
Corporate Services Committee	10 th June 2019 10th June 2019 Members are specifically referred to the following for approval; Minute 9940 – Complaints Policy Minute 9941– Freedom of Information & Model Scheme of Publication Minute 9943 – Volunteering Policy Minute 9944 – Councillor e-mail addresses. Members were advised that member training will be provided on the Complaints Policy and on the Volunteering Policy in accordance with the External Audit suggestion.
Community Services Committee	24 th June 2019.
Environment & Leisure Committee	3 rd June and 22 nd July 2019.
Planning Committee	28th May, 18th June, 8th July, 29th July, 19th August 2019
Town Partnership Committee	30 th April 2019.

To receive the minutes of the following sub committee and consider any recommendations contained therein

Office Provisions Sub-committee	5 th March 2019.
New Cemetery Sub-committee	28 th May and 8 th July 2019.
Personnel Sub-committee	15 th April 2019.

Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;

Minute 9940 – Complaints Policy

Minute 9941– Freedom of Information & Model Scheme of Publication

Minute 9943 – Volunteering Policy

10085 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor.

Members were advised that he had raised funds for the Mayor's charity and had attended 30 events, the highlights were:

High Sherriff Tea Party
Fire Service Charity
Skate Park Event
Houghton Helpers

10086 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Goodchild advised members that a management meeting had been attended at SORTED, Cllr Goodchild acknowledged the essential work this organisation supplies across the Central Bedfordshire and highlighted the preparation work done with supporting children to approach adulthood with confidence.

Cllr Goodchild extended an invitation to the Town Mayor to visit SORTED.

Members were advised that SORTED were looking for trustees.

Cllr McMahon advised members she had attended a Green Flag raising at Houghton Hall Park. Tithes Farm Primary School had been visited to consult with their Student School Council, which had been a valuable experience for both students and Cllr McMahon.

An invitation had been extended for the Student Council to visit the Council Offices and chamber to gain an overview of the Town Council.

Cllr Copleston advised members that she and Cllr Welch had met with School Parliament at the Chiltern School.

Cllr Copleston advised members that three meetings with Hospice at Home, one of which was their AGM, their support network is increasing, and new volunteers had been taken on.

Cllr Welch advised members that the visit to the Chiltern School had proved a positive step to building relationships with the Town Council. There had also been a visit to Thomas Whitehead.

Cllr Farrell advised members that a meeting had been attended at the Memorial Hall, the chair had resigned and for the interim, Cllr Wattingham was acting Chair until the next AGM scheduled for 22nd October 2019. Maintenance issues had been discussed, and the clerk had received an update on the car park and members were advised that a pre-application had been submitted to Central Bedfordshire Council.

Cllr Thorne advised members that she had attended a Dial-a-Ride meeting. Two new Full-time drivers had been employed enabling some staff to reduce their hours to part-time. Dial-a-Ride were still in ongoing tender negotiations.

Planning training had been attended by Cllr Carroll and Cllr Thorne. Cllr Thorne advised members that she would like to undertake further training on the basics of planning applications and requested to be advised if training on this matter became available.

Cllr Abbott had attended Houghton Regis / Dunstable Best Bar None Awards. Go Houghton in Houghton Regis had won three awards. The award would be collected from the Houses of Parliament. It was requested that a letter be sent to the proprietor of Go Houghton expressing the appreciation of Houghton Regis Town Council.

10087 COUNCILLORS EMAIL ADDRESSES

At the Corporate Services Committee held on the 10th June 2019 Members considered a report in support of the provision and use of Town Council email address for all Members.

Although the recommendation to recommend to Town Council that it be mandatory for all elected Town Councillors to use an official Town Council email address for all Town Council official correspondence it was felt, by some Members, that additional supplementary information in relation to access by Town Council officers was desirable.

Resolved:

- 1. To endorse the recommendation from Corporate Services Committee Minute 9944;**
- 2. For all elected Town Councillors to use an official Town Council email address for all Town Council official correspondence.**

10088 OPEN SPACE MANAGEMENT OF LAND AT HRN2

To enable consideration of the opportunity for HRTC to take on the management and maintenance of specified areas of public open space within HRN2.

