785.40 | 785.40 | | 501 | | | 1066-Tyres for Ford Ranger |
| 06/02/2026 | Lamps & Tubes Illuminations Lt | FP22 | 14,134.74 | 14,134.74 | | 501 | | | 1068-Christmas Lighting Displa |
| 06/02/2026 | Latent Digital Solutions Ltd | FP23 | 24.76 | 24.76 | | 501 | | | 1069-Photocopier Service Chrg |
| 06/02/2026 | Merlin Entertainment (Sea Life | FP24 | 369.15 | 369.15 | | 501 | | | 1070-YP trip Sea Life Brighton |
| 06/02/2026 | Ms Nicola Perring | FP25 | 50.00 | 50.00 | | 501 | | | 1071-Deposit Refund |
| 06/02/2026 | Pete Rowe Building Services | FP26 | 777.60 | 777.60 | | 501 | | | 1072-Power to Water Pump HHP |
| 06/02/2026 | Prestige Design & Workwear Ltd | FP27 | 3,430.80 | 3,430.80 | | 501 | | | 1073-New Workwear HHP |
| 06/02/2026 | Houghton Regis Bowls Club | FP28 | 50.00 | 50.00 | | 501 | | | 1065-Refund Deposit for 24/01 |
| 06/02/2026 | Arlingclose Ltd | FP29 | 13,200.00 | 13,200.00 | | 501 | | | 1085-Treasury Advice Contract |
| 06/02/2026 | The Right Fuelcard Company Lim | FP30 | 185.90 | 185.90 | | 501 | | | 1080-Vehicle Fuel |
| 06/02/2026 | HMRC | FP31 | 19,509.84 | 19,509.84 | | 501 | | | 1043-PAYE/NI January 2026 |
| 06/02/2026 | DVLA | POS | 345.00 | | | 4045 | 291 | 345.00 | Road Tax for vehicle LC69 HCL |
| 09/02/2026 | The Purple Guide to Event Mana | POS | 60.00 | | 10.00 | 4222 | 304 | 50.00 | 1 years subscription online |
| 09/02/2026 | Amazon | POS | 17.56 | | 2.92 | 4226 | 302 | 14.64 | Dr Scholls Fresh Step |
| 09/02/2026 | Amazon | POS | 24.52 | | 4.09 | 4226 | 302 | 20.43 | KC Cable/HDMI Cable/U |
| 10/02/2026 | Yu Energy | DD2 | 33.92 | 33.92 | | 501 | | | 1096-Gas Charges |
| 10/02/2026 | Yu Energy | DD3 | 533.42 | 533.42 | | 501 | | | 1097-Gas Charges |
| 10/02/2026 | Yu Energy | DD4 | 39.85 | 39.85 | | 501 | | | 1098-Gas Charges |
| 10/02/2026 | Yu Energy | DD1 | 609.16 | 609.16 | | 501 | | | 1108-Gas Charges |
| 10/02/2026 | Amazon | POS | 30.47 | | 5.08 | 4042 | 190 | 25.39 | Russell Hobbs Kettle |
| 10/02/2026 | Amazon | POS | 12.31 | | 2.06 | 4226 | 302 | 10.25 | Board Game |
| 10/02/2026 | Horizon Mobilty Ltd | POS | 161.00 | | 26.00 | 4226 | 302 | 135.00 | Hire of a wheelchair YP |
| 11/02/2026 | Scottish Power | DD2 | 47.70 | 47.70 | | 501 | | | 1055-Electric Charges |
| 11/02/2026 | Scottish Power | DD3 | 581.10 | 581.10 | | 501 | | | 1056-Electric Charges |
| 11/02/2026 | Castle Water | DD4 | 7.12 | 7.12 | | 501 | | | 1057-Water Charges |
| 11/02/2026 | Castle Water | DD1 | -7.12 | -7.12 | | 501 | | | 1113-Direct Debit withdrawn |
| 11/02/2026 | Fothergills | POS | 43.80 | | | 4217 | 263 | 43.80 | Sweet Potato Plant Collection |
| 11/02/2026 | Amazon | POS | 107.98 | | 18.00 | 4042 | 190 | 89.98 | 2 x Office Chairs |
| 11/02/2026 | Kings Seeds | POS | 45.10 | | 0.67 | 4039 | 263 | 44.43 | Potatoes and sweet potatoes |
| 12/02/2026 | Scottish Power | DD5 | 43.32 | 43.32 | | 501 | | | 1099-Electric Charges |
| 12/02/2026 | Scottish Power | DD6 | 25.59 | 25.59 | | 501 | | | 1100-Electric Charges |
| 12/02/2026 | Post Office | POS | 28.09 | | | 221 | | 28.09 | Petty Cash top-up |
| 12/02/2026 | Amazon | POS | 35.96 | | 6.00 | 4217 | 263 | 29.96 | 2 x Chopping boards |

Continued on Page 5

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 12/02/2026 | The Safety Supply Coy | POS | 36.30 | | 6.05 | 4217 | 263 | 30.25 | 10 replacement kneeling pads |
| 12/02/2026 | Amazon | POS | 35.96 | | 6.00 | 4217 | 263 | 29.96 | 4 x chopping boards |
| 12/02/2026 | Amazon | POS | -35.96 | | 6.00 | 4217 | 263 | -41.96 | 2 x chopping boards ent. twice |
| 13/02/2026 | Pozitive Energy | DD7 | 3,238.14 | 3,238.14 | | 501 | | | 1101-Electric Charges |
| 13/02/2026 | Pozitive Energy | DD8 | 369.53 | 369.53 | | 501 | | | 1102-Electric Charges |
| 13/02/2026 | Scottish Power | DD2 | 170.54 | 170.54 | | 501 | | | 1109-Electric Charges |
| 13/02/2026 | Amazon | POS | 11.98 | | 2.00 | 4217 | 263 | 9.98 | 2 x soft and stiff hand brush |
| 13/02/2026 | Pozitive Energy | DD | -369.53 | -369.53 | | 501 | | | 1177-Electric charges reversed |
| 16/02/2026 | Scottish Power | DD9 | 353.40 | 353.40 | | 501 | | | 1103-Electric Charges |
| 16/02/2026 | Scottish Power | DD3 | 28.76 | 28.76 | | 501 | | | 1110-Electric Charges |
| 16/02/2026 | Bankline charges | BLN | 42.00 | | | 4051 | 101 | 42.00 | Bankline charges |
| 16/02/2026 | Amazon | POS | 33.16 | | 5.52 | 4217 | 263 | 27.64 | 2 x pruners |
| 16/02/2026 | Amazon | POS | 56.95 | | 9.49 | 4217 | 263 | 24.24 | Boot scraper |
| | | | | | | 4217 | 263 | 8.32 | Boot brush mud remover |
| | | | | | | 4217 | 263 | 7.83 | Washing up brushes |
| | | | | | | 4217 | 263 | 7.07 | Palm dish brush ergonomic hand |
| 16/02/2026 | Amazon | POS | 23.17 | | 3.87 | 4217 | 263 | 6.64 | 2 x hand scrubbing brushes |
| | | | | | | 4217 | 263 | 12.66 | Kitchen scales |
| 17/02/2026 | Castle Water | DD1 | 14.50 | 14.50 | | 501 | | | 1114-Water Charges |
| 17/02/2026 | BNP Paribas | BACS | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance charge - two mowers |
| 18/02/2026 | Castle Water - 2597769 | DD10 | 26.42 | 26.42 | | 501 | | | 1105-Water Charges |
| 18/02/2026 | Majestic Trees | POS | 292.80 | | 48.80 | 4217 | 263 | 244.00 | Sorbus tree |
| 18/02/2026 | Amazon | POS | 7.50 | | 1.25 | 4217 | 263 | 6.25 | Bee warning safety sign |
| 20/02/2026 | Scottish Power | DD4 | 72.15 | 72.15 | | 501 | | | 1112-Electric Charges |
| 20/02/2026 | BATPC | FP1 | 70.00 | 70.00 | | 501 | | | 1116-Breakthrough Training LS |
| 20/02/2026 | Council HR and Governance Supp | FP2 | 600.00 | 600.00 | | 501 | | | 1117-Job evaluation |
| 20/02/2026 | Independent Water Networks | FP3 | 185.50 | 185.50 | | 501 | | | 1118-Water charges allotments |
| 20/02/2026 | John Curl | FP4 | 180.00 | 180.00 | | 501 | | | 1120-LC69 HCL check over MOT |
| 20/02/2026 | Reids Playground Maintenance L | FP5 | 1,680.00 | 1,680.00 | | 501 | | | 1121-repair work skate park |
| 20/02/2026 | Techies Limited | FP6 | 481.20 | 481.20 | | 501 | | | 1123-Fujitsu support pack |
| 20/02/2026 | MT Fabricators Ltd | FP7 | 198.00 | 198.00 | | 501 | | | 1124-Goal post straps M/Cresc |
| 20/02/2026 | Bedfordshire Pension Fund | FP8 | 63.66 | 63.66 | | 501 | | | 1125-Added Years January 2026 |
| 20/02/2026 | Local Government Association | FP9 | 306.00 | 306.00 | | 501 | | | 1126-Employer Role Training AG |
| 20/02/2026 | Wave Utilities | FP10 | 411.04 | 411.04 | | 501 | | | 1127-Water chgs to recharge |
| 20/02/2026 | Dinosaurs and Dragons | FP11 | 400.00 | 400.00 | | 501 | | | 1128-Deposit Easter events |
| 20/02/2026 | Houghton Regis Helpers Communi | FP12 | 1,750.00 | 1,750.00 | | 501 | | | 1130-HSF Donation |

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|--------------------------------|-----------|-------------------|-------------------|---------------|-----|----------|-------------------|--------------------------------|
| 20/02/2026 | Jewels Art Craft & Coffee | FP13 | 750.00 | 750.00 | | | 501 | | 1131-HSF Admin Award Jewels |
| 20/02/2026 | Thomas Whitehead CE Academy | FP14 | 500.00 | 500.00 | | | 501 | | 1132-HSF Donation TW/ |
| 20/02/2026 | Tithe Farm Primary School | FP15 | 9,000.00 | 9,000.00 | | | 501 | | 1133-HSF Donation TFarm Primar |
| 20/02/2026 | Institute of Cemetery & Cremat | FP16 | 444.00 | 444.00 | | | 501 | | 1134-Memorial Manage JMcG/DJ |
| 20/02/2026 | The Safer Luton Partnership | FP17 | 100.00 | 100.00 | | | 501 | | 1136-First Aid Easter term |
| 20/02/2026 | Scottish Power | DD2 | -72.15 | -72.15 | | | 501 | | 1138-Electricity chg reverse |
| 20/02/2026 | British Gas | DD | 17.76 | 17.76 | | | 501 | | 1142-Gas charges |
| 23/02/2026 | Biffa Waste Services Ltd | DD5 | 60.82 | 60.82 | | | 501 | | 1058-Skip Waste 27/12-23/01/26 |
| 23/02/2026 | Biffa Waste Services Ltd | DD6 | 2,855.23 | 2,855.23 | | | 501 | | 1059-Skip Waste Charges |
| 23/02/2026 | Everflow Utilities | DD1 | 750.23 | 750.23 | | | 501 | | 1137-Water charges |
| 25/02/2026 | Post Office | POC | 24.65 | | | | 221 | 24.65 | Petty Cash |
| 25/02/2026 | Tesco Stores | POS | 1,025.40 | | | | 4222 304 | 1,025.40 | Easter Eggs x 650 |
| 26/02/2026 | Scottish Power | DD | 222.98 | 222.98 | | | 501 | | 1151-Electricity charges |
| 26/02/2026 | Anglian Water | DD | -6.76 | -6.76 | | | 501 | | 655-Water Charges |
| 26/02/2026 | Display Wizard | POS | 485.99 | | 81.00 | | 4217 263 | 404.99 | A-Frames Chalkboards |
| 26/02/2026 | Morrisons | POS | 37.15 | | | | 4104 102 | 37.15 | Refreshments staff meeting |
| 27/02/2026 | Payroll Options | DD11 | 238.60 | 238.60 | | | 501 | | 1107-Paydate 27/01/26 Employee |
| 27/02/2026 | Scottish Power | DD3 | 232.10 | 232.10 | | | 501 | | 1141-Electricity charges |
| 27/02/2026 | Salaries - February 2026 | BACS | 54,672.82 | | | | 520 | 54,672.82 | Salaries - February 2026 |
| 27/02/2026 | Gala Tent Ltd | POS | 982.75 | | 163.79 | | 4222 304 | 818.96 | Gala Pro Shade 50 Gazebo |
| Total Payments for Month | | | 199,190.81 | 116,139.75 | 571.99 | | | 82,479.07 | |
| Balance Carried Fwd | | | 87,808.90 | | | | | | |
| Cashbook Totals | | | 286,999.71 | 116,139.75 | 571.99 | | | 170,287.97 | |

Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 02/03/2026 | Francotyp Postalia Ltd | DD1 | 90.00 | 90.00 | | 501 | | | 1181-Agreement Period MarchMay |
| 02/03/2026 | Diocese of St Albans | SO | 60.00 | | | 4235 | 305 | 60.00 | Diocese of St Albans |
| 02/03/2026 | Dunstable Foodbank | SO | 120.00 | | | 4235 | 305 | 120.00 | Dunstable Foodbank |
| 02/03/2026 | Houghton Regis Baptist Church | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Baptist Church |
| 02/03/2026 | Jewels | SO | 60.00 | | | 4235 | 305 | 60.00 | Jewels |
| 02/03/2026 | Central Bedfordshire Council | SO | 60.00 | | | 4235 | 305 | 60.00 | Central Bedfordshire Council |
| 02/03/2026 | Thornhill Primary School | SO | 60.00 | | | 4235 | 305 | 60.00 | Thornhill Primary School |
| 02/03/2026 | Houghton Regis Helpers | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Helpers |
| 03/03/2026 | F George-Iz | BACS | 75.00 | | | 550 | | 75.00 | Allotment rent TC13A |
| 03/03/2026 | F George-Iz | BACS | 75.00 | | | 550 | | 75.00 | Allotment rent TC13B |
| 03/03/2026 | F George-Iz | BACS | -75.00 | | | 550 | | -75.00 | Allotment rent TC13A |
| 03/03/2026 | F George-Iz | BACS | -75.00 | | | 550 | | -75.00 | Allotment rent TC13B |
| 03/03/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 04/03/2026 | BT Payment Services Ltd | DD1 | 342.00 | 342.00 | | 501 | | | 1139-Phone fixed charges |
| 04/03/2026 | EE Limited | DD2 | 408.11 | 408.11 | | 501 | | | 1153-Mobile Phone Charges |
| 05/03/2026 | Cloudy Group | DD2 | 110.19 | 110.19 | | 501 | | | 1183-App Hosting Package |
| 05/03/2026 | Amazon | POS | 38.99 | | 6.50 | 4226 | 302 | 32.49 | Sandwich toaster Pop-Up Cafe |
| 05/03/2026 | Morrisons | POS | 9.50 | | | 4226 | 302 | 9.50 | Youth Council refreshments |
| 05/03/2026 | Amazon | POS | 45.58 | | 8.00 | 4042 | 302 | 37.58 | Wireless keyboard x 2 |
| 05/03/2026 | Amazon | POS | 90.40 | | 15.06 | 4042 | 302 | 75.34 | Extention Lead Cube/Docking St |
| 06/03/2026 | AMF Services (Bedford) Ltd | FP1 | 681.14 | 681.14 | | 501 | | | 1155-Side Arm to Kubota Tracto |
| 06/03/2026 | Bee-Line Entertainment Ltd | FP2 | 4,032.00 | 4,032.00 | | 501 | | | 1156-Youth Extreme Day |
| 06/03/2026 | Common Works Architecture Ltd | FP3 | 7,542.00 | 7,542.00 | | 501 | | | 1157-Project H Design Stage |
| 06/03/2026 | Dunstable Town Council | FP4 | 38.50 | 38.50 | | 501 | | | 1158-Licence stalls Easter HHP |
| 06/03/2026 | John Curl | FP5 | 648.05 | 648.05 | | 501 | | | 1159-MOT Service EX67 KKW |
| 06/03/2026 | Reliance High Tech Ltd | FP6 | 26.02 | 26.02 | | 501 | | | 1160-Lone Worker Devices |
| 06/03/2026 | R T Machinery Ltd | FP7 | 513.60 | 513.60 | | 501 | | | 1161-Grating for Wet Greenwast |
| 06/03/2026 | Houghton Regis Bowls Club | FP8 | 50.00 | 50.00 | | 501 | | | 1162 Deposit Refund 5554 |
| 06/03/2026 | Ian Haynes | FP9 | 27.15 | 27.15 | | 501 | | | 1163-IH Expenses Parking/Drink |
| 06/03/2026 | Jewson | FP10 | 216.00 | 216.00 | | 501 | | | 1164-Compost 50 Litre Bag |
| 06/03/2026 | Latent Digital Solutions Ltd | FP11 | 141.03 | 141.03 | | 501 | | | 1165-Photocopier Service Charg |
| 06/03/2026 | MCS Environmental Services | FP12 | 2,424.00 | 2,424.00 | | 501 | | | 1166-Bedford sq Toilet Cleanin |
| 06/03/2026 | Perfect Personalised Parties | FP13 | 200.00 | 200.00 | | 501 | | | 1167-Easter Bunny Mascot |
| 06/03/2026 | The Right Fuelcard Company | FP14 | 153.17 | 153.17 | | 501 | | | 1168-Vehicle Fuel |

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Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|--------------------------------|
| | Lim | | | | | | | | |
| 06/03/2026 | Spaldings Limited | FP15 | 195.42 | 195.42 | | 501 | | | 1169-HH Kitchen Gardens Tools |
| 06/03/2026 | Police & Crime Commissioner fo | FP16 | 3,195.00 | 3,195.00 | | 501 | | | 1170-OP Hana Police - January |
| 06/03/2026 | Thomas Whitehead CE Academy | FP17 | 500.00 | 500.00 | | 501 | | | 1171-HSF Donation |
| 06/03/2026 | Pozitive Energy | FP18 | 761.49 | 761.49 | | 501 | | | 1179-Electric Charges |
| 06/03/2026 | AMRO Catering & Events Ltd | FP19 | 57.60 | 57.60 | | 501 | | | 1172-Subsistence volunteers HH |
| 06/03/2026 | Fizzy Facepaints | FP20 | 230.00 | 230.00 | | 501 | | | 1173-Facepainting Easter Egg H |
| 06/03/2026 | Techies Limited | FP21 | 7.20 | 7.20 | | 501 | | | 1174-Microsoft 365 Backup |
| 06/03/2026 | Prestige Design & Workwear Ltd | FP22 | 501.60 | 501.60 | | 501 | | | 1175-Workwear Uniform HHP Volu |
| 06/03/2026 | Trade UK Account | FP23 | 157.97 | 157.97 | | 501 | | | 1180-Various Materials |
| 06/03/2026 | HMRC | FP24 | 19,827.03 | 19,827.03 | | 501 | | | 1152-PAYE/NI February 2026 |
| 06/03/2026 | Bedfordshire Pensions | BACS | 22,456.15 | | | | | 22,456.15 | Pensions - February 2026 |
| 09/03/2026 | Pozitive Energy | DD3 | 3,211.27 | 3,211.27 | | 501 | | | 1184-Electric Charges |
| 10/03/2026 | Yu Energy | DD4 | 9.07 | 9.07 | | 501 | | | 1185-Gas Charges |
| 10/03/2026 | Yu Energy | DD5 | 35.53 | 35.53 | | 501 | | | 1186-Gas Charges |
| 10/03/2026 | Yu Energy | DD6 | 457.88 | 457.88 | | 501 | | | 1187-Gas Charges |
| 10/03/2026 | Yu Energy | DD7 | 31.38 | 31.38 | | 501 | | | 1188-Gas Charges |
| 10/03/2026 | Post Office | POC | 30.00 | | | | | 30.00 | Petty Cash |
| 12/03/2026 | DVLA | POS | 345.00 | | | | | 345.00 | Vehicle Tax EX67 KKW |
| 12/03/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 190 | 240.00 | First Aid at Work - TE |
| 13/03/2026 | Scottish Power | DD8 | 617.46 | 617.46 | | 501 | | | 1189-Electric Charges |
| 13/03/2026 | Scottish Power | DD9 | 46.89 | 46.89 | | 501 | | | 1190-Electric Charges |
| 13/03/2026 | Central Bedfordshire Council | POS | 100.00 | | | | 304 | 100.00 | Fee for New Premise Licence |
| 15/03/2026 | Scottish Power | DD10 | 44.14 | 44.14 | | 501 | | | 1191-Electric Charges |
| 16/03/2026 | Scottish Power | DD3 | 21.41 | 21.41 | | 501 | | | 1200-Electric Charges |
| 16/03/2026 | Scottish Power | DD5 | 169.46 | 169.46 | | 501 | | | 1202-Electric Charges |
| 16/03/2026 | Moles Seeds UK Ltd | POS | 38.84 | | 5.70 | 4217 | 263 | 33.14 | Seeds for schools to plant |
| 16/03/2026 | Amazon | POS | 12.87 | | 2.14 | 4217 | 261 | 10.73 | White Plastic Sleeve Stihl |
| 16/03/2026 | Bankline | BLN | 45.00 | | | 4051 | 101 | 45.00 | Bankline Fees |
| 16/03/2026 | Euro Car Parts | POS | 59.99 | | 10.00 | 4037 | 261 | 49.99 | Exide battery Karcher road swe |
| 17/03/2026 | Scottish Power | DD4 | 28.12 | 28.12 | | 501 | | | 1201-Electric Charges |
| 17/03/2026 | BNP Paribas Leasing | DD | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance charge two mowers |
| 18/03/2026 | Scottish Power | DD11 | 272.07 | 272.07 | | 501 | | | 1192-Electric Charges |
| 19/03/2026 | Castle Water | DD2 | 8.23 | 8.23 | | 501 | | | 1199-Water Charges |
| 19/03/2026 | Morrisons | POS | 12.48 | | | | 302 | 12.48 | Youth Council refreshments |
| 19/03/2026 | Amazon | POS | 123.49 | | 20.58 | 4020 | 190 | 102.91 | 3-drawer storage cabinet |
| 19/03/2026 | Amazon | POS | 14.98 | | 2.50 | 4020 | 190 | 12.48 | Wrist rest mat |
| 20/03/2026 | British Gas | DD1 | 19.67 | 19.67 | | 501 | | | 1198-Gas Charges |
| 20/03/2026 | Business HR Solutions (Consult | DD1 | 421.30 | 421.30 | | 501 | | | 1203-HR Retainer |

