



POLICY & FINANCE COMMITTEE

MONDAY, 20 JULY 2020

ADDITIONAL PAPERS

Date published: Friday, 17 July 2020

- | | |
|----------------|--|
| Agenda Item 9 | STATEMENT OF ACCOUNTS
This is a slightly revised version of the Accounting statements to correct typographical errors (overall figures remain unchanged) (attached) .
(Pages 1 - 10) |
| Agenda Item 10 | FINANCIAL BANKING ARRANGEMENTS
To receive a report and to consider the recommendation/s contained therein.
(Pages 11 - 12) |
| Agenda Item 13 | SUB COMMITTEE MINUTES
To receive the draft minutes of the following Sub-Committee meetings and to consider any recommendations contained therein:

Community Safety Sub-Committee 13 July 2020
(Pages 13 - 16) |

PLEASE BRING THE ATTACHED PAPERS TO THE MEETING IN ADDITION TO
THE PREVIOUSLY CIRCULATED AGENDA.

Leighton-Linslade Town Council

Statement of Accounts

(Not Subject to Audit)

31 March 2020

Leighton-Linslade Town Council

Index

31 March 2020

Page No(s).

1	Council Information
2	Income and Expenditure Account (unaudited)
3	Income and Expenditure Account and Annual Return Reconciliation (unaudited)
4	Balance Sheet
5 to 7	Notes to the Accounts
8	Annual Return- Accounting Statement Subject to Audit

Leighton-Linslade Town Council

Council Information

Town Mayor

David Bowater

Councillors

Ray Berry

Carol Chambers

Karen Cursons

Jon D'Este-Hoare (until February 2020)

Amanda Dodwell

Mark Freeman

Anne Gray

Russ Goodchild

Victoria Harvey

Sheona Hemmings

Stephen Jones

Farzana Kharawala

Tony Morris

Steve Owen

Clive Palmer

Gordon Perham

Daniel Scott

Jeremy Silverstone

Peter Snelling

Brian Spurr

Clerk to the Council and Responsible Financial Officer

Mark Saccoccio

Auditors

Mazars

Leighton-Linslade Town Council

Income and Expenditure Account (Unaudited)

31 March 2020

2019		2020	2020	2020
£		£	£	£
Net		Gross	Income	Net
<u>Expenditure</u>		<u>Expenditure</u>	<u>Income</u>	<u>Expenditure</u>
DIRECT SERVICES TO THE PUBLIC				
	Central Services to the Public			
(269,077)	Community Projects	(327,354)	84,386	(242,968)
(63,534)	Grants and Donations	(66,622)	-	(66,622)
(154,994)	Tactic Youth Centre	(160,418)	11,822	(148,596)
(491,669)	Grounds & Environmental Services	(749,215)	227,899	(521,316)
(89,519)	Astral Park Sport and Community Centre	(130,044)	56,873	(73,171)
(109,961)	Community Services	(195,135)	84,811	(110,324)
(490,399)	Use of Reserves	(709,730)	10,000	(699,730)
DEMOCRATIC, CIVIC AND CENTRAL COSTS				
(432,515)	Central Costs	(431,191)	34,678	(396,513)
(80,987)	The White House	(86,560)	3,716	(82,844)
(47,066)	Democratic Costs	(53,219)	-	(53,219)
(14,338)	Other Costs and Income	(31,539)	18,356	(13,182)
(2,244,059)		(2,941,026)	532,541	(2,408,486)
2,134,507	Annual Precept			2,162,328
110,857	Transfers (to)/from Earmarked Reserves			294,378
1,305	Net Surplus (Deficit) for the year			48,221

Reserve Movements

	Balance	Movement	Balance
	April 2019	for Year	March 2020
General Fund	759,798	48,221	808,018
Earmarked Reserves	1,264,135	(294,378)	969,757
	2,023,933	(246,158)	1,777,775
	Box 1		Box 7

Leighton-Linslade Town Council

Income And Expenditure Account and Annual Return Reconciliation (Unaudited)

