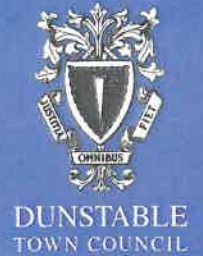


Dunstable Town Council
Grove House
76 High Street North
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E-mail: info@dunstable.gov.uk
Website: www.dunstable.gov.uk

David Ashlee Town Clerk and Chief Executive

Your Ref
Our Ref: DARGS/C2

Date: 16 January 2018

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 22 January 2018 at 7.00 pm**, at the Council Chamber, Grove House, 76 High Street North, Dunstable, when the following business will be transacted.

AGENDA

1. Apologies for Absence.
2. To appoint the Chairman of this Committee for the remainder of the municipal year
3. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 20 November 2017 (copy previously circulated).
4. Specific Declarations of Interest.
5. Budget Proposals 2018/19 (see page 1 and separate enclosures). **(Copies of the Budget Proposals for 2018/2019 have previously been circulated. Members are reminded to bring their copies with them to the meeting.)**
6. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 22 November and 20 December 2017 (see page 19). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
7. Financial Monitoring Report — see page 24.
8. Reference from Community Services Committee – Heritage Lottery Fund – see page 28.

Cont/d ...

DA/RGS/C2
12 January 2018

9. Arrangements for the Annual Town Meeting to be held on 16 April 2018 - see page
10. To nominate a Town Mayor and Deputy Town Mayor for election at the Annual Council Meeting to be held on 21 May 2018 and to agree arrangements for the meeting - see page
11. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations

CAB Management Committee – Councillor Meakins
Dunstable International Town Twinning Association – Councillors Martin and Warren
Hospice at Home Management Committee – Councillor Jones
Ashton Schools Foundation – Councillors Sparrow and Whayman
Ashton Almshouses Charity – Councillors Russell and Staples
Chews Foundation – Councillor Chatterley
Poor's Land Charity – Councillors Hollick and Staples

NB: Those Members who are not members of this Committee but are representatives of organisations reporting thereto are reminded to provide a report in time for the meeting.

It is recommended that the following item be considered after a resolution has been passed excluding the press and public.

PART 2

1. Staffing Arrangements – Priory House – (page for Members only)
2. Staffing Matters (2 reports) – (page - for Members only)
3. Minutes of Appeals and Appointments Committee held on 15 November 17 – (page for Members only)

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:
Councillors Gloria Martin (Town Mayor); John Kane (Deputy Town Mayor); John Chatterley (Vice-Chairman); Sid Abbott, Terry Colbourne, Eugene Ghent, Peter Hollick, Liz Jones, Anne Kennedy, Claire Meakins, Patricia Russell, Ann Sparrow, Pat Staples and Nigel Warren (2 vacancies) and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 22 JANUARY 2018****BUDGET PROPOSALS FOR 2018/19**

Purpose of Report: For Members to consider and comment on budget proposals for 2018/19 taking into account comments and recommendations from the Community Services Committee and Grounds and Environmental Services Committee and to make recommendations to full Council accordingly

1. ACTION RECOMMENDED

- 1.1 For members to consider and comment on budget proposals (revenue and capital) and fees and charges for 2018/19 as shown on the separate enclosures previously circulated and make recommendations to full Council accordingly.
- 1.2 For members to consider the comments and recommendations of the Community Services Committee and Grounds and Environmental Services Committee as set out in paragraph 3 below.
- 1.3 For members to consider the implications of additional staffing costs not currently included in the circulated draft budget as explained in paragraph 5 below and make recommendations accordingly.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2018/19 revenue budget at the Council Meeting held on 4 December 2017.
- 2.2 At this meeting, members were presented with a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget	£204,398
--	----------

Efficiency savings/additional income

Identified efficiency revenue savings and increased income targets	£167,172
--	----------

- 2.3 This resulted in an anticipated revenue expenditure deficit of £37,226, which in turn would require an increase to the Dunstable Band D council tax of £2.94 for 2018/19. Members resolved that the 2018/19 revenue budget should be set at a nil percent increase to the council tax charge and as a result, a further briefing on the draft budget was arranged for 14 December.
- 2.4 At this briefing session, the members present agreed to propose, through the normal budget setting process, that the following expenditure items be deleted from the draft budget considered by Council on 4 December.