The officer recommendation read:

To confirm to Central Bedfordshire Council that HRTC agree to take on under a lease the management and maintenance of the following areas within HRN2 subject to the associated s106 funding being provided:

1. Play areas – PA1-PA5
2. Formal Park – inc PA6 and drainage areas
3. Public sports pitches – 6.79ha Parcel Z

An amendment was proposed to read:

To confirm to Central Bedfordshire Council that HRTC agree to take on under a lease the management and maintenance of the following areas within HRN2 subject to the associated s106 funding being provided:

1. Play areas – PA1-PA5
2. Formal Park – inc PA6 and drainage areas
3. Public sports pitches – 6.79ha Parcel Z

Proposed by: Cllr Abbott seconded by: Cllr Carroll

Members for: 14 Members against: 0 Abstentions: 0

Accordingly, this became the substantive motion.

Members voted on the substantive motion.

Members for: 14 Members against: 0 Abstentions: 0

Resolved: **To confirm to Central Bedfordshire Council that HRTC agree to take on under a lease the management and maintenance of the following areas within HRN2 subject to the associated s106 funding being**

provided:

- 1. Play areas – PA1-PA5**
- 2. Formal Park – inc PA6 and drainage areas**
- 3. Public sports pitches – 6.79ha Parcel Z**

10089 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

Members received the Annual Governance and Accountability Return for consideration.

Members noted that the external auditor had not raised any issues under Section 3.

However, in the completion letter, it suggested that the council should offer appropriate training to councillors after significant changes to procedures and policies. Members were advised that this training would be offered at Member Open Sessions as the requirement arose.

- 1. To approve and accept the Annual Return including the external auditor's certificate;**
- 2. For the council to offer appropriate training to councillors after significant changes to procedures and policies at Member Open Sessions as the requirement arises.**

10090 PROPOSAL FOR SPORTS FACILITY ENHANCEMENT AT TITHE FARM RECREATION GROUND

Members were advised that a report was presented to Environment & Leisure Committee on 17th September 2019. As this may emerge as a significant project for the Town Council it was appropriate to highlight the report to full council for information.

Members requested clarification where Houghton Regis Town Council's contribution of the money would be found. Members were advised that a substantial grant from the Football Association would be applied for and s106 money that was already with Houghton Regis was available for cricket and football enhancement. Central Bedfordshire Council would also provide further funding.

Resolved: To note the report.

10091 CHRISTMAS OPENING HOURS

Members were advised that staff have requested that the Council to consider whether the office could be closed to visitors between Christmas and New Year. It was offered that telephone services would remain, and staff had offered to be on call should an emergency situation arise. The request was made to support staff in achieving a suitable work life balance, especially given that many members of the office staff team work long hours in the lead up to Christmas and was supported by the evidence collected over the last few years on the number of visitors to the office during this period. In 2016 there were 0 visitors, in 2017 there was 1 visitor (a councillor) and in 2018 there was 1 visitor (a councillor). Members were reminded that the town council does not provide any core front line services such as social services, housing and highways. These were provided by the principal authority.

The following opening hours were suggested:

Tuesday 24th December – Open 9am to 1pm
Wednesday 25th December – Closed
Thursday 26th December – Closed
Friday 27th December – Closed
Monday 30th December – Closed
Tuesday 31st December – Closed
Wednesday 1st January December – Closed
Thursday 2nd January – Normal office hours resume

Members were requested to note that the grounds staff would check the play areas and pavilions on 24th December and 30th December.

Resolved: To approve the office opening hours between Christmas and New Year as follows:

Tuesday 24th December – Open 9am to 1pm
Wednesday 25th December – Closed
Thursday 26th December – Closed
Friday 27th December – Closed
Monday 30th December – Closed
Tuesday 31st December – Closed
Wednesday 1st January December – Closed
Thursday 2nd January – Normal office hours resume

10092 REMEMBRANCE DAY & ARMISTICE DAY POPPIES AND WREATHS

To confirm the duration that Remembrance Day & Armistice Day Poppies and Wreaths remain on display.

Resolved: To continue to maintain poppies and wreaths around the memorial stone until end of November each year. After this period to seek to relocate them to the Memorial Hall garden and to offer to dispose of them early in the New Year if required by the Memorial Hall committee.

The Chairman declared the meeting closed at 7.56pm

Dated this 9th day of December 2019

Chairman