Continued on Page 798

Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|---|
| 20/03/2026 | AMF Services (Bedford) Ltd | FP1 | 360.00 | 360.00 | | 501 | | | Youmanage 1206-Service Kubota Loader |
| 20/03/2026 | AMRO Catering & Events Ltd | FP2 | 174.00 | 174.00 | | 501 | | | 1207-Subsistence for volunteer |
| 20/03/2026 | Bedfordshire Pension Fund | FP3 | 63.66 | 63.66 | | 501 | | | 1208-Added Years February 2026 |
| 20/03/2026 | Bee-Line Entertainment Ltd | FP4 | 960.00 | 960.00 | | 501 | | | 1209-Segway x2 Experience |
| 20/03/2026 | Broxap | FP5 | 669.60 | 669.60 | | 501 | | | 1210-Dog waste bins for Thorn |
| 20/03/2026 | Cromwell Group (Holdings) Ltd | FP6 | 202.14 | 202.14 | | 501 | | | 1211-Cleaning Supplies |
| 20/03/2026 | George Browns Hire | FP7 | 1,968.62 | 1,968.62 | | 501 | | | 1233-Flails and Fittings |
| 20/03/2026 | Independent Water Networks | FP8 | 167.00 | 167.00 | | 501 | | | 1214-Water Charges Allotments |
| 20/03/2026 | Jempson's Tree Services Limite | FP9 | 2,160.00 | 2,160.00 | | 501 | | | 1215-Remove dead Willow Tree |
| 20/03/2026 | John Curl | FP10 | 14.39 | 14.39 | | 501 | | | 1216-Minor repairs |
| 20/03/2026 | Monster Inflatables Limited | FP11 | 100.00 | 100.00 | | 501 | | | 1217-Deposit for hire Go Karts |
| 20/03/2026 | Origin Amenity Solutions | FP12 | 672.00 | 672.00 | | 501 | | | 1218-Chemicals, knapsack spra |
| 20/03/2026 | Pete Rowe Building Services | FP13 | 804.00 | 804.00 | | 501 | | | 1219-Borehole at HHG |
| 20/03/2026 | Prestige Design & Workwear Ltd | FP14 | 84.00 | 84.00 | | 501 | | | 1220-Work and Safety wear |
| 20/03/2026 | R T Machinery Ltd | FP15 | 86,186.24 | 86,186.24 | | 501 | | | 1222-Fittings Wessex RMX 620 |
| 20/03/2026 | Safesmart Limited | FP16 | 148.80 | 148.80 | | 501 | | | 1223-First Aid Training BN/AS |
| 20/03/2026 | Scutum Fire & Security Limited | FP17 | 1,155.82 | 1,155.82 | | 501 | | | 1227-Alam monitoring M/Cresce |
| 20/03/2026 | Techies Limited | FP18 | 158.51 | 158.51 | | 501 | | | 1228-SIP Quarterly Bill Jan-Ma |
| 20/03/2026 | Trade UK Account | FP19 | 128.79 | 128.79 | | 501 | | | 1230-Various items materials |
| 20/03/2026 | Flitwick Town Council | FP20 | 44.00 | 44.00 | | 501 | | | 1231-Tickets Mayors Bingo Nigh |
| 20/03/2026 | Brazier & Co Ltd | FP21 | 4,176.00 | 4,176.00 | | 501 | | | 1232-Mini Regis the Lion Toys |
| 20/03/2026 | Baker Ross | POS | 97.45 | | 16.24 | 4222 | 304 | 81.21 | Rainbow Windmill Kits x 7 |
| 22/03/2026 | Biffa Waste Services Ltd | DD12 | 60.82 | 60.82 | | 501 | | | 1193-Skip Waste 24/01-20/02/26 |
| 22/03/2026 | Biffa Waste Services Ltd | DD13 | 2,141.42 | 2,141.42 | | 501 | | | 1194-Skip waste charges |
| 23/03/2026 | CPRE | DD3 | 60.00 | 60.00 | | 501 | | | 1205-CPRE Membership |
| 23/03/2026 | CPRE | DD | -60.00 | -60.00 | | 501 | | | 1284-CPRE Membership reverse |
| 24/03/2026 | Thames Link | POS | 333.20 | | | 4226 | 302 | 333.20 | 15 tickets for Brighton Trip |
| 26/03/2026 | Castle Water - 2597769 | DD1 | 9.97 | 9.97 | | 501 | | | 1234-Water Charges |
| 27/03/2026 | Salaries - March 2026 | BACS | 52,940.44 | | | 520 | | 52,940.44 | Salaries - March 2026 |
| 30/03/2026 | Dunstable Foodbank | SO | 120.00 | | | 4235 | 305 | 120.00 | Dunstable Foodbank |
| 30/03/2026 | Houghton Regis Baptist Church | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Baptist Church |
| 30/03/2026 | Jewels | SO | 60.00 | | | 4235 | 305 | 60.00 | Jewels |
| 30/03/2026 | Diocese of St Albans | SO | 60.00 | | | 4235 | 305 | 60.00 | Diocese of St Albans |

Continued on Page 799

Payments for Month 12

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 30/03/2026 | Central Bedfordshire Council | SO | 60.00 | | | 4235 | 305 | 60.00 | Central Bedfordshire Council |
| 30/03/2026 | Houghton Regis Helpers | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Helpers |
| 30/03/2026 | Thornhill Primary School | SO | 60.00 | | | 4235 | 305 | 60.00 | Thornhill Primary School |
| 31/03/2026 | Payroll Options | DD14 | 238.60 | 238.60 | | 501 | | | 1195-Paydate 27/02/26 Employee |
| 31/03/2026 | PWLB | DD15 | 12,034.37 | 12,034.37 | | 501 | | | 1196-Interest loan Moore Cres |
| 31/03/2026 | Business HR Solutions (Consult | DD2 | 421.30 | 421.30 | | 501 | | | 1204-HR Retainer Youmanage |
| 31/03/2026 | Scottish Power | DD2 | 101.99 | 101.99 | | 501 | | | 1236-Electric Charges |
| 31/03/2026 | Scottish Power | DD3 | 234.69 | 234.69 | | 501 | | | 1238-Electric Charges |
| 31/03/2026 | Your NRG Ltd | DD4 | 3,991.92 | 3,991.92 | | 501 | | | 1239-Vehicle White Diesel |
| 31/03/2026 | Bedfordshire Pensions | BACS | 21,869.98 | | | 525 | | 21,869.98 | Pensions - March 2026 |
| 31/03/2026 | Natwest Yth Council | Transfer | 500.00 | | | 217 | | 500.00 | Top-Up |
| Total Payments for Month | | | 270,290.54 | 168,552.20 | 134.72 | | | 101,603.62 | |
| Balance Carried Fwd | | | 35,303.88 | | | | | | |
| Cashbook Totals | | | 305,594.42 | 168,552.20 | 134.72 | | | 136,907.50 | |

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 01/04/2026 | EE Limited | DD | 408.11 | 408.11 | | 501 | | | 1289-mobile phone charges |
| 01/04/2026 | BT Payment Services Ltd | DDR | 342.00 | 342.00 | | 501 | | | 1240-Fixed Charge Line Rental |
| 01/04/2026 | Dunstable Town Council | POS | 5.00 | | | 4101 | 102 | 5.00 | Dunstable Coffee Morning |
| 01/04/2026 | Biggleswade Town Council | POS | 5.00 | | | 4101 | 102 | 5.00 | Biggleswade Quiz Night |
| 01/04/2026 | Post Office | POC | 40.62 | | | 221 | | 40.62 | Petty Cash |
| 02/04/2026 | AMF Services (Bedford) Ltd | FP1 | 19.58 | 19.58 | | 501 | | | 1245-Weibang Belts x 2 |
| 02/04/2026 | AMRO Catering & Events T/A Roa | FP2 | 378.00 | 378.00 | | 501 | | | 1246-Mayors Brunch Event 21/03 |
| 02/04/2026 | Clear Fitness | FP3 | 495.00 | 495.00 | | 501 | | | 1247-Buggy Exercise HHP |
| 02/04/2026 | DE Signs & Labels Ltd | FP4 | 84.00 | 84.00 | | 501 | | | 1248-Fit 2 decals road sweeper |
| 02/04/2026 | Dunstable Lock & Safe Co | FP5 | 353.08 | 353.08 | | 501 | | | 1250-Supply 3 LF Keys |
| 02/04/2026 | Fantastic Fireworks Ltd | FP6 | 750.00 | 750.00 | | 501 | | | 1251-Houghton Regis Fireworks |
| 02/04/2026 | Gala Tent | FP7 | 947.86 | 947.86 | | 501 | | | 1252-Spares for Gazebos |
| 02/04/2026 | FPM Facility Services Ltd | FP8 | 5,186.40 | 5,186.40 | | 501 | | | 1254-Ditch infill Moore Cres |
| 02/04/2026 | George Browns Hire | FP9 | 2,584.46 | 2,584.46 | | 501 | | | 1256-Heavy Duty Flails/Kit Bol |
| 02/04/2026 | Greenbarnes Ltd | FP10 | 13,819.28 | 13,819.28 | | 501 | | | 1257-Community Noticeboard |
| 02/04/2026 | Houghton Regis Helpers Communi | FP11 | 200.00 | 200.00 | | 501 | | | 1258-Project Grant |
| 02/04/2026 | Jewels Art Craft & Coffee | FP12 | 190.00 | 190.00 | | 501 | | | 1259-Project Grant |
| 02/04/2026 | Karcher (UK) Ltd | FP13 | 807.00 | 807.00 | | 501 | | | 1260-Training Karcher attachme |
| 02/04/2026 | Kempston Town Council | FP14 | 25.00 | 25.00 | | 501 | | | 1261-Cllr Herber Kempston Dinn |
| 02/04/2026 | Lamps & Tubes Illuminations Lt | FP15 | 2,917.44 | 2,917.44 | | 501 | | | 1262-Repiar Christmas Lights |
| 02/04/2026 | Origin Amenity Solutions | FP16 | 32.42 | 32.42 | | 501 | | | 1264-Classic Spayer Credit |
| 02/04/2026 | Perfect Print | FP17 | 540.00 | 540.00 | | 501 | | | 1265-Town Crier Magazines |
| 02/04/2026 | Pete Rowe Building Services | FP18 | 630.00 | 630.00 | | 501 | | | 1267-Outside Floodlights |
| 02/04/2026 | PPL PRS Ltd | FP19 | 4,370.87 | 4,370.87 | | 501 | | | 1268-Music Licence |
| 02/04/2026 | Prestige Design & Workwear Ltd | FP20 | 416.40 | 416.40 | | 501 | | | 1269-Work and Safety Wear |
| 02/04/2026 | Quinn Artistes Entertainment L | FP21 | 165.00 | 165.00 | | 501 | | | 1270-Brass Squadron |
| 02/04/2026 | Reliance High Tech Ltd | FP22 | 26.02 | 26.02 | | 501 | | | 1271-Lone worker devices |
| 02/04/2026 | SLCC Enterprises Ltd | FP23 | 252.00 | 252.00 | | 501 | | | 1272-Finance Manager Advert |
| 02/04/2026 | Spaldings Limited | FP24 | 107.90 | 107.90 | | 501 | | | 1273-Various tools and PPE |
| 02/04/2026 | Stockton Bradley Ltd | FP25 | 2,655.00 | 2,655.00 | | 501 | | | 1274-Development of Unit 1 ASV |
| 02/04/2026 | Techies Limited | FP26 | 4,317.60 | 4,317.60 | | 501 | | | 1275-Laptops, monitors, stands |
| 02/04/2026 | Town Mayors Charity Fund | FP27 | 25.00 | 25.00 | | 501 | | | 1276-Leighton Lin Mayor Dinner |

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NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|--------|------|--------|------------|--------------------------------|
| 02/04/2026 | The Safer Luton Partnership | FP28 | 50.00 | 50.00 | | 501 | | | 1277-First Aid Youth Extreme |
| 02/04/2026 | Trade UK Account | FP29 | 730.11 | 730.11 | | 501 | | | 1280-Various materials |
| 02/04/2026 | Yorkshire Purchasing Organisat | FP30 | 161.99 | 161.99 | | 501 | | | 1281-Giant Tickle Tunnel |
| 02/04/2026 | Blain's Trailers & Tyres Ltd | FP31 | 138.00 | 138.00 | | 501 | | | 1282-Tyres and Tyre repairs |
| 02/04/2026 | Latent Digital Solutions Ltd | FP1 | 112.72 | 112.72 | | 501 | | | 1283-Photocopier Service Chrg |
| 02/04/2026 | HMRC | FP1 | 19,548.97 | 19,548.97 | | 501 | | | 1235-PAYE/NI March 2026 |
| 02/04/2026 | Viking Office Supplies | POS | 119.88 | | 19.98 | 4023 | 190 | 99.90 | 10 reams of paper |
| 02/04/2026 | NATWEST online saving 41172051 | British Ga | 20.63 | | | | 213 | 20.63 | Gas charges |
| 07/04/2026 | Grenke Leasing Ltd | DD1 | 153.36 | 153.36 | | 501 | | | 35-Photocopier lease Apr-Jun26 |
| 07/04/2026 | Amazon | POS | 9.85 | | 1.64 | 4106 | 102 | 8.21 | 200 paper cups Civic Svce |
| 07/04/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 08/04/2026 | Caddon Hives Ltd | POS | 642.00 | | 107.00 | 4217 | 263 | 535.00 | Supplies for WBC Hives |
| 08/04/2026 | Gala Tent Ltd | POS | 35.97 | | 6.00 | 4222 | 304 | 29.97 | Gala Pro Shade 50 spares |
| 08/04/2026 | Poundstretcher | POS | 74.92 | | 12.49 | 4222 | 263 | 62.43 | Medieval Mayhem Activities |
| 09/04/2026 | Cloudy Group | DD2 | 110.19 | 110.19 | | 501 | | | 36-App Hostine Package Apr 26 |
| 09/04/2026 | BT Payment Services Ltd | DD3 | 596.56 | 596.56 | | 501 | | | 37-Phone quarterly charges |
| 09/04/2026 | Trophy Store | POS | 32.99 | | 5.50 | 4022 | 263 | 27.49 | Trophies for Dog Show |
| 09/04/2026 | Baker Ross | POS | 166.00 | | 27.67 | 4222 | 304 | 138.33 | Rainbow Windmill Kits |
| 10/04/2026 | Yu Energy | DD4 | 335.94 | 335.94 | | 501 | | | 38-Gas charges |
| 10/04/2026 | Yu Energy | DD5 | 13.47 | 13.47 | | 501 | | | 39-Gas charges |
| 10/04/2026 | Yu Energy | DD6 | 233.94 | 233.94 | | 501 | | | 40-Gas charges |
| 10/04/2026 | Yu Energy | DD7 | 39.85 | 39.85 | | 501 | | | 41-Gas charges |
| 10/04/2026 | Post Office | POC | 52.90 | | | | 221 | 52.90 | Petty Cash |
| 13/04/2026 | Amazon | POS | 24.91 | | 4.17 | 4036 | 190 | 20.74 | Do Not Disturb x 3 |
| 13/04/2026 | Morrisons | POS | 52.13 | | 5.61 | 4106 | 102 | 46.52 | Food order for Civic Service |
| 13/04/2026 | Morrisons | POS | 63.64 | | | 4106 | 102 | 63.64 | Fresh cakes Civic Service |
| 14/04/2026 | Pozitive Energy | DD8 | 3,549.81 | 3,549.81 | | 501 | | | 42-Electricity charges |
| 15/04/2026 | B&Q | POS | 127.20 | | 21.20 | 4039 | 263 | 106.00 | Terracotta pots |
| 15/04/2026 | Kings Seeds | POS | 37.00 | | 6.17 | 4039 | 263 | 30.83 | Garden seeds |
| 15/04/2026 | Hydrosure Global Ltd | POS | 63.97 | | 10.00 | 4039 | 263 | 53.97 | Four outlet digital watering |
| 15/04/2026 | Hetty's Herbs and Plants | POS | 25.96 | | 1.33 | 4039 | 263 | 24.63 | Mint collection |
| 15/04/2026 | Bankline | BLN | 43.50 | | | 4051 | 101 | 43.50 | Bankline fees |
| 16/04/2026 | www.powerdiscount.co.uk | POS | 36.56 | | 6.09 | 4036 | 261 | 30.47 | Bell Lighting 09066 |
| 16/04/2026 | CCLA Investment | EBP | 500,000.00 | | | 215 | | 500,000.00 | LA Deposit |
| 17/04/2026 | Cromwell Group (Holdings) Ltd | FP1 | 380.52 | 380.52 | | 501 | | | 1-Black compactor sacks |
| 17/04/2026 | DE Signs & Labels Ltd | FP2 | 108.00 | 108.00 | | 501 | | | 2-Upodate road signs |
| 17/04/2026 | Dinosaurs and Dragons | FP3 | 1,100.00 | 1,100.00 | | 501 | | | 3-Dragon Performance Day |
| 17/04/2026 | Falconeye Security Ltd | FP4 | 252.00 | 252.00 | | 501 | | | 4-Security C'mas Carol |

Continued on Page 7

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

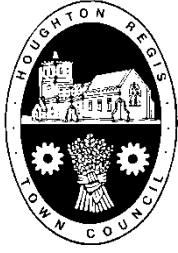
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|------------|--------------------------------|
| | | | | | | | | | Svce |
| 17/04/2026 | Geo Browns Implements Ltd | FP5 | 31.33 | 31.33 | | 501 | | | 6-Credit for Striker |
| 17/04/2026 | Hertfordshire County Council | fp6 | 381.02 | 381.02 | | 501 | | | 7-Cambridge Lite posture |
| 17/04/2026 | Houghton Regis Bowls Club | FP7 | 50.00 | 50.00 | | 501 | | | 8-Refund Deposit |
| 17/04/2026 | Houghton Regis Consortium | FP8 | 150.00 | 150.00 | | 501 | | | 9-Hire 6th August 2026 |
| 17/04/2026 | Independent Water Networks | FP9 | 173.86 | 173.86 | | 501 | | | 10-Water charges |
| 17/04/2026 | K G Smith & Son | FP10 | 96.48 | 96.48 | | 501 | | | 11-Gas bottles for weed burner |
| 17/04/2026 | Kensworth Sawmills Ltd | FP11 | 31.50 | 31.50 | | 501 | | | 12-Knee rail straps |
| 17/04/2026 | Mr Kevin Wilkins | FP12 | 50.00 | 50.00 | | 501 | | | 13-Refund deposit |
| 17/04/2026 | Lisa Roberts Catering | FP13 | 720.00 | 720.00 | | 501 | | | 14-Catering for Civic Service |
| 17/04/2026 | Luton Borough Council | FP14 | 12.00 | 12.00 | | 501 | | | 15-Mayor Quiz Night Luton |
| 17/04/2026 | MCS Environmental Services | FP15 | 2,424.00 | 2,424.00 | | 501 | | | 16-Toilet clean March 2026 |
| 17/04/2026 | Mrs K Bantock | FP16 | 50.00 | 50.00 | | 501 | | | 18-refundable deposit |
| 17/04/2026 | MT Fabricators Ltd | FP17 | 948.00 | 948.00 | | 501 | | | 19-Repairs posts and barriers |
| 17/04/2026 | Prestige Design & Workwear Ltd | FP18 | 12.00 | 12.00 | | 501 | | | 20-10 grey t-shirts |
| 17/04/2026 | Rialtas Business Solutions Ltd | FP19 | 4,738.80 | 4,738.80 | | 501 | | | 21-Annual Support |
| 17/04/2026 | Strawberry Fieldz Ltd | FO20 | 340.00 | 340.00 | | 501 | | | 22-Deposit for PA Carnival |
| 17/04/2026 | Strong Soul Fitness CIC | FP21 | 1,350.00 | 1,350.00 | | 501 | | | 23-Boxing sessions |
| 17/04/2026 | Techies Limited | FP22 | 7.20 | 7.20 | | 501 | | | 24-Microsoft 365 backup |
| 17/04/2026 | The Right Fuelcard Company Lim | FP23 | 148.62 | 148.62 | | 501 | | | 25-Fuel for vehicles |
| 17/04/2026 | The Safer Luton Partnership | FP24 | 475.00 | 475.00 | | 501 | | | 31-FAid at HR August Events |
| 17/04/2026 | Titan Tree Services Ltd | FP25 | 270.00 | 270.00 | | 501 | | | 32-Cut back horse chestnut |
| 17/04/2026 | Tudor Environmental | FP26 | 1,265.50 | 1,265.50 | | 501 | | | 33-Ornamental bark chips |
| 17/04/2026 | Krisgar Entertainments | FP27 | 105.00 | 105.00 | | 501 | | | 34-Magic Show at Carnival |
| 17/04/2026 | Castle Water | DD9 | 9.11 | 9.11 | | 501 | | | 43-Water charges |
| 17/04/2026 | Scottish Power | DD10 | 51.90 | 51.90 | | 501 | | | 45-Electricity charges |
| 17/04/2026 | Scottish Power | DD11 | 495.48 | 495.48 | | 501 | | | 48-Electricity charges |
| 17/04/2026 | Scottish Power | DD12 | 50.83 | 50.83 | | 501 | | | 46-Electricity charges |
| 17/04/2026 | Scottish Power | DD13 | 26.38 | 26.38 | | 501 | | | 49-Electricity charges |
| 17/04/2026 | Scottish Power | DD14 | 185.22 | 185.22 | | 501 | | | 50-Electricity charges |
| 17/04/2026 | PWLB | DD15 | 17,640.20 | 17,640.20 | | 501 | | | 51-Loan interest Tithe Farm |
| 17/04/2026 | Dalefoot Composts | POS | 2,038.32 | | 339.72 | 4039 | 263 | 1,698.60 | Wool Compost |
| 17/04/2026 | CCLA Investment | EBP | 300,000.00 | | | | | 300,000.00 | LA Deposit |
| 17/04/2026 | BNP Paribas Leasing | DD | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance Charge two mowers |
| 20/04/2026 | Scottish Power | DD16 | 200.74 | 200.74 | | 501 | | | 52-Electricity charges |
| 22/04/2026 | CPRE | DD17 | 60.00 | 60.00 | | 501 | | | 53-Annual Subscription CPRE |
| 22/04/2026 | Castle Water - 2597749 | DD18 | 10.25 | 10.25 | | 501 | | | 54-Water charges |
| 22/04/2026 | Scottish Power | DD19 | 31.79 | 31.79 | | 501 | | | 55-Electricity charges |
| 22/04/2026 | Poster My Wall | POS | 76.24 | | | 4029 | 303 | 76.24 | Poster My Wall |