For the Year Ended 31 March 2020

	Income			Expenditure			
	Box 2	Box 3	Total	Box 4	Box5	Box 6	Total
	Precept	Other Income		Staff Costs	Loans Repaid	Other Costs	
Annual Return Box Numbers							
Direct Services							
Central Services to the Public	-	-	-	-	-	-	-
Community Projects	-	84,386	84,386	122,733		204,621	327,354
Grants and Donations	-		-			66,622	66,622
Tactic Youth Centre	-	11,822	11,822	133,867		26,551	160,418
Grounds & Environmental Services	-	227,899	227,899	380,978		368,237	749,215
Astral Park Sport and Community Centre		56,873	56,873	76,139		53,905	130,044
Community Services	-	84,811	84,811	73,965		121,170	195,135
Use of Reserves	-	10,000	10,000			709,730	709,730
Democratic, Management and Civic							
Central Costs	-	34,678	34,678	322,085		109,106	431,191
The White House	-	3,716	3,716			86,560	86,560
Democratic Costs	-	-	-	44,249		8,969	53,219
Other Costs and Income	-	18,356	18,356		31,539	-	31,539
Annual Precept	2,162,328	-	2,162,328				
Totals Carried to Annual Return	2,162,328	532,541	2,694,869	1,154,016	31,539	1,755,472	2,941,026
31 March 2019	2,134,507	400,337	2,534,844	1,162,895	31,539	1,449,961	2,644,395

Leighton Linlslade Town Council

Balance Sheet (Unaudited)

31 March 2020

2019		Note	2020	2020
£			£	£
	Fixed Assets	2		
	Tangible fixed assets			
2,185,426	Land and Buildings		2,657,140	
1,842,702	Vehicles and Equipment		1,861,075	
743,061	Infrastructure Assets		770,149	
258,267	Community Assets		258,267	
				5,546,631
<u>5,029,456</u>				
	Current Assets			
93,716	Debtors	5	140,816	
2,124,531	Cash at Bank and In-hand		1,827,197	
<u>2,218,247</u>			<u>1,968,013</u>	
	Current Liabilities			
194,315	Creditors and accrued expenses	6	190,237	
<u>194,315</u>			<u>190,237</u>	
2,023,933	Net Current Assets			1,777,776
<u>7,053,389</u>	Total Assets Less Current Liabilities			<u>7,324,407</u>
	Long Term Liabilities			
234,598	Long Term Borrowing	7		212,462
<u>6,818,791</u>				<u>7,111,945</u>
	Financed by:			
	Reserves available to the Council			
1,264,135	Funds Earmarked for Future Projects	8	969,757	
759,798	General Reserve		808,018	1,777,775
<u>2,023,933</u>				
	Reserves Not Available to Council:			
	Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
4,794,858	Capital Financing Account			5,334,169
<u>6,818,791</u>				<u>7,111,945</u>

These accounts have been approved by the Council.

.....
Chair, Town Mayor

Date:

.....
Responsible Financial Officer

Date:

Leighton-Linslade Town Council

Notes to the Accounts (Unaudited)

31 March 2020

1 Employees

The average weekly number of employees during the year was as follows:

	2020	2019
	Number	Number
Full-time	24	24
Part-time	16	16
	<u>40</u>	<u>40</u>

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

Band	2019/2020	2018/2019
£50,000 to £59,999	0	0
£60,000 to £69,999	0	0
£70,000 to £79,999	1	1

2

	Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Community Assets	Total
Cost	£	£			£
1st April 2019	2,185,426	1,842,701	743,064	258,265	5,029,456
Additions	471,714	25,769	27,088		524,571
Disposals		(7,396)			(7,396)
31st March 2020	<u>2,657,140</u>	<u>1,861,074</u>	<u>770,152</u>	<u>258,265</u>	<u>5,546,631</u>

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

3 Financing of Capital Expenditure

2020
£ **2019**
£

The following capital expenditure during the year:

Fixed Assets purchased	524,571	144,111
	<u>524,571</u>	<u>144,111</u>

was financed by:

Grant Funding	-	-
Finance Lease	-	-
Part Exchange Allowance	-	-
Precept and Revenue Income	524,571	144,111
	<u>524,571</u>	<u>144,111</u>

Leighton-Linslade Town Council

Notes to the Accounts (Unaudited)

31 March 2020

4 Assets Purchased in Year

Land and Buildings

Pages Park Refurbishment	422,214	
Parsons Close Toilet/Changing Room	<u>49,500</u>	471,714

Vehicles and Equipment

Trailer Water Bowser	4,000	
Outdoor Musical Instrument	2,759	
Upgrade IT Equipment	19,010	
	<u> </u>	25,769

Infrastructure Assets

Town Centre Wi-Fi	27,088	
	<u> </u>	27,088
		<u> </u> <u>524,571</u>

5 Debtors

	2020	2019
	£	£
Debtors and Prepayments	93,473	46,007
V A T Recoverable	47,344	47,709
	<u>140,816</u>	<u>93,716</u>
Less: Provision for Bad and Doubtful Debts	-	-
	<u>140,816</u>	<u>93,716</u>

