

HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on

21st July 2025 at 7.00pm

Present: Councillors: T McMahon Chairman
P Burgess
E Cooper
A Slough
C Slough
D Taylor

Officers: Ian Haynes Head of Environmental &
Community Services
Tara Earnshaw Community Services Manager
Amanda Samuels Administration Officer

Public: 4

Apologies: Councillors: 0

Absent: Y Farrell

13273 APOLOGIES & SUBSTITUTIONS

None.

13274 QUESTIONS FROM THE PUBLIC

None.

13275 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13276 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for the Community Services Committee for 2025-2026.

Nominee: Cllr Y Farrell Proposed by: Cllr D Taylor
Seconded by: Cllr E Cooper

There were no other nominations.

On being put to the vote, Cllr Farrell became the Vice-Chair of Community Services for the municipal year of 2025/2026.



13277 MINUTES

To approve the minutes of the meeting held on 24th February 2025.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 24th February 2025 and for these to be signed by the Chairman.

13278 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee	4 th February 2025, 25 th March 2025.
Combating Crime Working Group	15 th January 2025, 19 th February 2025, 19 th March 2025, 23 rd April 2025 and 21 st May 2025.

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

13279 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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 were provided with the extract from the approved Committee Functions & Terms of Reference which related to this committee.

13280 COMMITTEE WORKPLAN

Members were provided with a workplan for the municipal year 2025/26.

The workplan provided a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations were met in a timely manner.

Recommendations had been taken from the Corporate Plan for consideration and would be distributed throughout the year.

Resolved: To review and approve the Community Services Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.

13281 STAFFING FORECAST 2026-2027

Members were advised that consideration was being given to a potential division of the Head of Environmental and Community Services role; or, alternatively,



introducing a supporting position in 2026/27. In respect of this, Members were asked to consider the following options:

Option 1: To note the staffing forecast and use it to inform future service and budget planning.

Option 2: To refer the forecast to the Staffing Committee for comment and alignment with wider staffing reviews.

Upon discussing the matter, Members agreed that Option 2 was the preferred action; however, it was requested that an amendment was made recommending that conclusions reached by the Staffing Committee at the November meeting were reported back at the following Community Services meeting.

Members voted on the amendment:

Proposed by Cllr C Slough

Seconded by: Cllr Burgess

Members voted unanimously in favour of the amendment.

Resolved:

- To refer the forecast to the Staffing Committee for comment and alignment with wider staffing reviews.
- Conclusions from the Staffing Committee to be reported back at the next Community Services Committee.

13282 PROJECT GRANT REQUEST

Members were presented with a completed project grant application from the Friends of Windsor Drive for £800 for the delivery of PT Fitness sessions.

The Friends of Windsor Drive informed Members that there had been a consistently good turnout at the sessions, which would be running until the end of October. It was hoped to confirm the sessions for 2026 with this grant in place.

Resolved: To consider and approve the project grant request.

13283 TOWN CRIER REVIEW

Members were asked to provide feedback on the Town Crier, the official newsletter of Houghton Regis Town Council, which aimed to keep residents informed about local events, community updates, and news.

Historically, the Town Council printed 10,500 copies twice a year, which were distributed to each residential property. Members were requested to consider the sustainability and environmental impact of the project and to explore digital alternatives over the coming years.

Members appreciated the unsustainability of the current model of operation but were keen to avoid isolating those residents not online. It was suggested that a hybrid model could be established whereby fewer copies were printed and were distributed to key locations in the town, in addition to an online version being made available. It was



confirmed that Houghton Regis Town Council could potentially work with partners who were able to assist in reaching more isolated residents.

The Head of Environmental and Community Services reminded Members that the communications strategy was due to be discussed under the Committee Workplan in February. This discussion could be brought forward to November to consider how HRTC might best demonstrate its effectiveness in communicating with the public. Feedback from this discussion would then be brought back to the Community Services Committee where a hybrid model would be investigated further. It was important to ensure that, whatever the format, content of interest was provided.

Resolved: To provide feedback and guidance on how the Town Crier can develop.

13284 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report for the Community Services Committee to date.

The Head of Environmental and Community Services confirmed that income from council events had already reached its budget, otherwise figures were in line with expectations.

13285 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members were provided with a verbal update on the in-house youth services work. The update included a breakdown of youth engagement and detached youth work, including attendance figures, for the following:

- Youth Café
- Open Access and Boxing
- Youth Council
- Open Access/Football/Scooter Coaching
- Enhanced Activities

Members were also advised of upcoming events.

The Chairman declared the meeting closed at 7.43 pm

Dated this 3rd day of November 2025

Chairman