Continued on Page 8

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|--------------|--------------------------------|
| | | | | | | | | | Subscription |
| 23/04/2026 | Castle Water - 2597769 | DD20 | 10.84 | 10.84 | | 501 | | | 56-Water charges |
| 23/04/2026 | Amazon | POS | 17.99 | | 3.00 | 4222 | 263 | 14.99 | 42L Flexi Tubs x 3 pack |
| 23/04/2026 | Amazon | POS | 9.37 | | 1.56 | 4222 | 263 | 7.81 | Clear Plastic Grip Seal Bags |
| 23/04/2026 | Amazon | POS | 19.58 | | 3.26 | 4222 | 263 | 16.32 | 300 large plastic bags gripsea |
| 23/04/2026 | Vinny's Trophies and Engraving | POS | 66.24 | | 11.04 | 4222 | 263 | 55.20 | 5 x Trophies 125mm Shields |
| 24/04/2026 | Amazon | POS | 15.76 | | 2.64 | 4036 | 263 | 13.12 | 3 x Thermometer |
| 24/04/2026 | Amazon | POS | 13.06 | | 2.18 | 4036 | 263 | 10.88 | Rubber outdoor Cable Protector |
| 27/04/2026 | Biffa Waste Services Ltd | DD21 | 2,217.44 | 2,217.44 | | 501 | | | 58-Skip waste charges |
| 27/04/2026 | Yorkshire Gas and Power | DD22 | 228.58 | 228.58 | | 501 | | | 59-Electricity charges |
| 27/04/2026 | Pozitive Energy | DD23 | 524.43 | 524.43 | | 501 | | | 60-Electricity charges |
| 28/04/2026 | Everflow Utilities | DD27 | 1,562.24 | 1,562.24 | | 501 | | | 66-Water Charges |
| 29/04/2026 | British Gas | DD24 | 18.58 | 18.58 | | 501 | | | 61-Gas charges |
| 30/04/2026 | Scottish Power | DD25 | 218.55 | 218.55 | | 501 | | | 62-Electricity charges |
| 30/04/2026 | Payroll Options | DD26 | 233.51 | 233.51 | | 501 | | | 63-Payroll processing Mar 26 |
| 30/04/2026 | Civic Service exps | POS | 17.50 | | | 4106 | 102 | 17.50 | Civic Service exps |
| 30/04/2026 | Happy Cups | POS | 235.20 | | 39.20 | 4222 | 304 | 196.00 | Pint to Lane Cups 1 Colour |
| 30/04/2026 | Branded Cups Group | POS | 184.80 | | 30.80 | 4222 | 304 | 154.00 | Half Pint to Line Cups 1 Colou |
| 30/04/2026 | SLCC Enterprises Ltd | POS | 522.00 | | | 4024 | 102 | 522.00 | SLCC Principal Membership |
| 30/04/2026 | Net Salaries - April 2026 | BACS | 55,316.66 | | | 520 | | 55,316.66 | Net Salaries - April 2026 |
| 30/04/2026 | Mayors Appeal | DPC | 104.86 | | | 999 | | 104.86 | Mayors Charity Dinner VAT retu |
| Total Payments for Month | | | 970,360.84 | 108,716.63 | 668.25 | | | 860,975.96 | |
| Balance Carried Fwd | | | 328,712.86 | | | | | | |
| Cashbook Totals | | | 1,299,073.70 | 108,716.63 | 668.25 | | | 1,189,688.82 | |



CORPORATE SERVICES COMMITTEE

Agenda Item 11

| | |
|-------------------------------|---|
| Date: | 1st June 2026 |
| Title: | Investment Report |
| Purpose of the Report: | To provide to members a report on investments to date. |
| Contact Officer: | Debbie Marsh, Head of Corporate Services |

1. RECOMMENDATION

To note the report

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.

The Council had invested £250,000 in the Governments Debt Management Account Deposit Facility (DMADF) as agreed at the Corporate Services Committee meeting held on the 1st September 2025 (minute number 13324).

Members are advised this investment matured on the 30th April 2026. As previously reported, it is confirmed the interest received was £4,735.75. The capital investment of £250,000 has been deposited with the CCLA.

3. CCLA DEPOSIT FUND

Commencement of the short-term investment (Public Sector Deposit Fund) was during Financial Year 2014 - 2015.

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

Funds can be transferred into and out of the Deposit account without notice and only into the Council's designated bank account.

This is a pooled, qualified money market fund created by and for the public sector which has a low level of risk. 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 A Members will find attached The Public Sector Deposit Fund Fact Sheet – 31st March 2026.

Accessibility of funds is almost immediate (within 24 hours) 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 (predominantly Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations.

Further detail is provided in the Chronological Report attached at Appendix B. Members will find, for additional information, in the other details column, figures showing interest achieved and the average monthly yield percentage.

4. INVESTMENT OPPORTUNITIES

Members will find an update report on investment opportunities under agenda item 11.

5. 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.

6. IMPLICATIONS

Corporate Implications

- Risk Management Strategy
- Banking Arrangements, Investment Strategy & Investment Arrangements Policy

Legal Implications

- Compliance with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003

Crime and Disorder Implications

There are no crime and disorder implications arising from the recommendation

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.
- The Town Council currently has an investment risk appetite comparable to at least an AA-rating or higher (minute number 12731)
- Although 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 £120k. 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.

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.

7. CONCLUSION AND NEXT STEPS

This report and appendices are provided for information.

8. APPENDICES

Appendix A - The Public Sector Deposit Fund Fact Sheet – 31st March 2026

Appendix B - Chronological Report

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|--------------------------------|
| 27/01/2026 | Scottish Power | DD1 | 201.98 | 201.98 | | 501 | | | 1047-Electric Charges |
| 27/01/2026 | Scottish Power | DD1 | -201.98 | -201.98 | | 501 | | | 1050-Electric Charges |
| 30/01/2026 | Scottish Power | DD2 | 38.17 | 38.17 | | 501 | | | 1048-Electric Charges |
| 30/01/2026 | Scottish Power | DD2 | -38.17 | -38.17 | | 501 | | | 1051-Electric Charges |
| 01/02/2026 | Castle Water | DD | -51.27 | -51.27 | | 501 | | | 1147-Water charges |
| 01/02/2026 | Casle Water | DD | 51.27 | 51.27 | | 501 | | | 1149-Water charges Feb23 |
| 02/02/2026 | EE Limited | DD1 | 408.11 | 408.11 | | 501 | | | 1054-Mobile Phone Charges |
| 02/02/2026 | Doxzoo Ltd | POS | 32.24 | | | 4222 | 263 | 32.24 | Printing of 350 Trail Maps HHP |
| 02/02/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 291 | 240.00 | First Aid at Work Ian Haynes |
| 02/02/2026 | Amazon | POS | 56.42 | | 9.40 | 4042 | 291 | 47.02 | Colour Toner Cartridge x2 |
| 02/02/2026 | Bedfordshire Pensions | EBP | 22,067.99 | | | 525 | | 22,067.99 | Pension Payment |
| 03/02/2026 | BT Payment Services Ltd | DD3 | 342.00 | 342.00 | | 501 | | | 1049-Fixed Charge Line Rental |
| 03/02/2026 | Amazon | POS | 144.00 | | 24.00 | 4036 | 190 | 120.00 | 3 x 10 x Luxsa Lighting 26W |
| 03/02/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 190 | 240.00 | First Aid at Work |
| 03/02/2026 | Amazon | POS | 204.00 | | 34.00 | 4008 | 190 | 170.00 | Paediatric First Aid |
| 03/02/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 05/02/2026 | Cloudy Group | DD1 | 110.19 | 110.19 | | 501 | | | 1095-App Hosting Package |
| 06/02/2026 | Reliance High Tech Ltd | FP1 | 26.02 | 26.02 | | 501 | | | 1074-Lone Worker Devices |
| 06/02/2026 | Safesmart Limited | FP2 | 13.50 | 13.50 | | 501 | | | 1075-Training Credit |
| 06/02/2026 | Scutum Fire & Security Limited | FP3 | 196.52 | 196.52 | | 501 | | | 1076-Alarm Service Contract |
| 06/02/2026 | Police & Crime Commissioner fo | FP4 | 9,130.95 | 9,130.95 | | 501 | | | 1079-OP Hana Police Dec 25 |
| 06/02/2026 | Trade UK Account | FP5 | 9.48 | 9.48 | | 501 | | | 1081-Various Materials |
| 06/02/2026 | The Social Investment Business | FP6 | 2,334.59 | 2,334.59 | | 501 | | | 1082-Revenue underspend FY24/2 |
| 06/02/2026 | MCS Environmental Services | FP7 | 2,424.00 | 2,424.00 | | 501 | | | 1083-Bedford sq toilet cleanin |
| 06/02/2026 | Central Bedfordshire Council | FP8 | 4,160.93 | 4,160.93 | | 501 | | | 1087-Monitoring CCTV Cameras |
| 06/02/2026 | AMF Services (Bedford) Ltd | FP9 | 554.09 | 554.09 | | 501 | | | 1084-Supply of Stabilisers |
| 06/02/2026 | Martin Rix Building Services | FP10 | 5,770.20 | 5,770.20 | | 501 | | | 1086-Replacement Blinds HHP |
| 06/02/2026 | CHUMS Charity | FP11 | 500.00 | 500.00 | | 501 | | | 1088-Project Grant Recipient |
| 06/02/2026 | Houghton Regis Heritage Societ | FP12 | 800.00 | 800.00 | | 501 | | | 1089-Project Grant Recipient |
| 06/02/2026 | Houghton Regis Ladies Group | FP13 | 400.00 | 400.00 | | 501 | | | 1090-Project Grant Recipient |
| 06/02/2026 | The Friends of Houghton Hall P | FP14 | 2,326.00 | 2,326.00 | | 501 | | | 1091-Bee Equipment |
| 06/02/2026 | M Herber | FP15 | 48.53 | 48.53 | | 501 | | | 1093-Mayors Expenses Travel |
| 06/02/2026 | SLCC Enterprises Ltd | FP16 | 635.00 | 635.00 | | 501 | | | 1094-CE Power in Place Confere |
| 06/02/2026 | Bee-Line Entertainment Ltd | FP17 | 1,008.00 | 1,008.00 | | 501 | | | 1060-Hire of equipment |

Continued on Page 4

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-----------------------------------|-----------|--------------|-------------|-------|------|--------|----------|-----------------------------------|
| | | | | | | | | | YED |
| 06/02/2026 | Charles Hill Garden Services L | FP18 | 3,264.00 | 3,264.00 | | 501 | | | 1062-40 tonne of PAS 100 Soil |
| 06/02/2026 | Clear Fitness | FP19 | 540.00 | 540.00 | | 501 | | | 1063-Buggy Exercise Oct-Dec |
| 06/02/2026 | George Browns Hire | FP20 | 933.87 | 933.87 | | 501 | | | 1064-Roberine Service LK74 AKO |
| 06/02/2026 | John Curl | FP21 | 785.40 | 785.40 | | 501 | | | 1066-Tyres for Ford Ranger |
| 06/02/2026 | Lamps & Tubes Illuminations Lt | FP22 | 14,134.74 | 14,134.74 | | 501 | | | 1068-Christmas Lighting Displa |
| 06/02/2026 | Latent Digital Solutions Ltd | FP23 | 24.76 | 24.76 | | 501 | | | 1069-Photocopier Service Charg |
| 06/02/2026 | Merlin Entertainment (Sea Life | FP24 | 369.15 | 369.15 | | 501 | | | 1070-YP trip Sea Life Brighton |
| 06/02/2026 | Ms Nicola Perring | FP25 | 50.00 | 50.00 | | 501 | | | 1071-Deposit Refund |
| 06/02/2026 | Pete Rowe Building Services | FP26 | 777.60 | 777.60 | | 501 | | | 1072-Power to Water Pump HHP |
| 06/02/2026 | Prestige Design & Workwear Ltd | FP27 | 3,430.80 | 3,430.80 | | 501 | | | 1073-New Workwear HHP |
| 06/02/2026 | Houghton Regis Bowls Club | FP28 | 50.00 | 50.00 | | 501 | | | 1065-Refund Deposit for 24/01 |
| 06/02/2026 | Arlingclose Ltd | FP29 | 13,200.00 | 13,200.00 | | 501 | | | 1085-Treasury Advice Contract |
| 06/02/2026 | The Right Fuelcard Company Lim | FP30 | 185.90 | 185.90 | | 501 | | | 1080-Vehicle Fuel |
| 06/02/2026 | HMRC | FP31 | 19,509.84 | 19,509.84 | | 501 | | | 1043-PAYE/NI January 2026 |
| 06/02/2026 | DVLA | POS | 345.00 | | | 4045 | 291 | 345.00 | Road Tax for vehicle LC69 HCL |
| 09/02/2026 | The Purple Guide to Event Mana | POS | 60.00 | | 10.00 | 4222 | 304 | 50.00 | 1 years subscription online |
| 09/02/2026 | Amazon | POS | 17.56 | | 2.92 | 4226 | 302 | 14.64 | Dr Scholls Fresh Step |
| 09/02/2026 | Amazon | POS | 24.52 | | 4.09 | 4226 | 302 | 20.43 | KC Cable/HDMI Cable/U |
| 10/02/2026 | Yu Energy | DD2 | 33.92 | 33.92 | | 501 | | | 1096-Gas Charges |
| 10/02/2026 | Yu Energy | DD3 | 533.42 | 533.42 | | 501 | | | 1097-Gas Charges |
| 10/02/2026 | Yu Energy | DD4 | 39.85 | 39.85 | | 501 | | | 1098-Gas Charges |
| 10/02/2026 | Yu Energy | DD1 | 609.16 | 609.16 | | 501 | | | 1108-Gas Charges |
| 10/02/2026 | Amazon | POS | 30.47 | | 5.08 | 4042 | 190 | 25.39 | Russell Hobbs Kettle |
| 10/02/2026 | Amazon | POS | 12.31 | | 2.06 | 4226 | 302 | 10.25 | Board Game |
| 10/02/2026 | Horizon Mobilty Ltd | POS | 161.00 | | 26.00 | 4226 | 302 | 135.00 | Hire of a wheelchair YP |
| 11/02/2026 | Scottish Power | DD2 | 47.70 | 47.70 | | 501 | | | 1055-Electric Charges |
| 11/02/2026 | Scottish Power | DD3 | 581.10 | 581.10 | | 501 | | | 1056-Electric Charges |
| 11/02/2026 | Castle Water | DD4 | 7.12 | 7.12 | | 501 | | | 1057-Water Charges |
| 11/02/2026 | Castle Water | DD1 | -7.12 | -7.12 | | 501 | | | 1113-Direct Debit withdrawn |
| 11/02/2026 | Fothergills | POS | 43.80 | | | 4217 | 263 | 43.80 | Sweet Potato Plant Collection |
| 11/02/2026 | Amazon | POS | 107.98 | | 18.00 | 4042 | 190 | 89.98 | 2 x Office Chairs |
| 11/02/2026 | Kings Seeds | POS | 45.10 | | 0.67 | 4039 | 263 | 44.43 | Potatoes and sweet potatoes |
| 12/02/2026 | Scottish Power | DD5 | 43.32 | 43.32 | | 501 | | | 1099-Electric Charges |
| 12/02/2026 | Scottish Power | DD6 | 25.59 | 25.59 | | 501 | | | 1100-Electric Charges |
| 12/02/2026 | Post Office | POS | 28.09 | | | 221 | | 28.09 | Petty Cash top-up |
| 12/02/2026 | Amazon | POS | 35.96 | | 6.00 | 4217 | 263 | 29.96 | 2 x Chopping boards |

Continued on Page 5

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 12/02/2026 | The Safety Supply Coy | POS | 36.30 | | 6.05 | 4217 | 263 | 30.25 | 10 replacement kneeling pads |
| 12/02/2026 | Amazon | POS | 35.96 | | 6.00 | 4217 | 263 | 29.96 | 4 x chopping boards |
| 12/02/2026 | Amazon | POS | -35.96 | | 6.00 | 4217 | 263 | -41.96 | 2 x chopping boards ent. twice |
| 13/02/2026 | Pozitive Energy | DD7 | 3,238.14 | 3,238.14 | | 501 | | | 1101-Electric Charges |
| 13/02/2026 | Pozitive Energy | DD8 | 369.53 | 369.53 | | 501 | | | 1102-Electric Charges |
| 13/02/2026 | Scottish Power | DD2 | 170.54 | 170.54 | | 501 | | | 1109-Electric Charges |
| 13/02/2026 | Amazon | POS | 11.98 | | 2.00 | 4217 | 263 | 9.98 | 2 x soft and stiff hand brush |
| 13/02/2026 | Pozitive Energy | DD | -369.53 | -369.53 | | 501 | | | 1177-Electric charges reversed |
| 16/02/2026 | Scottish Power | DD9 | 353.40 | 353.40 | | 501 | | | 1103-Electric Charges |
| 16/02/2026 | Scottish Power | DD3 | 28.76 | 28.76 | | 501 | | | 1110-Electric Charges |
| 16/02/2026 | Bankline charges | BLN | 42.00 | | | 4051 | 101 | 42.00 | Bankline charges |
| 16/02/2026 | Amazon | POS | 33.16 | | 5.52 | 4217 | 263 | 27.64 | 2 x pruners |
| 16/02/2026 | Amazon | POS | 56.95 | | 9.49 | 4217 | 263 | 24.24 | Boot scraper |
| | | | | | | 4217 | 263 | 8.32 | Boot brush mud remover |
| | | | | | | 4217 | 263 | 7.83 | Washing up brushes |
| | | | | | | 4217 | 263 | 7.07 | Palm dish brush ergonomic hand |
| 16/02/2026 | Amazon | POS | 23.17 | | 3.87 | 4217 | 263 | 6.64 | 2 x hand scrubbing brushes |
| | | | | | | 4217 | 263 | 12.66 | Kitchen scales |
| 17/02/2026 | Castle Water | DD1 | 14.50 | 14.50 | | 501 | | | 1114-Water Charges |
| 17/02/2026 | BNP Paribas | BACS | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance charge - two mowers |
| 18/02/2026 | Castle Water - 2597769 | DD10 | 26.42 | 26.42 | | 501 | | | 1105-Water Charges |
| 18/02/2026 | Majestic Trees | POS | 292.80 | | 48.80 | 4217 | 263 | 244.00 | Sorbus tree |
| 18/02/2026 | Amazon | POS | 7.50 | | 1.25 | 4217 | 263 | 6.25 | Bee warning safety sign |
| 20/02/2026 | Scottish Power | DD4 | 72.15 | 72.15 | | 501 | | | 1112-Electric Charges |
| 20/02/2026 | BATPC | FP1 | 70.00 | 70.00 | | 501 | | | 1116-Breakthrough Training LS |
| 20/02/2026 | Council HR and Governance Supp | FP2 | 600.00 | 600.00 | | 501 | | | 1117-Job evaluation |
| 20/02/2026 | Independent Water Networks | FP3 | 185.50 | 185.50 | | 501 | | | 1118-Water charges allotments |
| 20/02/2026 | John Curl | FP4 | 180.00 | 180.00 | | 501 | | | 1120-LC69 HCL check over MOT |
| 20/02/2026 | Reids Playground Maintenance L | FP5 | 1,680.00 | 1,680.00 | | 501 | | | 1121-repair work skate park |
| 20/02/2026 | Techies Limited | FP6 | 481.20 | 481.20 | | 501 | | | 1123-Fujitsu support pack |
| 20/02/2026 | MT Fabricators Ltd | FP7 | 198.00 | 198.00 | | 501 | | | 1124-Goal post straps M/Cresc |
| 20/02/2026 | Bedfordshire Pension Fund | FP8 | 63.66 | 63.66 | | 501 | | | 1125-Added Years January 2026 |
| 20/02/2026 | Local Government Association | FP9 | 306.00 | 306.00 | | 501 | | | 1126-Employer Role Training AG |
| 20/02/2026 | Wave Utilities | FP10 | 411.04 | 411.04 | | 501 | | | 1127-Water chgs to recharge |
| 20/02/2026 | Dinosaurs and Dragons | FP11 | 400.00 | 400.00 | | 501 | | | 1128-Deposit Easter events |
| 20/02/2026 | Houghton Regis Helpers Communi | FP12 | 1,750.00 | 1,750.00 | | 501 | | | 1130-HSF Donation |