6 Creditors and Accrued Expenses

	2020	2019
	£	£
Creditors and Accruals	173,196	175,839
PAYE and National Insurance Due	17,041	18,476
	<u>190,237</u>	<u>194,315</u>

7 Long Term Liabilities

At the close of business on 31 March 2019, the following loans to the Council were outstanding :

	2020	2019
	£	£
Public Works Loan Board	170,159	192,295
CBC-Capital Fund	6,497	6,497
CBC-Loans Pool	35,806	35,806
	<u>212,462</u>	<u>234,598</u>

The Council's loans are repayable as follows :

	CBC	PWLB	2020	2019
Within one year	4,271	23,274	27,545	26,406
From one to two years	4,271	24,471	28,742	27,545
From two to five years	10,492	78,634	89,126	87,299
From five to ten years	8,524	43,780	52,304	78,603
Over ten years	14,745	-	14,745	14,745
Total loan commitment	<u>42,303</u>	<u>170,159</u>	<u>212,462</u>	<u>234,598</u>

Leighton-Linslade Town Council

Notes to the Accounts (Unaudited)

31 March 2020

8 Earmarked Reserves	Balance 1 April 2019	Contribution to Reserves.	Contribution to fund Expenditure	Balance 31 March 2020
Policy and Finance				
Elections	35,518	7,500	34,664	8,354
HR Consultancy	16,929			16,929
Future Capital Projects	549,469	200,000	440,091	309,378
Professional Fees	13,987	7,500	4,527	16,960
The White House	34,435		11,714	22,721
Modern.Gov	-	5,000	-	5,000
Accrued Expenditure	-	6,219		6,219
Highway Schemes	65,000	-	920	64,080
Community Safety	25,692	21,990	3,471	44,211
Covid Support Fund	-	128,010	-	128,010
	<u>741,030</u>	<u>376,219</u>	<u>495,387</u>	<u>621,862</u>
Grounds and Environmental Services				
Plant & Vehicle Replacement	17,795	11,000	4,000	24,795
Cemetery	89,977		53,057	36,920
Grounds and Environmental Services	174,133		93,659	80,474
Leighton-Linslade in Bloom	15,547	1,806	7,495	9,858
Accrued expenditure	2,609	1,428	2,605	1,432
Linslade Rec Improvement	10,000		10,000	-
Ouzel Valley Steering Group	20,000			20,000
Pavilions	21,748			21,748
Allotments	6,549	1,880		8,429
The Beach/Splash & Play	27,296			27,296
	<u>385,654</u>	<u>16,114</u>	<u>170,816</u>	<u>230,952</u>
Partnership				
Community Forum	996	-		996
Cultural and Economic Services				
Economic Development	25,978		7,992	17,986
Unspent Section 106		12,477		12,477
Tactic	17,001		12,718	4,283
Donations to Tactic	1,238		260	978
Defibrillators	3,042		3,034	8
Cultural and Economic Services	39,700		3,253	36,447
Town Centre Management	804		555	249
Signage	3,829		186	3,643
Christmas	1,076			1,076
Accrued expenditure	3,969	2,462	3,969	2,462
Public Conveniences	16,204		2,977	13,227
Community Projects	23,615	5,000	5,501	23,114
	<u>136,456</u>	<u>19,939</u>	<u>40,445</u>	<u>115,950</u>

Leighton Linslade Town Council

Annual Return 31 March 2020

	2019	2020
1 Balances Brought Forward	2,133,485	2,023,933
2 Annual Precept	2,134,507	2,162,328
3 Total Other Receipts	400,337	532,541
4 Staff Costs	(1,162,895)	(1,154,016)
5 Loan Interest/Capital Repayments	(31,539)	(31,539)
6 Total Other Payments	(1,449,961)	(1,755,472)
7 Balances Forward	2,023,933	1,777,776
8 Total Cash and Investments	2,124,531	1,827,197
9 Total Fixed Assets	5,129,432	5,646,607
10 Total Borrowings	234,598	212,462



Policy & Finance Committee

Date: 20 July 2020

Title: Financial Banking Arrangements.

Purpose of the Report: To consider operational arrangements regarding day to day banking.