- £10,000 for ice rink removed (Community Services Committee)¹
- £5,000 for torch light, light show to be removed (Community Services Committee)²
- £8,020 loss of income from CAB to be removed (F&GP Committee)
- £10,000 for Quadrant toilets to be removed (Community Services Committee)

Total - £33,020

2.5 The final £4,206 has been identified from reductions to the following contributions to allocated reserves:

IT reserve -	£500 saving
Grove House maintenance reserve -	£500 saving
Grounds vehicle reserve -	£500 saving
Pavilions reserve -	£500 saving
Priory Church Yard reserve -	£500 saving
Tree reserve -	£500 saving
Open spaces improvement reserve -	£500 saving
Misc. salary savings -	£706 saving

3. RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICES

Community Services Committee

3.1 The Community Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2018/19 budget:

RESOLVED: i) the Committee recommend the draft Community Services budget as presented with no amendments or further recommendations, to the Finance and General Purposes Committee.

ii) that the Committee recommend to Finance and General Purposes Committee that £5,000 from the Town Centre Management budget for 2018/19 be allocated to the Dunstable Joint Committee

Grounds and Environmental Services Committee

3.2 The Grounds and Environmental Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2018/19 budget:

RESOLVED: i) that the Committee recommend the draft Grounds and Environmental Services budget as presented with no amendments or further recommendations, to the Finance and General Purposes Committee.

¹ £10,000 to be requested from Dunstable Joint Committee if ice rink to be provided for 2018

² £5,000 to be requested from Dunstable Joint Committee if light show to be provided for 2018

ii) that members recommend to the Finance and General Purposes Committee changes to the Council's staffing establishment for Creasey Park Community Football Centre and Bennett's Splash and the Splashside Café as detailed in paragraph 4 of the covering budget report.

4. **FINANCE AND SUPPORT SERVICES BUDGET**

4.1 The following summarises movements in the proposed budget for the Finance and Support Services Department for 2018/19.

Excluding staffing costs, the overall Finance and Support Services budget has increased by £3,049. This can be explained as follows:

Finance and Support Services	
EFFICIENCY SAVINGS AND INCREASED INCOME TARGETS	GROWTH
Postage - £100	Pay roll services - £400
Stationery - £500	Photocopier rental - £300
G/H telephones - £550	Income from recharges - £250
Grove House repairs and maintenance - £500	Grove House cleaning - £410
Grove House rates - £546	Grove House waste - £250
Previous pension costs - £1,500	Grove house licencing - £220
DBS checks - £395	G/H buildings maintenance contracts - £500
Recruitment advertising - £1,500	HR costs (uniform etc.) - £325
Annual report - £250	WW1 beacon event - £4,000
Unclaimable VAT - £5,000	Increased contribution to election reserve - £10,000
Corporate insurance costs - £183	
Printing (civic events) - £500	
Loan interest G/H - £1,082	
IT reserve - £500	
Grove House building reserve - £500	
Sub-total - £13,606	Sub-total - £16,655
£3,049	

4.2 The main increases to the Finance and Support Services budget are:

- £10,000 additional contribution to the election reserve
- £4,000 allocation for the WW1 Beacon event

5. **ADDITIONAL INCREASE TO STAFFING COSTS FOR 2018/19 AND CONSIDERATIONS FOR THE COUNCIL'S REVENUE BUDGET FROM 2019/20 AND BEYOND.**

5.1 When considering the draft budget in December last year, members were made aware that the expectation was that the staff pay award for 2018/19 was likely to be 2%. Whilst still not fully confirmed, this is still the expectation and the draft budget was prepared on a flat 2% pay award for all staff.

5.2 In making members aware of this, the Town Clerk and Chief Executive also made it clear that full details of the pay award were still to emerge. These further details are

now available and the full circular from the National Employers for Local Government is given at appendix 1 of this report.