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|--------------------------------|-----------|-------------------|-------------------|---------------|------|----------|-------------------|--------------------------------|
| 20/02/2026 | Jewels Art Craft & Coffee | FP13 | 750.00 | 750.00 | | | 501 | | 1131-HSF Admin Award Jewels |
| 20/02/2026 | Thomas Whitehead CE Academy | FP14 | 500.00 | 500.00 | | | 501 | | 1132-HSF Donation TW/ |
| 20/02/2026 | Tithe Farm Primary School | FP15 | 9,000.00 | 9,000.00 | | | 501 | | 1133-HSF Donation TFarm Primar |
| 20/02/2026 | Institute of Cemetery & Cremat | FP16 | 444.00 | 444.00 | | | 501 | | 1134-Memorial Manage JMcG/DJ |
| 20/02/2026 | The Safer Luton Partnership | FP17 | 100.00 | 100.00 | | | 501 | | 1136-First Aid Easter term |
| 20/02/2026 | Scottish Power | DD2 | -72.15 | -72.15 | | | 501 | | 1138-Electricity chg reverse |
| 20/02/2026 | British Gas | DD | 17.76 | 17.76 | | | 501 | | 1142-Gas charges |
| 23/02/2026 | Biffa Waste Services Ltd | DD5 | 60.82 | 60.82 | | | 501 | | 1058-Skip Waste 27/12-23/01/26 |
| 23/02/2026 | Biffa Waste Services Ltd | DD6 | 2,855.23 | 2,855.23 | | | 501 | | 1059-Skip Waste Charges |
| 23/02/2026 | Everflow Utilities | DD1 | 750.23 | 750.23 | | | 501 | | 1137-Water charges |
| 25/02/2026 | Post Office | POC | 24.65 | | | | 221 | 24.65 | Petty Cash |
| 25/02/2026 | Tesco Stores | POS | 1,025.40 | | | | 4222 304 | 1,025.40 | Easter Eggs x 650 |
| 26/02/2026 | Scottish Power | DD | 222.98 | 222.98 | | | 501 | | 1151-Electricity charges |
| 26/02/2026 | Anglian Water | DD | -6.76 | -6.76 | | | 501 | | 655-Water Charges |
| 26/02/2026 | Display Wizard | POS | 485.99 | | 81.00 | 4217 | 263 | 404.99 | A-Frames Chalkboards |
| 26/02/2026 | Morrisons | POS | 37.15 | | | 4104 | 102 | 37.15 | Refreshments staff meeting |
| 27/02/2026 | Payroll Options | DD11 | 238.60 | 238.60 | | | 501 | | 1107-Paydate 27/01/26 Employee |
| 27/02/2026 | Scottish Power | DD3 | 232.10 | 232.10 | | | 501 | | 1141-Electricity charges |
| 27/02/2026 | Salaries - February 2026 | BACS | 54,672.82 | | | | 520 | 54,672.82 | Salaries - February 2026 |
| 27/02/2026 | Gala Tent Ltd | POS | 982.75 | | 163.79 | 4222 | 304 | 818.96 | Gala Pro Shade 50 Gazebo |
| Total Payments for Month | | | 199,190.81 | 116,139.75 | 571.99 | | | 82,479.07 | |
| Balance Carried Fwd | | | 87,808.90 | | | | | | |
| Cashbook Totals | | | 286,999.71 | 116,139.75 | 571.99 | | | 170,287.97 | |

Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|-------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 02/03/2026 | Francotyp Postalia Ltd | DD1 | 90.00 | 90.00 | | 501 | | | 1181-Agreement Period MarchMay |
| 02/03/2026 | Diocese of St Albans | SO | 60.00 | | | 4235 | 305 | 60.00 | Diocese of St Albans |
| 02/03/2026 | Dunstable Foodbank | SO | 120.00 | | | 4235 | 305 | 120.00 | Dunstable Foodbank |
| 02/03/2026 | Houghton Regis Baptist Church | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Baptist Church |
| 02/03/2026 | Jewels | SO | 60.00 | | | 4235 | 305 | 60.00 | Jewels |
| 02/03/2026 | Central Bedfordshire Council | SO | 60.00 | | | 4235 | 305 | 60.00 | Central Bedfordshire Council |
| 02/03/2026 | Thornhill Primary School | SO | 60.00 | | | 4235 | 305 | 60.00 | Thornhill Primary School |
| 02/03/2026 | Houghton Regis Helpers | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Helpers |
| 03/03/2026 | F George-Iz | BACS | 75.00 | | | 550 | | 75.00 | Allotment rent TC13A |
| 03/03/2026 | F George-Iz | BACS | 75.00 | | | 550 | | 75.00 | Allotment rent TC13B |
| 03/03/2026 | F George-Iz | BACS | -75.00 | | | 550 | | -75.00 | Allotment rent TC13A |
| 03/03/2026 | F George-Iz | BACS | -75.00 | | | 550 | | -75.00 | Allotment rent TC13B |
| 03/03/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 04/03/2026 | BT Payment Services Ltd | DD1 | 342.00 | 342.00 | | 501 | | | 1139-Phone fixed charges |
| 04/03/2026 | EE Limited | DD2 | 408.11 | 408.11 | | 501 | | | 1153-Mobile Phone Charges |
| 05/03/2026 | Cloudy Group | DD2 | 110.19 | 110.19 | | 501 | | | 1183-App Hosting Package |
| 05/03/2026 | Amazon | POS | 38.99 | | 6.50 | 4226 | 302 | 32.49 | Sandwich toaster Pop-Up Cafe |
| 05/03/2026 | Morrisons | POS | 9.50 | | | 4226 | 302 | 9.50 | Youth Council refreshments |
| 05/03/2026 | Amazon | POS | 45.58 | | 8.00 | 4042 | 302 | 37.58 | Wireless keyboard x 2 |
| 05/03/2026 | Amazon | POS | 90.40 | | 15.06 | 4042 | 302 | 75.34 | Extention Lead Cube/Docking St |
| 06/03/2026 | AMF Services (Bedford) Ltd | FP1 | 681.14 | 681.14 | | 501 | | | 1155-Side Arm to Kubota Tracto |
| 06/03/2026 | Bee-Line Entertainment Ltd | FP2 | 4,032.00 | 4,032.00 | | 501 | | | 1156-Youth Extreme Day |
| 06/03/2026 | Common Works Architecture Ltd | FP3 | 7,542.00 | 7,542.00 | | 501 | | | 1157-Project H Design Stage |
| 06/03/2026 | Dunstable Town Council | FP4 | 38.50 | 38.50 | | 501 | | | 1158-Licence stalls Easter HHP |
| 06/03/2026 | John Curl | FP5 | 648.05 | 648.05 | | 501 | | | 1159-MOT Service EX67 KKW |
| 06/03/2026 | Reliance High Tech Ltd | FP6 | 26.02 | 26.02 | | 501 | | | 1160-Lone Worker Devices |
| 06/03/2026 | R T Machinery Ltd | FP7 | 513.60 | 513.60 | | 501 | | | 1161-Grating for Wet Greenwast |
| 06/03/2026 | Houghton Regis Bowls Club | FP8 | 50.00 | 50.00 | | 501 | | | 1162 Deposit Refund 5554 |
| 06/03/2026 | Ian Haynes | FP9 | 27.15 | 27.15 | | 501 | | | 1163-IH Expenses Parking/Drink |
| 06/03/2026 | Jewson | FP10 | 216.00 | 216.00 | | 501 | | | 1164-Compost 50 Litre Bag |
| 06/03/2026 | Latent Digital Solutions Ltd | FP11 | 141.03 | 141.03 | | 501 | | | 1165-Photocopier Service Charg |
| 06/03/2026 | MCS Environmental Services | FP12 | 2,424.00 | 2,424.00 | | 501 | | | 1166-Bedford sq Toilet Cleanin |
| 06/03/2026 | Perfect Personalised Parties | FP13 | 200.00 | 200.00 | | 501 | | | 1167-Easter Bunny Mascot |
| 06/03/2026 | The Right Fuelcard Company | FP14 | 153.17 | 153.17 | | 501 | | | 1168-Vehicle Fuel |

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Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|--------------------------------|
| | Lim | | | | | | | | |
| 06/03/2026 | Spaldings Limited | FP15 | 195.42 | 195.42 | | 501 | | | 1169-HH Kitchen Gardens Tools |
| 06/03/2026 | Police & Crime Commissioner fo | FP16 | 3,195.00 | 3,195.00 | | 501 | | | 1170-OP Hana Police - January |
| 06/03/2026 | Thomas Whitehead CE Academy | FP17 | 500.00 | 500.00 | | 501 | | | 1171-HSF Donation |
| 06/03/2026 | Pozitive Energy | FP18 | 761.49 | 761.49 | | 501 | | | 1179-Electric Charges |
| 06/03/2026 | AMRO Catering & Events Ltd | FP19 | 57.60 | 57.60 | | 501 | | | 1172-Subsistence volunteers HH |
| 06/03/2026 | Fizzy Facepaints | FP20 | 230.00 | 230.00 | | 501 | | | 1173-Facepainting Easter Egg H |
| 06/03/2026 | Techies Limited | FP21 | 7.20 | 7.20 | | 501 | | | 1174-Microsoft 365 Backup |
| 06/03/2026 | Prestige Design & Workwear Ltd | FP22 | 501.60 | 501.60 | | 501 | | | 1175-Workwear Uniform HHP Volu |
| 06/03/2026 | Trade UK Account | FP23 | 157.97 | 157.97 | | 501 | | | 1180-Various Materials |
| 06/03/2026 | HMRC | FP24 | 19,827.03 | 19,827.03 | | 501 | | | 1152-PAYE/NI February 2026 |
| 06/03/2026 | Bedfordshire Pensions | BACS | 22,456.15 | | | | | 22,456.15 | Pensions - February 2026 |
| 09/03/2026 | Pozitive Energy | DD3 | 3,211.27 | 3,211.27 | | 501 | | | 1184-Electric Charges |
| 10/03/2026 | Yu Energy | DD4 | 9.07 | 9.07 | | 501 | | | 1185-Gas Charges |
| 10/03/2026 | Yu Energy | DD5 | 35.53 | 35.53 | | 501 | | | 1186-Gas Charges |
| 10/03/2026 | Yu Energy | DD6 | 457.88 | 457.88 | | 501 | | | 1187-Gas Charges |
| 10/03/2026 | Yu Energy | DD7 | 31.38 | 31.38 | | 501 | | | 1188-Gas Charges |
| 10/03/2026 | Post Office | POC | 30.00 | | | | | 30.00 | Petty Cash |
| 12/03/2026 | DVLA | POS | 345.00 | | | | | 345.00 | Vehicle Tax EX67 KKW |
| 12/03/2026 | St John Ambulance | POS | 288.00 | | 48.00 | 4008 | 190 | 240.00 | First Aid at Work - TE |
| 13/03/2026 | Scottish Power | DD8 | 617.46 | 617.46 | | 501 | | | 1189-Electric Charges |
| 13/03/2026 | Scottish Power | DD9 | 46.89 | 46.89 | | 501 | | | 1190-Electric Charges |
| 13/03/2026 | Central Bedfordshire Council | POS | 100.00 | | | | 304 | 100.00 | Fee for New Premise Licence |
| 15/03/2026 | Scottish Power | DD10 | 44.14 | 44.14 | | 501 | | | 1191-Electric Charges |
| 16/03/2026 | Scottish Power | DD3 | 21.41 | 21.41 | | 501 | | | 1200-Electric Charges |
| 16/03/2026 | Scottish Power | DD5 | 169.46 | 169.46 | | 501 | | | 1202-Electric Charges |
| 16/03/2026 | Moles Seeds UK Ltd | POS | 38.84 | | 5.70 | 4217 | 263 | 33.14 | Seeds for schools to plant |
| 16/03/2026 | Amazon | POS | 12.87 | | 2.14 | 4217 | 261 | 10.73 | White Plastic Sleeve Stihl |
| 16/03/2026 | Bankline | BLN | 45.00 | | | 4051 | 101 | 45.00 | Bankline Fees |
| 16/03/2026 | Euro Car Parts | POS | 59.99 | | 10.00 | 4037 | 261 | 49.99 | Exide battery Karcher road swe |
| 17/03/2026 | Scottish Power | DD4 | 28.12 | 28.12 | | 501 | | | 1201-Electric Charges |
| 17/03/2026 | BNP Paribas Leasing | DD | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance charge two mowers |
| 18/03/2026 | Scottish Power | DD11 | 272.07 | 272.07 | | 501 | | | 1192-Electric Charges |
| 19/03/2026 | Castle Water | DD2 | 8.23 | 8.23 | | 501 | | | 1199-Water Charges |
| 19/03/2026 | Morrisons | POS | 12.48 | | | | 302 | 12.48 | Youth Council refreshments |
| 19/03/2026 | Amazon | POS | 123.49 | | 20.58 | 4020 | 190 | 102.91 | 3-drawer storage cabinet |
| 19/03/2026 | Amazon | POS | 14.98 | | 2.50 | 4020 | 190 | 12.48 | Wrist rest mat |
| 20/03/2026 | British Gas | DD1 | 19.67 | 19.67 | | 501 | | | 1198-Gas Charges |
| 20/03/2026 | Business HR Solutions (Consult | DD1 | 421.30 | 421.30 | | 501 | | | 1203-HR Retainer |

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Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|-----------|---|
| 20/03/2026 | AMF Services (Bedford) Ltd | FP1 | 360.00 | 360.00 | | 501 | | | Youmanage 1206-Service Kubota Loader |
| 20/03/2026 | AMRO Catering & Events Ltd | FP2 | 174.00 | 174.00 | | 501 | | | 1207-Subsistence for volunteer |
| 20/03/2026 | Bedfordshire Pension Fund | FP3 | 63.66 | 63.66 | | 501 | | | 1208-Added Years February 2026 |
| 20/03/2026 | Bee-Line Entertainment Ltd | FP4 | 960.00 | 960.00 | | 501 | | | 1209-Segway x2 Experience |
| 20/03/2026 | Broxap | FP5 | 669.60 | 669.60 | | 501 | | | 1210-Dog waste bins for Thorn |
| 20/03/2026 | Cromwell Group (Holdings) Ltd | FP6 | 202.14 | 202.14 | | 501 | | | 1211-Cleaning Supplies |
| 20/03/2026 | George Browns Hire | FP7 | 1,968.62 | 1,968.62 | | 501 | | | 1233-Flails and Fittings |
| 20/03/2026 | Independent Water Networks | FP8 | 167.00 | 167.00 | | 501 | | | 1214-Water Charges Allotments |
| 20/03/2026 | Jempson's Tree Services Limite | FP9 | 2,160.00 | 2,160.00 | | 501 | | | 1215-Remove dead Willow Tree |
| 20/03/2026 | John Curl | FP10 | 14.39 | 14.39 | | 501 | | | 1216-Minor repairs |
| 20/03/2026 | Monster Inflatables Limited | FP11 | 100.00 | 100.00 | | 501 | | | 1217-Deposit for hire Go Karts |
| 20/03/2026 | Origin Amenity Solutions | FP12 | 672.00 | 672.00 | | 501 | | | 1218-Chemicals, knapsack spra |
| 20/03/2026 | Pete Rowe Building Services | FP13 | 804.00 | 804.00 | | 501 | | | 1219-Borehole at HHG |
| 20/03/2026 | Prestige Design & Workwear Ltd | FP14 | 84.00 | 84.00 | | 501 | | | 1220-Work and Safety wear |
| 20/03/2026 | R T Machinery Ltd | FP15 | 86,186.24 | 86,186.24 | | 501 | | | 1222-Fittings Wessex RMX 620 |
| 20/03/2026 | Safesmart Limited | FP16 | 148.80 | 148.80 | | 501 | | | 1223-First Aid Training BN/AS |
| 20/03/2026 | Scutum Fire & Security Limited | FP17 | 1,155.82 | 1,155.82 | | 501 | | | 1227-Alam monitoring M/Cresce |
| 20/03/2026 | Techies Limited | FP18 | 158.51 | 158.51 | | 501 | | | 1228-SIP Quarterly Bill Jan-Ma |
| 20/03/2026 | Trade UK Account | FP19 | 128.79 | 128.79 | | 501 | | | 1230-Various items materials |
| 20/03/2026 | Flitwick Town Council | FP20 | 44.00 | 44.00 | | 501 | | | 1231-Tickets Mayors Bingo Nigh |
| 20/03/2026 | Brazier & Co Ltd | FP21 | 4,176.00 | 4,176.00 | | 501 | | | 1232-Mini Regis the Lion Toys |
| 20/03/2026 | Baker Ross | POS | 97.45 | | 16.24 | 4222 | 304 | 81.21 | Rainbow Windmill Kits x 7 |
| 22/03/2026 | Biffa Waste Services Ltd | DD12 | 60.82 | 60.82 | | 501 | | | 1193-Skip Waste 24/01-20/02/26 |
| 22/03/2026 | Biffa Waste Services Ltd | DD13 | 2,141.42 | 2,141.42 | | 501 | | | 1194-Skip waste charges |
| 23/03/2026 | CPRE | DD3 | 60.00 | 60.00 | | 501 | | | 1205-CPRE Membership |
| 23/03/2026 | CPRE | DD | -60.00 | -60.00 | | 501 | | | 1284-CPRE Membership reverse |
| 24/03/2026 | Thames Link | POS | 333.20 | | | 4226 | 302 | 333.20 | 15 tickets for Brighton Trip |
| 26/03/2026 | Castle Water - 2597769 | DD1 | 9.97 | 9.97 | | 501 | | | 1234-Water Charges |
| 27/03/2026 | Salaries - March 2026 | BACS | 52,940.44 | | | 520 | | 52,940.44 | Salaries - March 2026 |
| 30/03/2026 | Dunstable Foodbank | SO | 120.00 | | | 4235 | 305 | 120.00 | Dunstable Foodbank |
| 30/03/2026 | Houghton Regis Baptist Church | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Baptist Church |
| 30/03/2026 | Jewels | SO | 60.00 | | | 4235 | 305 | 60.00 | Jewels |
| 30/03/2026 | Diocese of St Albans | SO | 60.00 | | | 4235 | 305 | 60.00 | Diocese of St Albans |

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Payments for Month 12

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 30/03/2026 | Central Bedfordshire Council | SO | 60.00 | | | 4235 | 305 | 60.00 | Central Bedfordshire Council |
| 30/03/2026 | Houghton Regis Helpers | SO | 60.00 | | | 4235 | 305 | 60.00 | Houghton Regis Helpers |
| 30/03/2026 | Thornhill Primary School | SO | 60.00 | | | 4235 | 305 | 60.00 | Thornhill Primary School |
| 31/03/2026 | Payroll Options | DD14 | 238.60 | 238.60 | | 501 | | | 1195-Paydate 27/02/26 Employee |
| 31/03/2026 | PWLB | DD15 | 12,034.37 | 12,034.37 | | 501 | | | 1196-Interest loan Moore Cres |
| 31/03/2026 | Business HR Solutions (Consult | DD2 | 421.30 | 421.30 | | 501 | | | 1204-HR Retainer Youmanage |
| 31/03/2026 | Scottish Power | DD2 | 101.99 | 101.99 | | 501 | | | 1236-Electric Charges |
| 31/03/2026 | Scottish Power | DD3 | 234.69 | 234.69 | | 501 | | | 1238-Electric Charges |
| 31/03/2026 | Your NRG Ltd | DD4 | 3,991.92 | 3,991.92 | | 501 | | | 1239-Vehicle White Diesel |
| 31/03/2026 | Bedfordshire Pensions | BACS | 21,869.98 | | | 525 | | 21,869.98 | Pensions - March 2026 |
| 31/03/2026 | Natwest Yth Council | Transfer | 500.00 | | | 217 | | 500.00 | Top-Up |
| Total Payments for Month | | | 270,290.54 | 168,552.20 | 134.72 | | | 101,603.62 | |
| Balance Carried Fwd | | | 35,303.88 | | | | | | |
| Cashbook Totals | | | 305,594.42 | 168,552.20 | 134.72 | | | 136,907.50 | |