Contact Officer: Clare Cummins, Finance Officer

Corporate Objective/s		
Implications:		
Financial & Operational/Service Delivery	√	To maximise the return on monies whilst not compromising the Town Council's ability to continue to function.
Human Resources	X	
Procedural/Legal	X	

1. RECOMMENDATIONS

Should members be minded, the proposals are:

- a. To transfer the annual precept (which is paid in two instalments, first in April 2020 and second in September 2020) from the NatWest Business Reserve Account to the existing Nationwide Instant Access Saver Account currently paying 0.05% as shown in Table 1.
- b. To endorse that funds be drawn down from the Nationwide Instant Access Saver Account and transferred to the NatWest Business Reserve Account to fund the Monthly expenditure, as and when required throughout the year.
- c. That the arrangements above be reviewed upon receipt of the first tranche of the precept for 2021/22.

2. INVESTMENT OF PRECEPT

- 2.1 The annual precept for 2020/21 is £2,265,946 which is paid in two instalments, the first payment was in April and second is in September.
- 2.2 The precept is paid directly by Central Bedfordshire Council into the Town Council's NatWest Business Reserve Account, which is currently paying 0.01% interest.

- 2.3 We are unable to move the precept into a Long-Term Deposit Account as the majority is used to pay the council's running costs for the year.
- 2.4 Therefore, to gain a better rate of interest on the bulk of the precept whilst ensuring funds remain easily accessible, it should be transferred to another suitable account.
- 2.5 Options currently available to move the precept are as outlined in Table 1 below as quoted 13th July 2020:

Table 1

BANK	TYPE OF ACCOUNT	TERM	INTEREST RATE	COMMENTS
NatWest	Business Reserve	Instant Access	0.01%	Precept paid in by CBC.
Santander	Instant Access	Instant Access	0.05%	
Nationwide	Instant Access Saver	Instant Access	0.05%	Existing account.

3. OPERATIONAL BANKING ARRANGEMENTS

- 3.1 In order to ensure funds are available to meet anticipated expenditure, funds are transferred throughout the year from the Nationwide Instant Access Saver account to the NatWest Business Reserve account.
- 3.2 All account balances are shown on the regular Cash and Investment Reconciliation report.
- 3.3 The Committee is asked to endorse that this procedure continues, to ensure that sufficient funds are available in the NatWest accounts for short term anticipated expenditure.

LEIGHTON-LINSLADE TOWN COUNCIL

COMMUNITY SAFETY SUB-COMMITTEE

MONDAY 13 JULY 2020 AT 1930 HOURS

Present : Councillors A Dodwell
R Goodchild
S Owen – joined 1940
R Berry
T Morris (Chair)
V Harvey
J Silverstone
F Kharawala

Also in attendance: M Saccoccio, (Town Clerk)
S Sandiford (Head of Democratic & Central Services)
M Jahn, (Committee Officer)
I Haynes, (Head of Grounds and Environmental Services)
L Farmer, (TACTIC Manager) – left 2044
Sergeant B. Craven (Bedfordshire Police)
Councillor Carole Hegley (Central Beds Council)
S Swain, (Lead Youth Worker, Groundwork East) – left 2044
Councillor G Perham
Councillor C Palmer
Councillor D Bowater – joined 1941

Members of the Public: 1

32/CS APPOINTMENT OF CHAIR

It was proposed and seconded that Councillor Tony Morris be appointed Chair of the Sub-Committee for 2020-2021. There were no further nominations.

RESOLVED to appoint Councillor Tony Morris Chair of the Community Safety Sub-Committee for the municipal year 2020-2021.

33/CS APPOINTMENT OF VICE CHAIR

It was proposed and seconded that Councillor Farzana Kharawala be appointed Vice Chair of the Sub-Committee for 2020-2021. One more nomination was made for Councillor Amanda Dodwell.

RESOLVED to appoint Councillor Farzana Kharawala Vice Chair of the Sub-Committee for the municipal year 2020-2021.

34/CS APOLOGIES FOR ABSENCE

No apologies for absence were received.

35/CS DECLARATION OF INTERESTS

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting.

Councillor Dodwell declared an interest as a member of the Bedfordshire Police and Crime Panel.

36/CS QUESTIONS FROM THE PUBLIC

There were no questions from the public.

37/CS MINUTES OF PREVIOUS MEETING

The Sub-Committee received the draft minutes of the Community Safety Sub-Committee meeting held on 13 January 2020.

Minute reference 27/CS Operation Dodford – a question was raised regarding the Box Release Project. It was confirmed that equipment had been purchased but because of the COVID-19 lockdown the project had not been able to begin. It was hoped to continue with the project when allowed as it proved to be very popular with young people

RESOLVED that the minutes of the Community Safety Sub-Committee meeting held on 13 January 2020 be approved as a correct record and signed accordingly.