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 01/04/2026 | EE Limited | DD | 408.11 | 408.11 | | 501 | | | 1289-mobile phone charges |
| 01/04/2026 | BT Payment Services Ltd | DDR | 342.00 | 342.00 | | 501 | | | 1240-Fixed Charge Line Rental |
| 01/04/2026 | Dunstable Town Council | POS | 5.00 | | | 4101 | 102 | 5.00 | Dunstable Coffee Morning |
| 01/04/2026 | Biggleswade Town Council | POS | 5.00 | | | 4101 | 102 | 5.00 | Biggleswade Quiz Night |
| 01/04/2026 | Post Office | POC | 40.62 | | | 221 | | 40.62 | Petty Cash |
| 02/04/2026 | AMF Services (Bedford) Ltd | FP1 | 19.58 | 19.58 | | 501 | | | 1245-Weibang Belts x 2 |
| 02/04/2026 | AMRO Catering & Events T/A Roa | FP2 | 378.00 | 378.00 | | 501 | | | 1246-Mayors Brunch Event 21/03 |
| 02/04/2026 | Clear Fitness | FP3 | 495.00 | 495.00 | | 501 | | | 1247-Buggy Exercise HHP |
| 02/04/2026 | DE Signs & Labels Ltd | FP4 | 84.00 | 84.00 | | 501 | | | 1248-Fit 2 decals road sweeper |
| 02/04/2026 | Dunstable Lock & Safe Co | FP5 | 353.08 | 353.08 | | 501 | | | 1250-Supply 3 LF Keys |
| 02/04/2026 | Fantastic Fireworks Ltd | FP6 | 750.00 | 750.00 | | 501 | | | 1251-Houghton Regis Fireworks |
| 02/04/2026 | Gala Tent | FP7 | 947.86 | 947.86 | | 501 | | | 1252-Spares for Gazebos |
| 02/04/2026 | FPM Facility Services Ltd | FP8 | 5,186.40 | 5,186.40 | | 501 | | | 1254-Ditch infill Moore Cres |
| 02/04/2026 | George Browns Hire | FP9 | 2,584.46 | 2,584.46 | | 501 | | | 1256-Heavy Duty Flails/Kit Bol |
| 02/04/2026 | Greenbarnes Ltd | FP10 | 13,819.28 | 13,819.28 | | 501 | | | 1257-Community Noticeboard |
| 02/04/2026 | Houghton Regis Helpers Communi | FP11 | 200.00 | 200.00 | | 501 | | | 1258-Project Grant |
| 02/04/2026 | Jewels Art Craft & Coffee | FP12 | 190.00 | 190.00 | | 501 | | | 1259-Project Grant |
| 02/04/2026 | Karcher (UK) Ltd | FP13 | 807.00 | 807.00 | | 501 | | | 1260-Training Karcher attachme |
| 02/04/2026 | Kempston Town Council | FP14 | 25.00 | 25.00 | | 501 | | | 1261-Cllr Herber Kempston Dinn |
| 02/04/2026 | Lamps & Tubes Illuminations Lt | FP15 | 2,917.44 | 2,917.44 | | 501 | | | 1262-Repiar Christmas Lights |
| 02/04/2026 | Origin Amenity Solutions | FP16 | 32.42 | 32.42 | | 501 | | | 1264-Classic Spayer Credit |
| 02/04/2026 | Perfect Print | FP17 | 540.00 | 540.00 | | 501 | | | 1265-Town Crier Magazines |
| 02/04/2026 | Pete Rowe Building Services | FP18 | 630.00 | 630.00 | | 501 | | | 1267-Outside Floodlights |
| 02/04/2026 | PPL PRS Ltd | FP19 | 4,370.87 | 4,370.87 | | 501 | | | 1268-Music Licence |
| 02/04/2026 | Prestige Design & Workwear Ltd | FP20 | 416.40 | 416.40 | | 501 | | | 1269-Work and Safety Wear |
| 02/04/2026 | Quinn Artistes Entertainment L | FP21 | 165.00 | 165.00 | | 501 | | | 1270-Brass Squadron |
| 02/04/2026 | Reliance High Tech Ltd | FP22 | 26.02 | 26.02 | | 501 | | | 1271-Lone worker devices |
| 02/04/2026 | SLCC Enterprises Ltd | FP23 | 252.00 | 252.00 | | 501 | | | 1272-Finance Manager Advert |
| 02/04/2026 | Spaldings Limited | FP24 | 107.90 | 107.90 | | 501 | | | 1273-Various tools and PPE |
| 02/04/2026 | Stockton Bradley Ltd | FP25 | 2,655.00 | 2,655.00 | | 501 | | | 1274-Development of Unit 1 ASV |
| 02/04/2026 | Techies Limited | FP26 | 4,317.60 | 4,317.60 | | 501 | | | 1275-Laptops, monitors, stands |
| 02/04/2026 | Town Mayors Charity Fund | FP27 | 25.00 | 25.00 | | 501 | | | 1276-Leighton Lin Mayor Dinner |

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|--------|------|--------|------------|--------------------------------|
| 02/04/2026 | The Safer Luton Partnership | FP28 | 50.00 | 50.00 | | 501 | | | 1277-First Aid Youth Extreme |
| 02/04/2026 | Trade UK Account | FP29 | 730.11 | 730.11 | | 501 | | | 1280-Various materials |
| 02/04/2026 | Yorkshire Purchasing Organisat | FP30 | 161.99 | 161.99 | | 501 | | | 1281-Giant Tickle Tunnel |
| 02/04/2026 | Blain's Trailers & Tyres Ltd | FP31 | 138.00 | 138.00 | | 501 | | | 1282-Tyres and Tyre repairs |
| 02/04/2026 | Latent Digital Solutions Ltd | FP1 | 112.72 | 112.72 | | 501 | | | 1283-Photocopier Service Chrg |
| 02/04/2026 | HMRC | FP1 | 19,548.97 | 19,548.97 | | 501 | | | 1235-PAYE/NI March 2026 |
| 02/04/2026 | Viking Office Supplies | POS | 119.88 | | 19.98 | 4023 | 190 | 99.90 | 10 reams of paper |
| 02/04/2026 | NATWEST online saving 41172051 | British Ga | 20.63 | | | | 213 | 20.63 | Gas charges |
| 07/04/2026 | Grenke Leasing Ltd | DD1 | 153.36 | 153.36 | | 501 | | | 35-Photocopier lease Apr-Jun26 |
| 07/04/2026 | Amazon | POS | 9.85 | | 1.64 | 4106 | 102 | 8.21 | 200 paper cups Civic Svce |
| 07/04/2026 | Techies Limited | SO | 449.40 | 449.40 | | 501 | | | 797-Microsoft 365 annual licen |
| 08/04/2026 | Caddon Hives Ltd | POS | 642.00 | | 107.00 | 4217 | 263 | 535.00 | Supplies for WBC Hives |
| 08/04/2026 | Gala Tent Ltd | POS | 35.97 | | 6.00 | 4222 | 304 | 29.97 | Gala Pro Shade 50 spares |
| 08/04/2026 | Poundstretcher | POS | 74.92 | | 12.49 | 4222 | 263 | 62.43 | Medieval Mayhem Activities |
| 09/04/2026 | Cloudy Group | DD2 | 110.19 | 110.19 | | 501 | | | 36-App Hostine Package Apr 26 |
| 09/04/2026 | BT Payment Services Ltd | DD3 | 596.56 | 596.56 | | 501 | | | 37-Phone quarterly charges |
| 09/04/2026 | Trophy Store | POS | 32.99 | | 5.50 | 4022 | 263 | 27.49 | Trophies for Dog Show |
| 09/04/2026 | Baker Ross | POS | 166.00 | | 27.67 | 4222 | 304 | 138.33 | Rainbow Windmill Kits |
| 10/04/2026 | Yu Energy | DD4 | 335.94 | 335.94 | | 501 | | | 38-Gas charges |
| 10/04/2026 | Yu Energy | DD5 | 13.47 | 13.47 | | 501 | | | 39-Gas charges |
| 10/04/2026 | Yu Energy | DD6 | 233.94 | 233.94 | | 501 | | | 40-Gas charges |
| 10/04/2026 | Yu Energy | DD7 | 39.85 | 39.85 | | 501 | | | 41-Gas charges |
| 10/04/2026 | Post Office | POC | 52.90 | | | | 221 | 52.90 | Petty Cash |
| 13/04/2026 | Amazon | POS | 24.91 | | 4.17 | 4036 | 190 | 20.74 | Do Not Disturb x 3 |
| 13/04/2026 | Morrisons | POS | 52.13 | | 5.61 | 4106 | 102 | 46.52 | Food order for Civic Service |
| 13/04/2026 | Morrisons | POS | 63.64 | | | 4106 | 102 | 63.64 | Fresh cakes Civic Service |
| 14/04/2026 | Pozitive Energy | DD8 | 3,549.81 | 3,549.81 | | 501 | | | 42-Electricity charges |
| 15/04/2026 | B&Q | POS | 127.20 | | 21.20 | 4039 | 263 | 106.00 | Terracotta pots |
| 15/04/2026 | Kings Seeds | POS | 37.00 | | 6.17 | 4039 | 263 | 30.83 | Garden seeds |
| 15/04/2026 | Hydrosure Global Ltd | POS | 63.97 | | 10.00 | 4039 | 263 | 53.97 | Four outlet digital watering |
| 15/04/2026 | Hetty's Herbs and Plants | POS | 25.96 | | 1.33 | 4039 | 263 | 24.63 | Mint collection |
| 15/04/2026 | Bankline | BLN | 43.50 | | | 4051 | 101 | 43.50 | Bankline fees |
| 16/04/2026 | www.powerdiscount.co.uk | POS | 36.56 | | 6.09 | 4036 | 261 | 30.47 | Bell Lighting 09066 |
| 16/04/2026 | CCLA Investment | EBP | 500,000.00 | | | 215 | | 500,000.00 | LA Deposit |
| 17/04/2026 | Cromwell Group (Holdings) Ltd | FP1 | 380.52 | 380.52 | | 501 | | | 1-Black compactor sacks |
| 17/04/2026 | DE Signs & Labels Ltd | FP2 | 108.00 | 108.00 | | 501 | | | 2-Upodate road signs |
| 17/04/2026 | Dinosaurs and Dragons | FP3 | 1,100.00 | 1,100.00 | | 501 | | | 3-Dragon Performance Day |
| 17/04/2026 | Falconeye Security Ltd | FP4 | 252.00 | 252.00 | | 501 | | | 4-Security C'mas Carol |

Continued on Page 7

Payments for Month 1

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|------------|--------------------------------|
| | | | | | | | | | Svce |
| 17/04/2026 | Geo Browns Implements Ltd | FP5 | 31.33 | 31.33 | | 501 | | | 6-Credit for Striker |
| 17/04/2026 | Hertfordshire County Council | fp6 | 381.02 | 381.02 | | 501 | | | 7-Cambridge Lite posture |
| 17/04/2026 | Houghton Regis Bowls Club | FP7 | 50.00 | 50.00 | | 501 | | | 8-Refund Deposit |
| 17/04/2026 | Houghton Regis Consortium | FP8 | 150.00 | 150.00 | | 501 | | | 9-Hire 6th August 2026 |
| 17/04/2026 | Independent Water Networks | FP9 | 173.86 | 173.86 | | 501 | | | 10-Water charges |
| 17/04/2026 | K G Smith & Son | FP10 | 96.48 | 96.48 | | 501 | | | 11-Gas bottles for weed burner |
| 17/04/2026 | Kensworth Sawmills Ltd | FP11 | 31.50 | 31.50 | | 501 | | | 12-Knee rail straps |
| 17/04/2026 | Mr Kevin Wilkins | FP12 | 50.00 | 50.00 | | 501 | | | 13-Refund deposit |
| 17/04/2026 | Lisa Roberts Catering | FP13 | 720.00 | 720.00 | | 501 | | | 14-Catering for Civic Service |
| 17/04/2026 | Luton Borough Council | FP14 | 12.00 | 12.00 | | 501 | | | 15-Mayor Quiz Night Luton |
| 17/04/2026 | MCS Environmental Services | FP15 | 2,424.00 | 2,424.00 | | 501 | | | 16-Toilet clean March 2026 |
| 17/04/2026 | Mrs K Bantock | FP16 | 50.00 | 50.00 | | 501 | | | 18-refundable deposit |
| 17/04/2026 | MT Fabricators Ltd | FP17 | 948.00 | 948.00 | | 501 | | | 19-Repairs posts and barriers |
| 17/04/2026 | Prestige Design & Workwear Ltd | FP18 | 12.00 | 12.00 | | 501 | | | 20-10 grey t-shirts |
| 17/04/2026 | Rialtas Business Solutions Ltd | FP19 | 4,738.80 | 4,738.80 | | 501 | | | 21-Annual Support |
| 17/04/2026 | Strawberry Fieldz Ltd | FO20 | 340.00 | 340.00 | | 501 | | | 22-Deposit for PA Carnival |
| 17/04/2026 | Strong Soul Fitness CIC | FP21 | 1,350.00 | 1,350.00 | | 501 | | | 23-Boxing sessions |
| 17/04/2026 | Techies Limited | FP22 | 7.20 | 7.20 | | 501 | | | 24-Microsoft 365 backup |
| 17/04/2026 | The Right Fuelcard Company Lim | FP23 | 148.62 | 148.62 | | 501 | | | 25-Fuel for vehicles |
| 17/04/2026 | The Safer Luton Partnership | FP24 | 475.00 | 475.00 | | 501 | | | 31-FAid at HR August Events |
| 17/04/2026 | Titan Tree Services Ltd | FP25 | 270.00 | 270.00 | | 501 | | | 32-Cut back horse chestnut |
| 17/04/2026 | Tudor Environmental | FP26 | 1,265.50 | 1,265.50 | | 501 | | | 33-Ornamental bark chips |
| 17/04/2026 | Krisgar Entertainments | FP27 | 105.00 | 105.00 | | 501 | | | 34-Magic Show at Carnival |
| 17/04/2026 | Castle Water | DD9 | 9.11 | 9.11 | | 501 | | | 43-Water charges |
| 17/04/2026 | Scottish Power | DD10 | 51.90 | 51.90 | | 501 | | | 45-Electricity charges |
| 17/04/2026 | Scottish Power | DD11 | 495.48 | 495.48 | | 501 | | | 48-Electricity charges |
| 17/04/2026 | Scottish Power | DD12 | 50.83 | 50.83 | | 501 | | | 46-Electricity charges |
| 17/04/2026 | Scottish Power | DD13 | 26.38 | 26.38 | | 501 | | | 49-Electricity charges |
| 17/04/2026 | Scottish Power | DD14 | 185.22 | 185.22 | | 501 | | | 50-Electricity charges |
| 17/04/2026 | PWLB | DD15 | 17,640.20 | 17,640.20 | | 501 | | | 51-Loan interest Tithe Farm |
| 17/04/2026 | Dalefoot Composts | POS | 2,038.32 | | 339.72 | 4039 | 263 | 1,698.60 | Wool Compost |
| 17/04/2026 | CCLA Investment | EBP | 300,000.00 | | | | | 300,000.00 | LA Deposit |
| 17/04/2026 | BNP Paribas Leasing | DD | 1,326.00 | | | 4851 | 299 | 1,326.00 | Finance Charge two mowers |
| 20/04/2026 | Scottish Power | DD16 | 200.74 | 200.74 | | 501 | | | 52-Electricity charges |
| 22/04/2026 | CPRE | DD17 | 60.00 | 60.00 | | 501 | | | 53-Annual Subscription CPRE |
| 22/04/2026 | Castle Water - 2597749 | DD18 | 10.25 | 10.25 | | 501 | | | 54-Water charges |
| 22/04/2026 | Scottish Power | DD19 | 31.79 | 31.79 | | 501 | | | 55-Electricity charges |
| 22/04/2026 | Poster My Wall | POS | 76.24 | | | 4029 | 303 | 76.24 | Poster My Wall |

Payments for Month 1

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|---------------|------------|---------------|---------------------|--------------------------------|
| | | | | | | | | | Subscription |
| 23/04/2026 | Castle Water - 2597769 | DD20 | 10.84 | 10.84 | | 501 | | | 56-Water charges |
| 23/04/2026 | Amazon | POS | 17.99 | | 3.00 | 4222 | 263 | 14.99 | 42L Flexi Tubs x 3 pack |
| 23/04/2026 | Amazon | POS | 9.37 | | 1.56 | 4222 | 263 | 7.81 | Clear Plastic Grip Seal Bags |
| 23/04/2026 | Amazon | POS | 19.58 | | 3.26 | 4222 | 263 | 16.32 | 300 large plastic bags gripsea |
| 23/04/2026 | Vinny's Trophies and Engraving | POS | 66.24 | | 11.04 | 4222 | 263 | 55.20 | 5 x Trophies 125mm Shields |
| 24/04/2026 | Amazon | POS | 15.76 | | 2.64 | 4036 | 263 | 13.12 | 3 x Thermometer |
| 24/04/2026 | Amazon | POS | 13.06 | | 2.18 | 4036 | 263 | 10.88 | Rubber outdoor Cable Protector |
| 27/04/2026 | Biffa Waste Services Ltd | DD21 | 2,217.44 | 2,217.44 | | 501 | | | 58-Skip waste charges |
| 27/04/2026 | Yorkshire Gas and Power | DD22 | 228.58 | 228.58 | | 501 | | | 59-Electricity charges |
| 27/04/2026 | Pozitive Energy | DD23 | 524.43 | 524.43 | | 501 | | | 60-Electricity charges |
| 28/04/2026 | Everflow Utilities | DD27 | 1,562.24 | 1,562.24 | | 501 | | | 66-Water Charges |
| 29/04/2026 | British Gas | DD24 | 18.58 | 18.58 | | 501 | | | 61-Gas charges |
| 30/04/2026 | Scottish Power | DD25 | 218.55 | 218.55 | | 501 | | | 62-Electricity charges |
| 30/04/2026 | Payroll Options | DD26 | 233.51 | 233.51 | | 501 | | | 63-Payroll processing Mar 26 |
| 30/04/2026 | Civic Service exps | POS | 17.50 | | | 4106 | 102 | 17.50 | Civic Service exps |
| 30/04/2026 | Happy Cups | POS | 235.20 | | 39.20 | 4222 | 304 | 196.00 | Pint to Lane Cups 1 Colour |
| 30/04/2026 | Branded Cups Group | POS | 184.80 | | 30.80 | 4222 | 304 | 154.00 | Half Pint to Line Cups 1 Colou |
| 30/04/2026 | SLCC Enterprises Ltd | POS | 522.00 | | | 4024 | 102 | 522.00 | SLCC Principal Membership |
| 30/04/2026 | Net Salaries - April 2026 | BACS | 55,316.66 | | | 520 | | 55,316.66 | Net Salaries - April 2026 |
| 30/04/2026 | Mayors Appeal | DPC | 104.86 | | | 999 | | 104.86 | Mayors Charity Dinner VAT retu |
| Total Payments for Month | | | 970,360.84 | 108,716.63 | 668.25 | | | 860,975.96 | |
| Balance Carried Fwd | | | 328,712.86 | | | | | | |
| Cashbook Totals | | | <u>1,299,073.70</u> | <u>108,716.63</u> | <u>668.25</u> | | | <u>1,189,688.82</u> | |

Public Sector Deposit Fund

Investment objective

The fund aims to maximise current income consistent with the preservation of principal and liquidity.

The fund is a diversified portfolio of high-quality, sterling-denominated money market deposits and other 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, as investment manager, 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.

Sustainability approach

We believe that the primary role of sustainable investment is to drive positive change and this is best achieved by pushing companies to do more to address the major challenges facing us today. The fund is managed in line with our [sustainability approach for cash funds](#).

The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

Read our summary of [SDR](#), the investment labels and our overall approach. Fund-level information can be found [here](#).

AEY¹ as at 31 March 2026:

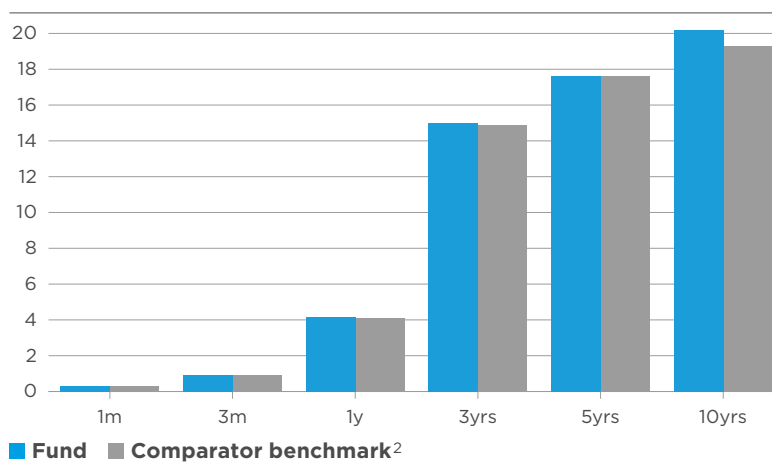
3.82%

Average yield over the month:
3.74% (3.80% AEY)

Yield at the month end shown:
3.75% (3.82% AEY)

Performance

Cumulative performance (%)



Cumulative performance (%)

| | 1m | 3m | 1yr | 3yrs | 5yrs | 10yrs |
|----------------------|-------------|-------------|-------------|--------------|--------------|--------------|
| Fund | 0.32 | 0.93 | 4.14 | 15.00 | 17.64 | 20.19 |
| Comparator benchmark | 0.33 | 0.92 | 4.09 | 14.89 | 17.64 | 19.32 |

12 month performance to 31 March (%)

| | 2022 | 2023 | 2024 | 2025 | 2026 |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| Fund | 0.11 | 2.19 | 5.12 | 5.05 | 4.14 |
| Comparator benchmark | 0.14 | 2.25 | 5.05 | 5.07 | 4.09 |

Performance shown after management fees and other expenses with income reinvested. **Past performance is not a reliable indicator of future results.**

- 1 AEY is the annual equivalent yield and illustrates what the return would be if the income on a given date was paid and compounded on an annual basis. These are shown net of management fees.
- 2 From 1 January 2021, the comparator benchmark is Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate.

Please refer to 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.

Your capital is at risk. The yield on the fund will fluctuate. The value of your investment and any income from it may go down as well as up and you may not get back the amount you invested.

Fund breakdown

Top 10 counterparty exposures (%)

| | | |
|---|-----|--|
| Australia and New Zealand Banking Group Limited | 9.0 | |
| Landesbank Baden-Wuerttemberg | 9.0 | |
| Yorkshire Building Society | 9.0 | |
| HM Treasury | 8.5 | |
| National Bank of Canada | 8.0 | |
| Lloyds Bank plc | 4.5 | |
| Credit Agricole Corporate and Investment Bank | 4.0 | |
| NatWest Markets plc | 3.0 | |
| SMBC Bank | 3.0 | |
| United Overseas Bank Limited | 3.0 | |

Top 10 country exposures (%)

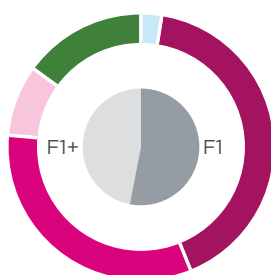
| | | |
|-------------|------|--|
| UK | 33.7 | |
| Canada | 13.1 | |
| Germany | 10.9 | |
| France | 9.7 | |
| Australia | 9.6 | |
| Japan | 7.9 | |
| Singapore | 4.0 | |
| Sweden | 3.0 | |
| Netherlands | 2.5 | |
| Finland | 2.0 | |

Maturity breakdown (%)³

| | | |
|-------------|------|--|
| Overnight | 43.8 | |
| 2-7 days | 5.4 | |
| 8-30 days | 7.8 | |
| 31-90 days | 21.3 | |
| 91-180 days | 15.2 | |
| >180 days | 6.5 | |

Credit breakdown (%)³

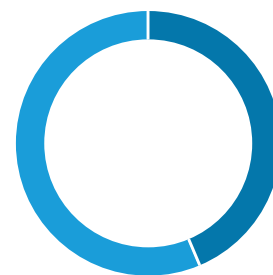
| | | | |
|-----|------|-----|------|
| AAA | 0.0 | F1 | 46.8 |
| AA+ | 0.0 | F1+ | 53.2 |
| AA | 2.5 | | |
| AA- | 41.6 | | |
| A+ | 32.5 | | |
| A | 8.5 | | |
| A- | 14.9 | | |



The inner chart shows the split of the short-term credit quality of the fund's portfolio. The outer chart shows the long-term credit quality. Source: Fitch Ratings.

Instrument breakdown (%)³

| | |
|------------------------|------|
| Call account | 0.0 |
| Term deposit | 43.8 |
| Certificate of deposit | 56.2 |



Fund information

| | |
|---|---|
| Company | CCLA Public Sector Investment Fund |
| Authorised corporate director | CCLA Investment Management Limited |
| Domicile | UK |
| Legal structure | ICVC |
| Regulatory structure | UK UCITS |
| Fund launch date | May 2011 |
| Share class launch date | May 2011 |
| Fund size | £995 million |
| Fitch money market rating ⁴ | AAAmf |
| Comparator benchmark | Sterling Overnight Index Average (SONIA) |
| Minimum investment ⁵ | £1,000,000 |
| Ongoing charges figure ⁶ | 0.11% |
| Annual management charge ⁷ | 0.10% |
| ISIN | GB00B3LDFH01 |
| SEDOL | B3LDFH0 |
| Number of issuers | 36 |
| Weighted average maturity (max. 60 days) ⁸ | 49.00 days |
| Weighted average life (max. 120 days) ⁹ | 49.00 days |
| Income payment frequency | Monthly |

Dealing information

| | |
|-------------------|---|
| Dealing frequency | Each business day |
| Dealing deadline | 11:30am London time on the dealing day |
| Settlement | T+0 |

³ Totals may not sum due to rounding.

⁴ While the ACD seeks to maintain this rating, there can be no assurance that the rating will be maintained and is therefore subject to change.

⁵ The ACD may waive this minimum level at its discretion.

⁶ The ongoing charges figure (OCF) includes the annual management charge (AMC) and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees. The OCF does not include portfolio transaction costs. Further information on costs and expenses is available on our website.

⁷ The AMC is deducted from income.

⁸ Weighted average maturity or 'WAM' means the average length of time to legal maturity or, if shorter, to the next interest rate reset to a money market rate, of all of the underlying assets in the fund reflecting the relative holdings in each asset.

⁹ Weighted average life or 'WAL' means the average length of time to legal maturity of all of the underlying assets in the fund reflecting the relative holdings in each asset.

Market update

The Monetary Policy Committee (MPC) met on 19 March, the first meeting since the outbreak of war in Iran and the closure of the Strait of Hormuz. The unanimous vote for a hold alongside the accompanying guidance issued reflected a MPC more inclined to wait on both the length and impact of the conflict than rush into a rate change.

Despite CPI inflation remaining flat in February at 3%, in line with expectations, it is only in the March data that the first effects of increased energy prices will start to appear with the MPC stating that the key uncertainty in the short term was 'how much higher and for how long' energy prices are elevated above previous forecasts. Governor Bailey, alongside other more hawkish members reaffirmed that the MPC would 'assess how events unfold' and 'make sure inflation gets back to target' indicating a willingness to act if inflation begins to look more entrenched.

The MPC next meet on 30th April, two months after the outbreak of the Iran war by which time March's inflation data, potentially showing any early effects of the increased oil prices, will have been released. A two week ceasefire was announced on 7th April, due to expire the week before the meeting. A renewal of hostilities could see energy prices higher for longer whereas a cessation could limit the shock. It appears most likely that the MPC will continue to hold, buying themselves time to see if any ceasefire holds however they remain wary of being seen to be sleepwalking into any long-term inflation spike.

How do I assess the performance of the fund?

Investors can assess the fund's performance against the fund's comparator benchmark. This index has been selected as it is an appropriate measure of the returns available from cash and is widely used in the banking and investment industries and meets accepted international standards of best practice.

Important information

Source for data is CCLA unless otherwise stated.

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 investor information document and 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 is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the fund 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 constant net asset value (where £1 invested in the fund remains equal to £1 in value in the fund), there can be no assurance that it will be maintained. The value of the fund may be affected by interest rate changes. The fund 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 fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund.

Issued by CCLA Investment Management Limited (registered in England & Wales, No. 2183088, at One Angel Lane, London EC4R 3AB), which is part of the Jupiter Group, and is authorised and regulated by the Financial Conduct Authority.

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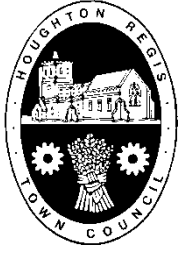
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Short Term Investment - The Public Sector Deposit Fund

| <i>Date</i> | <i>Opening Balance (£)</i> | <i>Details</i> | <i>Amount (£)</i> | <i>Closing Balance (£)</i> | <i>Interest earned & average yield</i> |
|-------------|----------------------------|--|---|----------------------------|---|
| 31/01/25 | 1,169,500 | Withdrawal Deposit | 150,000 150,000 | 1,169,500 | £4,510.45 <i>Average Fund yield for this period was 4.72%</i> |
| 28/02/25 | 1,169,500 | Withdrawal | 100,000 | 1,069,500 | £3,798 <i>Average Fund yield for this period was 4.57%</i> |
| 31/03/25 | 1,069,500 | Withdrawal Withdrawal | 100,000 100,000 | 869,500 | £3,681.15 <i>Average yield fund for this period was 4.5%</i> |
| 30/04/25 | 869,500 | Withdrawal Deposit Deposit Withdrawal | 50,000 400,000 300,000 100,000 | 1,419,500 | £4,636.64 <i>Average yield fund for this period was 4.46%</i> |
| 31/05/25 | 1,419,500 | Deposit Withdrawal Withdrawal | 100,000 100,000 100,000 | 1,319,500 | £5,151.95 <i>Average yield fund for this period was 4.34%</i> |
| 30/06/25 | 1,319,500 | Deposit | 6 x 500,000 | 4,319,500 | £14,241.30 <i>Average yield fund for this period was 4.27%</i> |
| 31/07/25 | 4,319,500 | | | 4,319,500 | £15,509.08 <i>Average yield fund for this period was 4.23%</i> |
| 31/08/25 | 4,319,500 | | | 4,319,500 | £15,049.27 <i>Average yield fund for this period was 4.11%</i> |
| 30/09/25 | 4,319,500 | Deposit | 700,000 | 5,019,500 | £15,558.19 <i>Average yield fund for this period was 4.03%</i> |
| 31/10/25 | 5,019,500 | Withdrawal | 350,000 | 4,669,500 | £16,784.32 <i>Average yield fund for this period was 4.01%</i> |
| 30/11/25 | 4,669,500 | Withdrawal Withdrawal | 100,000 100,000 | 4,469,500 | £15,027.97 <i>Average yield fund for this period was 3.98%</i> |
| 31/12/25 | 4,469,500 | Withdrawal Withdrawal | 100,000 50,000 | 4,319,500 | £14,457.73 <i>Average yield fund for this period was 3.91%</i> |
| 31/01/26 | 4,319,500 | Withdrawal | 50,000 | 4,269,500 | £13,816.96 <i>Average yield fund for this period was 3.80%</i> |
| 28/02/26 | 4,263,500 | Withdrawal Withdrawal | 100,000 100,000 | 4,069,500 | £12,028.42 <i>Average yield fund for this period was 3.76%</i> |
| 31/03/26 | 4,069,500 | Withdrawal Withdrawal | 150,000 50,000 | 3,869,500 | £12,713.95 <i>Average yield fund for this period was 3.74%</i> |
| 30/04/26 | 3,869,500 | Withdrawal Deposit Deposit | 50,000 500,000 300,000 | 4,619,500 | £13,012.21 <i>Average yield fund for this period was 3.76%</i> |



CORPORATE SERVICES COMMITTEE

Agenda Item 12

| | |
|-------------------------------|---|
| Date: | 1st June 2026 |
| Title: | Investment Working Group |
| Purpose of the Report: | To provide to members a report on the work undertaken by the Investment Working Group. |
| Contact Officer: | Debbie Marsh, Head of Corporate Services |

1. RECOMMENDATIONS

- 1) To note the minutes of the Investment Working Group from the meeting held on the 18th May 2026.
- 2) To recommend to Town Council the adoption of the Town Councils Treasury Management Strategy.

2. BACKGROUND

At the Investment Working Group meeting held on the 18th May 2026 members of the working group completed its review of the Town Councils Treasury Management Strategy and recommended the Strategy be adopted.

Members discussed the Investment Working Group Terms of Reference. Although it had been assumed that the Working Group would disband following adoption of the Treasury Management Strategy, members agreed that the Working Group had not completely fulfilled the Terms of Reference and therefore recommended that Corporate Services approve its continuation.

It was anticipated that once these responsibilities had been fulfilled that oversight would return to the Corporate Services Committee.

3. TREASURY MANAGEMENT STRATEGY

A copy of the Town Council's Treasury Management Strategy is attached for members' consideration and discussion.

4. 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.

5. IMPLICATIONS

Corporate Implications

- Amendments to the Town Council current Banking Arrangements, Investment Strategy & Investment Arrangements Policy

Legal Implications

- Compliance with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003

Crime and Disorder Implications

- There are no crime and disorder implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations.

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.
- The Town Council currently has an investment risk appetite comparable to at least an AA-rating or higher (minute number 12731)
- Although 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 £120k. 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.

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.

6. CONCLUSION AND NEXT STEPS

The Investment Working Group has completed its review of the Treasury Management Strategy and supports its adoption however members felt it should continue to operate as it has not yet fully delivered on its Terms of Reference.

Members are being requested to note the minutes of the Investment Working Group meeting held on 18th May 2026 and recommend to Council that the Treasury Management Strategy be adopted.

7. APPENDICES

Appendix A - Minutes of the Investment Working Group meeting held on the 18th May 2026

Appendix B – HRTC Draft Treasury Management Strategy

Houghton Regis Town Council
Investment Working Group
Minutes of the meeting held on
Monday 18th May 2026 at 10am

| | | | |
|---------------------|--------------|----------------------------------|--|
| Present: | Councillors: | D Jones J Carroll M Herber | (Chair) |
| | Officers: | Debbie Marsh | Head of Corporate Services |
| Apologies: | Councillors: | T McMahon | |
| Also in attendance: | | Joe Scott-Soane Paul Roberts | Arlingclose Treasury Services Arlingclose Treasury Services |

IWG28 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor M Herber.

IWG29 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

IWG30 MINUTES

To approve the Minutes of the meeting held on the 11th February 2026.

Resolved: To approve the Minutes of the meeting held on 11th February 2026 and for these to be signed by the Chair.

IWG31 TREASURY MANAGEMENT STRATEGY - DRAFT

Members of the Working Group received and considered a final draft version of the Town Councils Treasury Management Strategy.

Following discussions Members:

- Agreed that although the Town Council does not currently include Environmental, Social and Governance (ESG) scoring when evaluating investment opportunities, it will prioritise banks that are signatories to the UN Principles for Responsible banking;
- Finalised the counterparty table which included UK Government, Local Authorities, Secured Investments – Government Colateral, Secured Investments – other collateral, Banks, Building Societies, Money Market Funds (MMF)
- Set counterparty limits and sector limits;
- Reiterated the council risk appetite which included a minimum credit rating of A- as previously agreed;
- Agreed the number of providers (four), that the council would spread its liquid cash over. For example, bank accounts and money market funds. Of those (four) at least two will be UK domiciled to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

IWG32 DATE OF NEXT MEETING

Members discussed the Investment Working Group Terms of Reference. Although it had been assumed that the Working Group would disband following adoption of the Treasury Management Strategy, members agreed that the Working Group had not completely fulfilled the Terms of Reference and therefore recommended that Corporate Services approve its continuation.

Once these responsibilities had been fulfilled, it was anticipated that oversight would return to the Corporate Services Committee.

Resolved: To agree to call a meeting of the Investment Working Group as required.

The Chairman closed the meeting at 11.10am

Dated this XX XXXXX 2026

Chairman



HOUGHTON REGIS TOWN COUNCIL

Treasury Management Strategy Statement 2026/27

Introduction

Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2021 Edition* (the CIPFA Code).

Treasury Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's treasury investment balance has ranged between £1.2 and £4.2 million. Levels maintained for the forthcoming year are expected to be between £3m and £5m. The investment balance for the previous 12 months saw an inflated increase in June following receipt of a s106 commuted sum contribution of £3,096,275.82.

Objectives: The CIPFA Code requires the Authority to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Authority aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.

Strategy: The Authority expects to be a long-term investor and treasury investments will therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term

instruments where limited additional risk is accepted in return for higher investment income to support local public services.

The CIPFA Code does not permit local authorities to both borrow and invest long-term for cash flow management. But the Authority may make long-term investments for treasury risk management purposes, including to manage interest rate risk by investing sums borrowed in advance for the capital programme for up to three years; to manage inflation risk by investing usable reserves in instruments whose value rises with inflation; and to manage price risk by adding diversification to the strategic pooled fund portfolio.

ESG policy: Environmental, social and governance (ESG) considerations are increasingly a factor in global investors' decision making, but the framework for evaluating investment opportunities is still developing and therefore the Authority does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Authority will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.

Approved counterparties: The Authority may invest its surplus funds with any of the counterparty types in table 3 below, subject to the limits shown.

Table 3: Treasury investment counterparties and limits

| Sector | Time limit † | Counterparty limit | Sector limit |
|---|---------------------|---------------------------|---------------------|
| The UK Government | 50 | Unlimited | n/a |
| Local authorities & other government entities | 25 years | £1.5m | Unlimited |
| Secured investments – government collateral | 25 years | £1.5m | Unlimited |
| Secured investments – other collateral* | 10 years | £1.5m | Unlimited |
| Banks (unsecured) * | 13 months | £1.5m | Unlimited |
| Building societies (unsecured) * | 13 months | £250,000 | £500,000 |
| Money market funds * | n/a | £3m | Unlimited |

This table must be read in conjunction with the notes below

* **Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account. For entities without published credit ratings, investments may be made where external advice indicates the entity to be of similar credit quality.

† **Time limits:** These start on the earlier of date that the Authority is committed to make the investment and the date that cash is transferred to the counterparty

UK Government: Sterling-denominated investments with or explicitly guaranteed by the UK Government, including the Debt Management Account Deposit Facility, treasury bills and gilts. These are deemed to be zero credit risk due to the government's ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.

Local authorities and other government entities: Loans to, and bonds and bills issued or guaranteed by, other national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk.

Secured investments: Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds, secured deposits and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.

Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit

ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £1.5m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are listed in the Treasury Management Practices document. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "negative watch") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Authority's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

Reputational aspects: The Authority is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be taken into account when making investment decisions.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government or other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

Investment limits: A group of entities under the same ownership will be treated as a single organisation for limit purposes. In order to minimise the amount of reserves that would be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £3m. A group of entities under the same ownership will be treated as a single organisation for limit purposes. Limits are also placed on fund managers and foreign countries.

Liquidity management: The Authority uses cash flow forecasting to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's medium-term financial plan and cash flow forecast.

The Authority will spread its liquid cash over at least four providers (e.g. bank accounts and money market funds), of which at least two will be UK domiciled to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

Appendix A – Arlingclose Economic & Interest Rate Forecast – 6th May 2026

Underlying assumptions:

- The impact of the Iran conflict creates inherent uncertainty for the economic outlook and path for policy rates and bond yields. More frequent changes to our interest rate forecast are highly likely as the situation evolves.
- The Iran conflict continues, with neither side apparently ready to compromise despite the cease fire. The restricted passage through the Strait of Hormuz has maintained upward pressure on energy prices, with repercussions for both UK growth and inflation.
- April's monetary policy decision and related documents underlined the difficult decision facing MPC members. Presenting alternative scenarios based on persistence of higher energy prices and second round effects, there remained a range of views on the Committee. Tighter financial market conditions have allowed policymakers more time to assess developments, but the meeting minutes suggested the MPC is ready to act on signs of second round inflationary pressure.
- Inflation will rise, but there is a question over its persistence. The UK economic situation is in a different position to that of the last energy price shock. There is spare capacity in the labour market amid a decline in labour demand - this should dampen wage demands; cautious spending remains the norm for households and consumer confidence has started to deteriorate; strained government finances cannot support household spending. Some activity data has surprised to the upside, but underlying GDP growth is soft and likely to weaken further, monetary policy is starting from restrictive territory and markets have already tightened financial conditions.
- From a policymaker perspective, lessons from 2022 could influence decisions in the months ahead and make near-term rate increases a possible scenario. The cost would be more significant in terms of economic growth and employment, but it may prompt an easing in inflation expectations and dampen the recent rise in yields.
- The key uncertainty is the war's duration. A longer war leading to higher energy prices will crystallise worst-case scenarios for both inflation and economic growth, damaging both demand and supply. The BoE suggested Bank Rate could rise to 5.25% in such a scenario. The underlying issues affecting the UK economy prior to the start of the war remain, so lower rates in the future remain probable.
- Gilt yields may remain high due to political uncertainty. The results of upcoming local elections will possibly determine the future of the Prime Minister and Chancellor.

Forecast:

- Arlingclose expects Bank Rate to be held at 3.75% for the foreseeable future. There are a range of possible scenarios outside this central case, dependent on the duration of the Iran war, post-war conduct, and temporary or lasting damage to energy infrastructure.
- In the short term, the forecast is heavily weighted to the upside – i.e. there may be Bank Rate hikes. This largely reflects policymakers' desire to avoid Ukraine-war style secondary outcomes, but this would be at the expense of activity.