38/CS OPERATION DODFORD

(a) The Sub-Committee had received a written report regarding crime and antisocial behaviour in advance of the meeting and a verbal summary was given by Sergeant B Craven of Bedfordshire Police regarding activity undertaken in respect of Operation Dodford and incidents of note from January to May 2020 including the COVID-19 lockdown period. It was noted that the figures for shoplifting and public order offences would generally refer to the period from January to mid-March before lockdown began. Concerns were raised regarding the rise in violence with injury over this time and it was confirmed that domestic violence crime during lockdown could account for this increase.

Operation Dodford priorities changed after COVID-19 lockdown restrictions were eased to patrolling parks, countryside beauty spots and supermarkets to monitor social distancing and ensure government guidance was being adhered to. During the last few weeks this had now reverted to policing the market and town centre to manage issues encountered at the market and in shops.

A question was raised regarding bicycle theft and how the police could help to reduce this. It was agreed that crime prevention advice and bike engraving

could be offered by the Police to help reduce bicycle theft and make the public more aware of bike security.

The Sub-Committee agreed that policing of parks in Linslade and Leighton Buzzard could help with anti-social behaviour and perhaps the remit of the Dodford Agreement could include this option. Sgt Craven had planned to carry out extra night-time patrols through Operation Dodford in the town, with himself and four officers, with one taking place in March which proved effective with no crimes reported. COVID-19 lockdown then happened and further patrols of this nature could not take place. Members agreed this would be an excellent way to use Community Safety budget.

A question was raised regarding the remit of Operation Dodford and whether this could be reviewed and include more patrols in Linslade. It was agreed this should be discussed at a meeting with the Police, Town Clerk and Chairman of this Sub Committee.

RESOLVED to note the report.

- (b) The Sub-Committee received the annual renewal of the Operation Dodford section 92 grant agreement for consideration. The agreement ran annually from 1 April – 31 March.

RECOMMENDED to Council to approve the Operation Dodford Section 92 Grant Agreement for the year 1 April 2020 – 31 March 2021.

39/CS ACTIVITIES FOR YOUNG PEOPLE

The Sub-Committee received and considered a verbal request for funding to provide activities for vulnerable young people during the school holidays as normal activities and projects were not operating due to COVID-19 restrictions. This was aimed at reducing antisocial behaviour. A number of parties had discussion on the project in advance of the meeting with Groundwork leading on the delivery.

It was proposed that sessions include bike maintenance, football, street dance and provision of pizza, to take place at Astral Park on 21 July, 28 July, 4 August and 11 August 2020. The total cost of this project would be £690 and members agreed it would provide much needed activities for young people within the area. A question was raised regarding the location and whether a more central park could be used for the activities.

RESOLVED to approve allocation of £690 from the Community Safety budget to provide activities for vulnerable young people over the school summer holidays.

40/CS CCTV & RE-DEPLOYABLE CAMERAS

The Sub-Committee received reports of recorded CCTV incidents in Leighton Buzzard during March, April, and May 2020. These reports were publicly available and published monthly on the Central Bedfordshire Council website.

A question was raised regarding the lack of arrests shown on the report and it was confirmed that the report only showed the CCTV incidents captured. Further detail would have to be added by the Police to incorporate what had happened after the incident.

The Town Clerk confirmed that an update meeting had recently been held with Central Bedfordshire officers. Central Bedfordshire Council was progressing its plans to upgrade its public space CCTV network to a fully digital system and to build a new modern CCTV Control Room. An invitation to tender was anticipated to be published in the next 2-3 months and the Sub-Committee was asked to agree to inclusion of its existing cameras in the tender. This would enable accurate costs to be obtained to purchase new cameras and any associated equipment. There will be no obligation to buy.

RESOLVED to note the CCTV reports and to endorse that Leighton-Linslade Town Council's existing cameras be included in the invitation to tender for a digital system being issued by Central Bedfordshire Council.

41/CS WATCH SCHEME UPDATES

The Sub-Committee received a verbal update in respect of the Street Watch and Speed Watch schemes within the Parish.

42/CS EXCLUSION OF THE PUBLIC

There was no requirement to exclude the public.

42/CS OPERATIONAL POLICING

There were no confidential operational policing matters to be reported.

The meeting closed at 2055 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 13 JULY 2020.

Chair

26 OCTOBER 2020