- Gilt yields/swap rates will remain high without early monetary tightening or signs of deteriorating activity, which would argue against the need for rate increases. The risks around Arlingclose's gilt yield forecasts are weighted to the upside given the risks around Bank Rate.
- Monetary tightening, or delayed monetary loosening, over the short term increase the downside risks for rates over the medium term.

| | Current | Jun-26 | Sep-26 | Dec-26 | Mar-27 | Jun-27 | Sep-27 | Dec-27 | Mar-28 | Jun-28 | Sep-28 | Dec-28 | Mar-29 |
|----------------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Official Bank Rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.50 | 1.50 | 1.50 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 | 3.75 |
| Downside risk | 0.00 | 0.00 | 0.00 | -0.25 | -0.25 | -0.50 | -0.50 | -0.75 | -1.00 | -1.25 | -1.50 | -1.50 | -1.50 |
| 3-month money market rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.50 | 1.50 | 1.50 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 3.90 | 3.90 | 3.85 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 | 3.80 |
| Downside risk | 0.00 | -0.05 | -0.05 | -0.25 | -0.25 | -0.50 | -0.50 | -0.75 | -1.00 | -1.25 | -1.50 | -1.50 | -1.50 |
| 5yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.50 | 1.50 | 1.50 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 4.59 | 4.50 | 4.45 | 4.40 | 4.35 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 | 4.30 |
| Downside risk | 0.00 | -0.40 | -0.40 | -0.50 | -0.50 | -0.50 | -0.75 | -0.85 | -0.95 | -1.20 | -1.25 | -1.25 | -1.25 |
| 10yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 5.06 | 5.00 | 4.95 | 4.90 | 4.85 | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 |
| Downside risk | 0.00 | -0.40 | -0.40 | -0.50 | -0.50 | -0.50 | -0.75 | -0.85 | -0.95 | -1.20 | -1.25 | -1.25 | -1.25 |
| 20yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 5.68 | 5.60 | 5.55 | 5.50 | 5.45 | 5.40 | 5.40 | 5.40 | 5.40 | 5.40 | 5.40 | 5.40 | 5.40 |
| Downside risk | 0.00 | -0.40 | -0.40 | -0.50 | -0.50 | -0.50 | -0.75 | -0.80 | -0.90 | -1.00 | -1.20 | -1.20 | -1.20 |
| 50yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.75 | 1.00 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.00 | 0.75 | 0.75 | 0.75 | 0.75 |
| Central Case | 5.29 | 5.25 | 5.20 | 5.15 | 5.10 | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 |
| Downside risk | 0.00 | -0.40 | -0.40 | -0.50 | -0.50 | -0.50 | -0.75 | -0.80 | -0.90 | -1.00 | -1.20 | -1.20 | -1.20 |

PWLB Standard Rate = Gilt yield + 1.00%

Appendix B – External Context

Economic background: The most significant impacts on the Authority’s treasury management strategy for 2026/27 are expected to include: the influence of the government’s 2025 Autumn Budget, lower short-term interest rates alongside higher medium- and longer-term rates, slower economic growth, together with ongoing uncertainties around the global economy, stock market sentiment, and geopolitical issues.

The Bank of England’s Monetary Policy Committee (MPC) cut Bank Rate to 3.75% in December 2025, as expected. The vote to cut was 5-4, with the minority instead favouring holding rates at 4.0%. Those members wanting a cut judged that disinflation was established while those preferring to hold Bank Rate argued that inflation risks remained sufficiently material to leave rates untouched at this stage.

Figures from the Office for National Statistics showed that the UK economy expanded by 0.1% in the third quarter of the calendar year, this was unrevised from the initial estimate. The most recent Monetary Policy Report (November) projected modest economic growth, with GDP expected to rise by 0.2% in the final calendar quarter of 2025. Annual growth is forecast to ease from 1.4% before improving again later, reflecting the delayed effects of lower interest rates, looser monetary conditions, stronger global activity, and higher consumer spending. The view of modest economic growth going forward was echoed by the Office for Budget Responsibility in its Economic and fiscal outlook published in line with the Autumn Statement which revised down its estimate of annual real GDP to around 1.5% on average between 2025 and 2030.

CPI inflation was 3.2% in November 2025, down from 3.6% in the previous month and below the 3.5% expected. Core CPI eased to 3.2% from 3.4%, contrary to forecasts of remaining at 3.6%. Looking forward, the MPC continues to expect inflation to fall, to around 3% in calendar Q1 2026, before steadily returning to the 2% target by late 2026 or early 2027.

The labour market continues to ease with rising unemployment, falling vacancies and flat inactivity. In the three months to October 2025, the unemployment rate increased to 5.1%, higher than the level previously expected by the BoE, while the employment rate slipped to 74.9%. Pay growth for the same period eased modestly, with total earnings (including bonuses) growth at 4.7% and while regular pay was 4.6%.

The US Federal Reserve also continued to cut rates, including reducing the target range for the Federal Funds Rate by 0.25% at its December 2025 meeting, to 3.50%-3.75%, in line with expectations. The minutes of the meeting noted that most Fed policymakers judged that further rate cuts would be likely in 2026 if inflation continues to ease, however they were still divided in their assessment of the risks between inflation and unemployment.

The European Central Bank (ECB) kept its key interest rates unchanged in December for a fourth consecutive meeting, maintaining the deposit rate at 2.0% and the main refinancing rate at 2.15%. The ECB maintained that future policy decisions will remain data-dependent, that inflation is close

to its 2% target and that the euro area economy continues to expand despite a challenging global environment, including heightened geopolitical risks and trade tensions.

Credit outlook: Credit Default Swap (CDS) prices, which spiked in April 2025 following President Trump's 'Liberation Day' tariff announcements, have since trended lower, returning to levels broadly consistent with their 2024 averages. Although CDS prices rose modestly during October and November, the overall credit outlook remains stable, and credit conditions are expected to remain close to the range seen over the past two years.

While lower interest rates may weigh on banks' profitability, strong capital positions, easing inflation, steady economic growth, low unemployment, and reduced borrowing costs for households and businesses all support a favourable outlook for the creditworthiness of institutions on (the authority's treasury management advisor) Arlingclose's counterparty list. Arlingclose's advice on approved counterparties and recommended investment durations is kept under continuous review and will continue to reflect prevailing economic and credit conditions.

Interest rate forecast (6th May 2026): Arlingclose, the Authority's treasury management adviser, expects Bank Rate to be held at 3.75% for the foreseeable future. There are a range of possible scenarios outside this central case, dependent on the duration of the Iran war, post-war conduct, and temporary or lasting damage to energy infrastructure.

In the short term, the forecast is heavily weighted to the upside (i.e. there may be Bank Rate hikes). This largely reflects policymakers' desire to avoid Ukraine-war style secondary outcomes, but this would be at the expense of activity.

Gilt yields, and therefore interest rates on longer term borrowing, will remain high without early monetary tightening or signs of deteriorating activity, which would argue against the need for rate increases. The risks around Arlingclose's gilt yield forecasts are weighted to the upside given the risks around Bank Rate. Monetary tightening, or delayed monetary loosening, over the short term increase the downside risks for rates over the medium term.

For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate/yield of 3%, and that new long-term loans will be borrowed at an average rate of 6.5%.

In accordance with Financial Regulations 9.8, attached are copies of the VAT Returns for quarters 1,2, 3 & 4 of the financial year 2025-26

Quarter 1, April - June 2025 was submitted on 25/07/25 and the reimbursement from HMRC was received on 31/07/2025

Quarter 2, July - September 2025 was submitted to HMRC on 02/10/25 and the reimbursement from HMRC was received on 08/10/2025

Quarter 3, October - December 2025 was submitted to HMRC on 07/01/26 and the reimbursement from HMRC was received on 13/01/2026

Quarter 4, January - March 2026 was submitted on 01/05/26 and the reimbursement from HMRC was received on 08/05/2026

Below is a comparable list of the VAT Returns for the same four Quarters of the financial year 2024-25

| Financial Year | 2025-26 | 2024-25 | Significant details |
|----------------|------------|------------|--|
| Quarter 1 | £41,065.44 | £14,878.28 | There are no significant details to report. All is in line with current budgetary income and expenditure. |
| Quarter 2 | £27,912.39 | £62,293.88 | |
| Quarter 3 | £34,760.67 | £77,826.47 | |
| Quarter 4 | £41,431.53 | £50,645.65 | |



HOUGHTON REGIS TOWN COUNCIL

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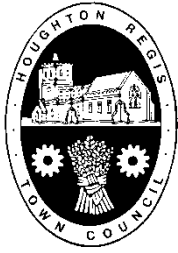
www.houghtonregis-tc.gov.uk

List of Direct Debits as of 1st April 2026

BT Group Plc (Landline rental)
 BT (Workshop broadband)
 Biffa (Waste removal and hire of skip)
 BNP Paribas (Finance leasing for 2 x mowers)
 British Gas (Electric supply at Thorn Pavilion)
 Castle Water (Clean water supplier at 3 sites)
 Cloudy Group (App Hosting Package)
 CPRE (Subscription)
 EE Ltd (HRTC mobile phones)
 Everflow (Clean water at 7 sites)
 Francotyp Postalia (Postage and rental)
 Grenke Leasing Ltd (Photocopier lease)
 HM Land Registry (Set up for any land searches)
 HR Business Solutions (HR Retainer and HR Site for youmanage)
 ICO (Registration)
 Payroll Options (Salary processing)
 Pozitive Energy (Gas supplier at 2 site)
 Public Works Loan Board (2 x Moore Crescent Sports Pavilion loan)
 Public Works Loan Board (Tithe Farm Pavilion loan)
 Scottish Power (Electric Supply at 9 sites)
 Yu Energy (Gas supplier at 5 sites)
 Your NRG (Diesel supplier)

List of Standing Orders as of 1st April 2026

Thornhill Primary (Cost of Living support, to 31st March 2027)
 HR Childrens Centre, CBC (Cost of Living support, to 31st March 2027)
 Jewels (Cost of Living support, to 31st March 2027)
 HR Baptist Church (Cost of Living support, to 31st March 2027)
 HR Helpers (Cost of Living support, to 31st March 2027)
 Dunstable Foodbank (Cost of Living support, to 31st March 2027)
 Thomas Whitehead Academy (Cost of Living support, to 31st March 2027)
 Techies (Landline support & licences, IT support & licences)
 Techies Cloud



CORPORATE SERVICES COMMITTEE

Agenda Item 15

| | |
|-------------------------------|--|
| Date: | 1st June 2025 |
| Title: | PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT |
| Purpose of the Report: | To receive the Public Works Loan Board Annual Report. |
| Contact Officer: | Debbie Marsh, Head of Corporate Services |

1. BACKGROUND

In accordance with the committees Terms of Reference and Financial Regulation 12, Members are provided with an annual report of the council's loans.

2. PUBLIC WORKS LOANS

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

- Loan No. 496047
 - Value of the loan: £170,000
 - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
 - Terms of the loan: annual rate of interest of 4.00%
 - Period of the loan: 24 years, final repayment due March 2033
 - Received: October 2009
 - Other detail:
 - This project was funded through the securing of 2 loans;
 - Commencement of works May 2009, completion April 2010.
 - Principal Balance outstanding at 31st March 2026: £71,214.70
- Loan No. 496518
 - Value of the loan: £190,125
 - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
 - Terms of the loan: annual rate of interest of 4.46%

Period of the loan: 24 years, final repayment due March 2033

Received: February 2010

Other detail:

Second loan to fund the provision of Moore Crescent Pavilion

Principal Balance outstanding at 31st March 2026: £82,000.71

As agreed by Town Council under Minute 11993 and 12406 borrowing approval was granted to support the Tithe Farm Sports Project.

- Loan No. 677354
 - Value of the loan: £500,000
 - Purpose of the loan: Tithe Farm Sports Project
 - Terms of the loan: annual rate of interest of 5.52%
 - Period of the loan: 28 years, final repayment due October 2051
 - Received: November 2023
 - Principal Balance outstanding at 31st March 2026: £483,991.48

3. HRTC CORPORATE PLAN

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

4. IMPLICATIONS

Corporate Implications

This review is supported by the following council policies:

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

Legal Implications

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

Crime and Disorder Implications

There are no crime and disorder implications arising from this report.

Financial Implications

There are no financial implications of this report.

Risk Implications

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

Equalities Implications

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

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from this report.

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

This report summarises the Council's current PWLB loans, including outstanding balances and repayment terms.

All loans are being managed in accordance with approved arrangements and continue to be repaid as scheduled.

There are no issues of concern and monitoring arrangements remain in place to ensure ongoing compliance and effective financial management.

Members are requested to note the report.

6. APPENDICES

None



HOUGHTON REGIS TOWN COUNCIL

CODE OF CONDUCT COMPLAINT HANDLING

| | |
|----------------------|--|
| Date of approval: | 11 th December 2017 |
| Date of review : | 25th September 2017; 1 st June 2026 |
| Date of re-approval: | TBC |

Contents

1. Introduction
2. Process for dealing with notification of Complaints
3. Process for dealing with outcome of Complaints
4. Review

1.0 INTRODUCTION

Section 27 of the Localism Act 2011 ("the Act") requires Council's to adopt a Code of Conduct. Houghton Regis Town Council adopted its Code of Conduct on the 21st May 2012, [updated and re-adopted due to changes based on the Local Government Association Model Councillor Code of Conduct 2020-](#)

Houghton Regis Town Council has a statutory duty, under the Localism Act, to promote and maintain high standards of conduct by members and co-opted members of the Council ("Members").

The Code of Conduct sets out the standards that the Council expects Members to observe.

Whilst complaints about a councillor are personal information it is in the public interest to know that complaints are being dealt with and the outcome.

2.0 PROCESS FOR DEALING WITH NOTIFICATION OF COMPLAINTS

2.1 Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, report this to the council, via email at the earliest opportunity.

3.0 PROCESS FOR DEALING WITH OUTCOME OF COMPLAINTS

3.1 Upon notification by the Unitary Council that a Member has been found not to have breached the code, the Proper Officer shall notify Members via email and report the outcome at the next available full council (Councillors will not be identified).

3.2 Upon notification by the Unitary Council that a Member has been found to be in breach of the code, the Proper Officer shall, following redaction of any third party details or information that could identify third parties,

- i) Inform the Member (s) privately, prior to the matter being reported in a meeting
- ii) Report the matter, in public session, at the next available full council
- iii) Arrange for the decision notice to be published on the Town Councils website

4.0 REVIEW

4.1 A review of this policy shall be undertaken every four years by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

Communication Strategy

| | |
|----------------------|--|
| Date of Approval: | |
| Date of Review: | 27 th April 2026 (Community Services); 1 st June 2026 (Corporate Services) |
| Date of Re approval: | |

Contents

1. **Introduction & Purpose**
2. **Strategic Objectives**
3. **Current Position & Areas for Improvement**
4. **Key Audiences & Message Framework**
5. **Internal Communications Process**
6. **Supporting Tools & Templates**
7. **Governance & Compliance**
8. **Monitoring & Review**

1. Introduction & Purpose

This Communications & Engagement Strategy outlines how Houghton Regis Town Council will communicate effectively with residents, businesses, partners, the media, and other stakeholders.

Effective communication is fundamental to building trust, strengthening relationships, and ensuring transparency in local governance. This strategy establishes clear principles, objectives, and processes to ensure communications are consistent, timely, inclusive, and aligned with the Council's values and statutory responsibilities.

2. Strategic Objectives

This strategy aims to:

- Ensure clear, timely, and consistent communication across all channels.
- Support meaningful community engagement and transparency in decision-making.
- Improve internal processes so communications are planned, complete, and delivered efficiently.
- Align all external messaging with the Council's policies, values, and statutory obligations.
- Strengthen the Council's reputation as a trusted and accessible local authority.

Core Objectives

- Strengthen relationships with the community through accessible and inclusive messaging.
- Use the most appropriate channels for each audience, maximising reach and relevance.
- Provide staff with clear processes and tools to submit complete and timely communication requests.
- Maintain compliance with relevant legislation and Council policies.
- Ensure communications remain politically neutral, accurate, and proportionate.

3. Current Position & Areas for Improvement

The Council recognises opportunities to strengthen its communications framework to ensure consistency, efficiency, and proactive engagement.

Areas identified for improvement include:

- Formalising communication request processes to ensure clarity and consistency.
- Embedding structured planning and lead times to support proactive delivery.

- Strengthening consistency in tone, branding, and formatting across all communications.
- Reducing reactive communications by improving forward planning.
- Enhancing internal coordination to support timely and complete information sharing.

4. Key Audiences & Message Framework

The Council recognises that different audiences require different channels, tone, and emphasis. Communications will be tailored accordingly.

| Audience | Preferred Channels | Key Themes / Priorities | Core Messaging Approach |
|------------------|--|--|--|
| Residents | Facebook, website news, printed newsletters, email updates | Transparency, service updates, local events, and community involvement | “We are committed to keeping residents informed and involved in local decisions.” |
| Local Businesses | Email newsletters, LinkedIn, and networking events | Economic development, business support, and partnership | “We value our local businesses as a vital part of our community.” |
| Partner Agencies | Direct email, Microsoft Teams, joint press releases | Collaboration, shared objectives, service alignment | “Working together for the benefit of our residents.” |
| Media | Press releases, email briefings, statements | Accuracy, accountability, data-led information | “Houghton Regis Town Council is dedicated to transparency and providing accurate information.” |
| Visitors | Website ‘Visit’ section, event promotions, tourism | Attractions, hospitality, events | “A warm welcome awaits you in Houghton Regis.” |

| | | | |
|-------------------------------|--|------------------------------------|--|
| | partnerships | | |
| Community Groups & Volunteers | Email updates, social media tagging, volunteer bulletins | Grants, opportunities, recognition | “Your contribution makes a real difference.” |

All messaging will reflect the Council’s commitment to openness, respect, inclusivity, and professionalism.

5. Internal Communications Process

To ensure quality and efficiency, all communication activities will follow a structured process.

Process Overview

1. Request Submission

Staff must complete the Marketing Content Request Form **5 working days** before delivery of simple social media posts, and 8-12 weeks in advance of seasonal or major events.

a. This allows adequate time for design, review & advertisement scheduling. Please ensure all content, dates, and approvals are ready before submitting, as incomplete requests may delay delivery.

2. Review & Acknowledgement

The Communications Administrator will review submissions within **2-5 working days** and confirm acceptance or request additional information.

3. Content Development

Drafts and designs will be produced in line with branding guidelines, accessibility standards, and approved wording.

4. Approval

In most cases, final content must be approved by the requester or relevant manager/Head of Service before publication.

5. Publication / Distribution

The Communications Administrator will schedule and publish content through the agreed channels.

6. Supporting Tools & Templates

To support consistency and efficiency, the following tools will be implemented:

- **Marketing Content Request Form (Microsoft Forms)**
Captures purpose, key messages, target audience, deadlines, approvals, and required assets.
- **Approved Wording Bank**
Pre-drafted content for:
 - Meeting notices
 - Service updates
 - Event promotion
 - Emergency communications
 - Volunteer recognition
 - Seasonal messaging
- **Audience & Message Framework Guide**
Quick-reference tool for selecting the correct tone and channel.

7. Governance & Compliance

This strategy operates alongside the Council's statutory and policy framework, including:

- Social Media Policy
- IT Policy
- Data Protection Policy (UK GDPR compliance)
- Accessibility requirements (WCAG 2.2 AA where applicable)

All communications must be:

- Accurate and factually correct
- Lawful and compliant
- Politically neutral
- Accessible and inclusive
- Respectful and proportionate

Failure to adhere to these standards may result in communications being delayed or withheld.

8. Monitoring & Review

This strategy will be reviewed annually to ensure it remains fit for purpose and responsive to community needs, digital developments, and legislative changes.

Performance indicators may include:

- Engagement metrics (reach, click-through rates, feedback)
- Adherence to lead times
- Reduction in incomplete submissions
- Stakeholder satisfaction feedback

Appendix A

Annual Marketing Plan (January – December)

Core Strategy – All Year Round

- **Channels:** Website, Facebook, Instagram, X (Twitter), LinkedIn, local press, community noticeboards, email newsletters.
- **Content Mix:**
 - **Informative:** Service updates, council meetings, consultations, planning notices.
 - **Engagement-focused:** Polls, Q&As, “meet your councillor” spotlights.
 - **Celebratory:** Resident achievements, awards, local success stories.
 - **Event Promotion:** Seasonal events, activities, public meetings, consultations.
 - **Campaigns:** Health & wellbeing, environmental initiatives, safety, volunteering.
- **Brand Consistency:** Use agreed colours, fonts, logos, and tone of voice.
- **Performance Tracking:** Monthly analytics review — reach, engagement, click-throughs, event attendance.

Month-by-Month

January – “New Year, New Opportunities”

- **Key Themes:** New year greetings from the Mayor, community resolutions, council budget consultations.
- **Campaigns:** Promote volunteering opportunities; call for community grant applications.
- **Content:** “What’s on in 2026” preview; meet the staff/councillor features.
- **Event Focus:** Winter health tips, recycling reminders after Christmas.

February – “Community Connections”

- **Key Themes:** Local history month, Valentine’s “We Love Houghton Regis” social campaign.
- **Campaigns:** Share local business spotlights; push for spring event sign-ups.
- **Content:** Highlight warm spaces and cost-of-living support.
- **Event Focus:** Half-term family activities.

March – “Spring into Action”

- **Key Themes:** Spring clean-ups, environmental volunteering.
- **Campaigns:** Great British Spring Clean; garden competition launch.
- **Content:** Promote green bin collections and recycling schemes.
- **Event Focus:** International Women’s Day / Mother’s Day activities.

April – “Celebrating Our Community”

- **Key Themes:** Easter, school holiday activities.
- **Campaigns:** Promote upcoming summer events, youth engagement projects.
- **Content:** Showcase council-funded projects.
- **Event Focus:** Easter trails, park activities.

May – “Your Voice, Your Town”

- **Key Themes:** Local democracy and civic pride.
- **Campaigns:** Promote Annual Town Meeting; encourage participation in consultations.
- **Content:** Election or mayoral announcements (if applicable).
- **Event Focus:** Bank holiday events, local fairs.

June – “Summer of Engagement”

- **Key Themes:** Health, well-being, and outdoor events.
- **Campaigns:** Volunteer Week, Bike Week, Carers Week.
- **Content:** Park use guides, summer safety messages.
- **Event Focus:** Summer fête, music events, Armed Forces Day.

July – “Schools Out, Fun’s In”

- **Key Themes:** Youth & family engagement.
- **Campaigns:** Promote free/low-cost summer activities.
- **Content:** Share parks & play areas map, summer holiday programmes.
- **Event Focus:** Community sports days, summer reading challenge.

August – “Pride in Place”

- **Key Themes:** Environmental and heritage.
- **Campaigns:** Promote heritage open days; photo competition for residents.
- **Content:** Share summer recap stories.
- **Event Focus:** Allotment open days, summer clean-ups.

September – “Back to Business”

- **Key Themes:** Skills, learning, and local economy.
- **Campaigns:** Promote adult learning, skills workshops, and Anglia in Bloom Results
- **Content:** Share council projects starting in autumn.
- **Event Focus:** Heritage Open Days, autumn events.

October – “Community Spirit”

- **Key Themes:** Safety, Halloween, autumn events.
- **Campaigns:** Fire safety tips, Bonfire Night safety.
- **Content:** Warm space updates; prepare for winter campaigns.
- **Event Focus:** Halloween events, autumn litter picks.

November – “Remembrance & Reflection”

- **Key Themes:** Remembrance, kindness, community giving.
- **Campaigns:** Poppy Appeal support, volunteer recruitment for Christmas events.
- **Content:** Winter service updates (gritting, bin collections).
- **Event Focus:** Remembrance Day services, Christmas lights switch-on promotion.

December – “Festive Houghton Regis”

- **Key Themes:** Celebration, community warmth.
- **Campaigns:** Festive events, charity drives.
- **Content:** Mayor’s Christmas message, “Year in Review” post.
- **Event Focus:** Christmas markets, carol services, New Year’s Eve messages.

Quarterly Reviews

At the end of each quarter (March, June, September, December), review:

- Engagement metrics
- Event attendance
- Campaign outcomes
- Adjust the next quarter’s focus.



HOUGHTON REGIS TOWN COUNCIL

WHISTLEBLOWING POLICY

| | |
|----------------------|---|
| Date of Approval: | 14 th December 2020 |
| Date of Review: | 23 rd November 2020; 1 st June 2026 |
| Date of Re-approval: | TBC |

Contents

1. Purpose
2. Scope
3. Responsibility
4. Procedure
5. Protection
6. False claims
7. External advice
8. Ex-employees and workers
9. Related policies and documents
10. Further information
11. Policy review

1. PURPOSE

- 1.1 We aim always to conduct our business with the highest standards of integrity and honesty. We expect all our employees to maintain the same standards in everything they do. We therefore encourage anyone to report any perceived wrongdoing by the Town Council or its employees, contractors or agents that falls short of these business principles.
- 1.2 The policy aims to assist us in the early detection of any inappropriate behaviour or practices within our business and to provide all employees, including managers, with the relevant information so that they understand the procedure to follow when raising concerns about any malpractice within our business which they believe has occurred, or is likely to occur. The policy complies with the Public Interest Disclosure Act 1998.
- 1.3 We wish to create an atmosphere of openness in which employees feel confident that they can raise any reasonable concern about our business activities with us in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them for raising the matter.
- 1.4 Employees are encouraged to use the procedure set out below if they have any concerns at all about wrongdoing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk, breach of equal opportunity, not acting professionally or honestly in meeting the needs of our customers/clients, consumers and suppliers or a concealment of any of these.
- 1.5 This policy is not contractual but sets out the way in which we plan to manage such issues.

2 SCOPE

- 2.1 This policy and procedure applies to all employees, including those on fixed-term contracts, any casual workers or agency workers. It aims to protect those who make a 'protected disclosure' either during their employment (or duration of the contract/agreement in the case of casual/agency workers) and also after this has ended and also enables them to take action in respect of any victimisation.
- 2.2 For a disclosure to be protected it must reasonably appear to the employee or worker that it is in the 'public interest'. The previous requirement that it should be brought in "good faith" no longer applies (however a disclosure that is not made in good faith may result in a reduction of up to 25% in any compensation subsequently awarded by an employment tribunal).
- 2.3 Note that the scope of this policy does not cover any potential breaches of an individual's employment contract: these should be raised under the Town Councils grievance procedure. Nor is this policy intended to be used to question financial or business decisions taken by us, nor as a means of reconsidering any matters that have already been addressed under our bullying and harassment, grievance, disciplinary or other procedures.
- 2.4 The policy covers any malpractice within our business and includes:
 - a criminal offence
 - the breach of a legal obligation or any statutory Code of Practice

- a miscarriage of justice
- a danger to the health and safety of any individual
- an environmental risk
- [that sexual harassment has occurred, is occurring or is likely to occur](#)
- any attempt to conceal any of the above.

2.5 The list below is not exhaustive but gives examples of the types of concerns that should be raised:

- misuse of assets (including stores, equipment, vehicles, buildings, computer hardware and software)
- failure to comply with appropriate professional standards
- bribery, corruption or fraud, including the receiving or giving of gifts or hospitality in breach of our procedures
- falsifying records
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income to our business or would otherwise seriously prejudice it
- abuse of authority
- [unwanted physical, verbal or non-verbal conduct that is of a sexual nature](#)
- using the power and authority of our business for any unauthorised or ulterior purpose
- causing damage to the environment

2.6 Employees are encouraged to ‘blow the whistle’ on malpractice. By being alerted to any potential malpractice at an early stage we can take the necessary steps to safeguard the interests of all employees and protect our business. The employee or worker does not have to be able to prove the allegations but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised, rather than run the risk of not detecting a problem early on.

2.7 Where requested, we will respect (so far as we can legally) the confidentiality of any whistleblowing complaint received but cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistleblower. It must be appreciated that it will be easier to follow up and to verify complaints if the individual is prepared to give their name, and unsupported anonymous complaints and allegations are much less powerful and therefore will be treated with caution.

3 RESPONSIBILITY

- 3.1 The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the senior management. All managers have a crucial role to play in encouraging employees and workers under their supervision to report any concerns they may have.
- 3.2 Any employee or worker who has knowledge of, or reasonably suspects, any fraud, theft or other suspicious or unlawful act taking place within our business is required to report this to their manager, or to use the procedure set out below.
- 3.3 All employees and workers, irrespective of their job or seniority, are required not to subject any other employee or worker to any detrimental treatment nor harass or bully such an individual on the basis that they have raised a concern under this policy. They are also required not to encourage others to do so nor to tolerate such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of such behaviour. In addition, an employee or worker who has victimised a colleague may be personally liable for any victimisation.

4 PROCEDURE

- 4.1 An employee who is concerned about any form of malpractice should, in the first instance, raise the issue with their manager. This can be done either verbally or in writing.
- 4.2 The letter may be anonymous, although openness is encouraged so that the appropriate investigations may be carried out.
- 4.3 If the individual feels they cannot raise the alleged malpractice with their manager, for whatever reason, the issue should be referred to the Town Clerk.
- 4.4 If a matter has been raised but the individual is still concerned, or if the issue is so serious that the individual feels they cannot discuss it with either their manager or the Town Clerk, they should contact the Chairman of the Corporate Services committee.
- 4.5 Upon receipt of a concern, we will respond in a reasonable and appropriate manner. This may involve, in the first instance, making internal enquiries. It may be necessary to carry out an investigation which may be formal or informal, depending on the nature of the concern raised.
- 4.6 A confidential meeting may be arranged, and the employee or worker may ask a work colleague to act as a companion.
- 4.7 Where such investigation involves outside agencies (eg the police) this may cause some delay in the investigation
- 4.8 As far as possible, the person raising the concern will be kept informed of the outcome of any enquiries and investigations we conduct and what action, if any, has been taken. Individuals will not be informed of any matter which would infringe on the duty of confidentiality to others.
- 4.9 In most cases, it should not be necessary to contact external agencies to express concerns. However, there may be exceptional or urgent circumstances where it might be appropriate to do so. The following serves only as an example and the list is not exhaustive:
 - a significant breach of an approved procedure or practice
 - a breach of a legal obligation, or a regulatory requirement

- a criminal offence
- fraud
- bribery
- environmental damage
- a breach of any of our intellectual property rights
- the concealment of any of the above or any other malpractice.

4.10 If an employee has a complaint about their own personal circumstances, the normal grievance policy should be used.

5 PROTECTION

5.1 We undertake that no employee who makes a bone fide report under this procedure will be subjected to any detriment as a result and we will not condone any form of victimisation, bullying or other detrimental treatment of anyone who has raised a concern under this policy.

5.2 If any individual believes that they are being subjected to any detrimental treatment, bullying or harassment by any person within our business (including by their work colleagues and co-workers) as a result of their decision to invoke this procedure, they must inform their manager immediately and appropriate action will be taken to protect them from any reprisals.

5.3 Any victimisation, bullying or detrimental treatment will be dealt with under our disciplinary policy.

6 FALSE CLAIMS

6.1 If it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with under our disciplinary policy.

6.2 Under the Public Interest Disclosure Act 1998, disclosures to persons outside our business should only be made if the individual honestly and reasonably believes the allegation to be true. The making of malicious allegations relating to our activities to external persons will constitute gross misconduct and disciplinary action (up to and including dismissal) and/or legal action may be taken against the whistleblower.

7 EXTERNAL ADVICE

7.1 Protect (formerly known as ‘Public Concern at Work’) is a charity with the objective of promoting compliance with the law and good practice and can advise on the best course of action. It offers free confidential advice to any individual who is unsure whether to raise an issue under this policy, or who needs advice as to how to do it.

7.2 If the matter is serious and our internal procedures have been exhausted, individuals may then contact the appropriate regulating authority relevant to the matter in question e.g:

- the police

- the Health and Safety Executive (HSE)
- Her Majesty's Revenue and Customs (HMRC)
- the Financial Conduct Authority (FCA).

7.3 We also reserve the right to make such a referral without the whistleblower's consent.

8 EX-EMPLOYEES AND WORKERS

8.1 Any protected disclosures made by ex-employees or workers after the termination of their employment/contract should also be dealt with under this policy. In such cases, we normally ask that the employee/worker sets out the details of their concerns in writing and we will then respond in writing, having undertaken such investigations as we deem to be appropriate.

9 RELATED POLICES AND DOCUMENTS

- Data protection policy
- Disciplinary policy
- Equal opportunity policy
- Grievance policy
- Health and safety policy
- Bullying & harassment policy

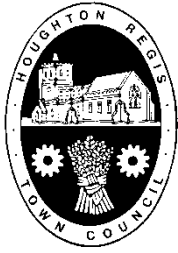
The above list is not exhaustive.

10 FURTHER INFORMATION

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

11 POLICY REVIEW

This policy is reviewed by the Corporate Services committee every four years or sooner if required.



CORPORATE SERVICES COMMITTEE

Agenda Item 19

| | |
|-------------------------------|---|
| Date: | 1st June 2026 |
| Title: | Mobile Phone contract |
| Purpose of the Report: | To provide members with information regarding the renewal of the Town Council's mobile phone contract. |
| Contact Officer: | Andrew Gaudion, Finance Manager |

1. RECOMMENDATION

To enter into a 24 month contract with Company 'A'

2. BACKGROUND

The Town Councils current mobile phone contract has expired apart from two SIMs which are in contract until 31st July 2027.

The Finance Manager has sought three quotations one from the current provider and two from alternative suppliers.

3. INFORMATION

Currently the Town Council pays £337 per month. Like for like quotations have been sought.

Quotations received are attached however for ease the information is summarised below:

Company 'A' £267.00 per month (24-month term)

Company 'B' £280.00 per month (24-month term)

Company 'C' £294.00 per month (36 month term)

Members are advised that the quotations received have been redacted to ensure any sensitive commercial information is not in the public domain.

4. 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.

4.6 To actively consider and weight the impact of new and existing initiatives and services.

5. IMPLICATIONS

Corporate Implications

To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of the council.

Legal Implications

There are no legal implications arising from the recommendation.

Crime and Disorder Implications

There are no crime and disorder implications arising from the recommendation.

Financial Implications

- Three quotations sourced.
- Sufficient budget allocated.

Risk Implications

There are no risk implications arising from the recommendation.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination on the basis of race, sex, religion or ethnicity, age, disability, gender reassignment, marriage and civil partnership, and sexual orientation.

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendation.

Press Contact

There are no press implications arising from the recommendation.

6. CONCLUSION AND NEXT STEPS

Following consideration of the quotations received, Company 'A' is considered to offer the most advantageous option in terms of cost on a like-for-like basis over a 24-month term.

Should members be minded to support the recommendation officers will proceed with the necessary contract.

7. APPENDICES

Appendix A – Company A

Appendix B – Company B
Appendix C – Company C

Appendix A

- Recommended:**
- MBB 5G WIFI 50gb £16**
- Samsung a26 128gb Ent Ed 10gb £19**
- SIM 10gb £13**
- SIM 10gb £13**
- SIM 10gb £13**
- SIM 10gb £13**
- SIM 10gb £13**
- SIM 10gb £13**
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- SIM 10gb £13**
- SIM 10gb £13**
- SIM 10gb £13**
- Samsung a26 128gb Ent Ed 10gb £19**
- Samsung a26 128gb Ent Ed 10gb £19**
- Samsung a26 128gb Ent Ed 10gb £19**
- Samsung a26 128gb Ent Ed 10gb £19**



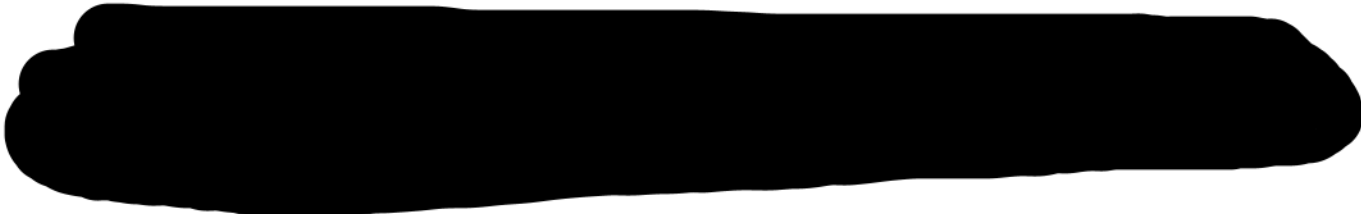
PROPOSED TARIFF & PRICING

Below is a tariff option for you to review. We are confident that the tariff detailed below provides a complete solution to meet your requirements.

| mobile tariffs and bolt-ons | Qty | £/Mo | Monthly Total 1 - 24 Months |
|--------------------------------|-----|--------|--------------------------------|
| Gold 16GB | 17 | £15.00 | £255.00 |
| mobile bb tariffs and bolt-ons | Qty | £/Mo | Monthly Total 1 - 24 Months |
| MBB Gold 50GB | 1 | £25.00 | £25.00 |
| hardware tariffs and bolt-ons | Qty | | |
| Galaxy A26 128GB 5G (Black) | 5 | | |

ADDITIONAL CHARGES:

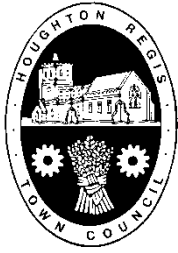
Important: Out of bundle pricing applies when you exceed your monthly allowances. Please [click here](#) to review out of bundle prices.



Appendix C

Future Mobile Package – 36-Month Term

- **18 users** (17 x Voice & data – 1 x Data Only)
- **Total Monthly Cost: £294.00**



CORPORATE SERVICES COMMITTEE

Agenda Item 20

| | |
|-------------------------------|---|
| Date: | 1st June 2026 |
| Title: | Staffing Forecast (Corporate Services) 2027-2032 Report |
| Purpose of the Report: | To provide to members a report on the proposed staff structure of the Corporate Services team. |
| Contact Officer: | Debbie Marsh, Head of Corporate Services |

1. RECOMMENDATIONS

- 1. To support the projected staff changes within the Corporate Services team for the years 2027-2028, and to recommend to the Staffing Committee these changes be included as part of the 2027-2028 budget setting process;**
- 2. To receive the staffing forecast for 2028-2032**

2. BACKGROUND

Section 4 of the Town Councils Corporate Plan 2024-2028, Management and Operations, details that the town council will improve the efficiency and effectiveness of the Town Council as the key local service provider by developing a 5-year financial and staffing plan. This report and forecast presents detail for 2027/28 and rolls forward the forecast to 2032 for the Corporate Services team.

The feedback from the Corporate Peer Challenge suggested the Town Council increase the council's staffing levels to deliver its corporate plan objectives. Members agreed to formulate a five year rolling staffing plan and for this plan to be reviewed on an annual basis.

Members will find attached a proposed five year Corporate Services staffing plan.

3. ISSUES FOR CONSIDERATION

2027-2028

- Proposed increase in hours of the Finance Manager role.

2028-2029

- Currently no changes suggested.

2029-2030

- Increase hours of the Finance Manager role to full time
- Increase hours of the Finance Support officer role

2030-2031

- Currently no changes suggested.

2031-2032

- Currently no changes suggested.

4. INFORMATION

Members will note that the proposed staffing plan for 2027/28 includes a potential increase in hours for the Finance Manager, and in 2029/30 a potential increase for the Finance Support Officer. Finance is an area that is expected to require additional capacity to support the council's growth and increasing financial management requirements. However, these changes are indicative at this stage and remain subject to the willingness and availability of the current postholders to increase their hours or alternatively may need to be addressed through other resourcing options.

Members are reminded the five-year rolling staffing plan is presented as a planning tool rather than a binding commitment. The projections will be reviewed annually and adjusted to reflect changes in council priorities, statutory requirements, financial resources, and operational needs. It is highlighted to members that any resignation or retirement would offer the council an opportunity to rethink its forecast in light of this naturally occurring vacancy and would therefore be considered as and when the situation arose.

5. HRTC CORPORATE PLAN

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

- 4.1 Develop a 5-year financial & staffing plan.
- 4.5 Enhance the role of the council.
- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

6. IMPLICATIONS

Corporate Implications

- Risk Management Strategy update

Legal Implications

- Whilst not a legal implication, members are reminded to develop a three-year rolling financial budget as required by the Corporate Governance and Accountability Practitioners Guide

Crime and Disorder Implications

There are not crime and disorder implications arising from the recommendations.

Financial Implications

- Sufficient budget provision.

Risk Implications

- Service delivery
- 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.

7. CONCLUSION AND NEXT STEPS

The benefits of a five-year rolling staff plan:

- supports transparency when it comes to budgeting;
- enables systematic professional development, potentially through the Certificate in Local Council Administration (CiLCA) qualification, ensuring compliance expertise is maintained;
- provides predictable staffing cost projections for annual precept setting;
- supports the council with its statutory requirement to employ a Responsible Financial Officer.

Members are being requested to support the staff changes as outlined in the staffing plan 2027-2032

8. APPENDICES

Appendix A – Corporate Services Staffing Plan 2027-2032

HRTC 5 Year Staff Forecast 2024 / 2029

Appendix A

Key
 Red New post in year
 Green Change in post

| | | | | | |
|----------------|----------------------------------|---|-------------------------|------------------------------------|--|
| 2027/28 | Tier 1 Town Clerk (FT) | Tier 2 Head Dem Services (FT) | Tier 3 | Tier 4 | Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner |
| | | Head Corp Serv &RFO (28hrs) | Finance Manager (28hrs) | Corporate Services Officer (15hrs) | Finance Support Officer (20hrs) |

| | | | | | |
|----------------|----------------------------------|-------------------------------------|-------------------------|------------------------------------|--|
| 2028/29 | Tier 1 Town Clerk (FT) | Tier 2 Head Dem Serv (FT) | Tier 3 | Tier 4 | Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner |
| | | Head Corp Serv &RFO (28hrs) | Finance Manager (28hrs) | Corporate Services Officer (15hrs) | Finance Support Officer (20hrs) |

| | | | | | |
|----------------|----------------------------------|-------------------------------------|----------------------|------------------------------------|--|
| 2029/30 | Tier 1 Town Clerk (FT) | Tier 2 Head Dem Serv (FT) | Tier 3 | Tier 4 | Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner |
| | | Head Corp Serv &RFO (28hrs) | Finance Manager (FT) | Corporate Services Officer (15hrs) | Finance Support Officer (28hrs) |

| | | | | | |
|----------------|----------------------------------|-------------------------------------|----------------------|------------------------------------|--|
| 2030/31 | Tier 1 Town Clerk (FT) | Tier 2 Head Dem Serv (FT) | Tier 3 | Tier 4 | Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner |
| | | Head Corp Serv &RFO (28hrs) | Finance Manager (FT) | Corporate Services Officer (15hrs) | Finance Support Officer (28hrs) |

| | | | | | |
|----------------|---------------|---------------|---------------|---------------|---------------|
| 2031/32 | Tier 1 | Tier 2 | Tier 3 | Tier 4 | Tier 5 |
|----------------|---------------|---------------|---------------|---------------|---------------|

HRTC 5 Year Staff Forecast 2024 / 2029

| | | | | |
|-----------------|--------------------------------|----------------------|------------------------------------|------------------------------------|
| Town Clerk (FT) | Head Dem Serv (FT) | | | Support Officer Leadership (15hrs) |
| | | | | Administration Officer (20hrs) |
| | | | | Cleaner |
| | Head Corp Serv &RFO (28hrs) | | Corporate Services Officer (15hrs) | |
| | | Finance Manager (FT) | | Finance Support Officer (28hrs) |