- 5.3 Members will note on page 5 of appendix 1 that the 2 % only relates to spinal column points (SCP) 20 and above. SCPs 6 to 19 have been increased by considerably more than the 2%.
- 5.4 This was unknown at draft budget setting and the Council employ a number of staff on SCP 19 and below, particularly the Council's grounds assistants (10.2 FTE) who are all employed on SCPs 14 to 17.
- 5.5 The impact of this additional increase to the wage bill for the revenue budget 2018/19 is **£9,626** which is currently not budgeted for.
- 5.6 Having already identified considerable efficiency savings in order to establish a budget predicated on a nil per cent increase in the council tax charge, finding this additional sum of money is not straightforward without compromising existing service provision.
- 5.7 Members are therefore requested to consider how this additional finance should be funded and in doing this, members may wish to consider raising the council tax charge by a small amount. Equally, members may wish to consider not funding an allocation towards additional town centre public toilet provision (£10,000) or suspending some of the proposed Corporate Plan capital programme to avoid funding a loan from the Public Works Loan Board (£10,500). Equally, members may wish to make further suggestions.
- 5.8 Looking to future years, the pay offer at appendix 1 also addresses 2019/20. Members will note that as well as replicating this year's 2%, it would appear that all SCPs from 28 and below would receive a greater than 2% pay award. This of course will capture an even greater number of Council staff than this year's situation. As a result staffing costs for 2019/20 are likely to increase more than for 2018/19.
- 5.9 In addition, whilst the budget for 2018/19 makes no provision for a loss of income from the CAB's rental of space at Grove House; **if** the Council is unable to find a suitable tenant for the space currently occupied by the CAB, then this will be a further reduction of income for the Council of in excess of £15,000 for 2019/20.
- 5.10 The final consideration is that increases to Dunstable's tax base are also likely to slow down over the next few years. Whilst this is difficult to predict, members need to be aware that the Council's income generating potential outside of the council tax charge is likely to become more challenging over the next few years and therefore a sensible and moderate approach to considering year on year small increases to the council tax charge is encouraged.

6. CAPITAL PROGRAMME 2017/18

- 6.1 The provisional year-end balances for 2018/19 are based on the provisional figures detailed in the financial monitoring report included elsewhere on this agenda.

- 6.2 The Council's Financial Regulations authorise the Town Clerk and Chief Executive and Heads of Service to incur expenditure of up to £10,000 against the agreed capital programme following consultation with the appropriate Committee Chairman.

7. TOTAL DEBT AND ASSOCIATED REPAYMENTS

- 7.1 Members will be aware that the Council currently has a number of debts that are serviced through the revenue budget. Listed below is a schedule of debts and associated repayments:

AREA	TOTAL LOAN OUTSTANDING AT 31.3.18	ANNUAL PAYMENT 2018/19	TERM
Luton Road Pavilion	10,094	1,971	Nov 2026
Grove House Gardens Performance Area/1st Cemetery Extension	43,397	7,400	Nov 2024
Priory House loans 1&2	266,666	29,398	Nov 2033
	72,180	7,893	May 2034
Grove House loans 1&2	117,300	12,621	Nov 2034
	291,666	29,461	May 2035
2nd Cemetery extension	315,000	29,878	Nov 2038
TOTAL	1,116,303	118,622	

8. COUNCIL ASSETS

- 8.1 In contrast to the schedule of debt shown above, the Council does of course own land, buildings and physical assets such as vehicles. However, it is very difficult to put a value on most of the Council's assets as most have restricted use, such as public open space, therefore undermining their value. The Council's two most valuable assets are Grove House and Priory House. The most recent valuation of both buildings value them at £900,000 and £785,000 respectively for non-specialist existing use.

9. INCOME LIABILITIES ON REVENUE BUDGET

- 9.1 The draft budget for 2018/19 relies on non-council tax income generation of **£834,492, which** is a decrease of £35,457 on last year's income target of £869,949 largely because of the Council's decision to withdraw from the direct management of Dunstable's General Market. This income is targeted to come from various sources and in terms of budget risk, this is the highest risk area. Appendix 2 shows a schedule of all income targets.

10. THE DUNSTABLE TAX BASE

- 10.1 The tax base used to calculate the precept demanded from Central Bedfordshire Council has increased from 12,435 for 2017/18 to 12,665 for 2018/19. This is an increase of 230, which is considerably lower than last year's increase.

11. EXTERNAL CONTRACTS AND ASSOCIATED INCOME

- 11.1 As members will be aware from information given within the budget papers, the Council has secured a number of income streams because of securing service contracts with external organisations.
- 11.2 Appendix 3 provides a schedule of all current external contracts and associated contract values.
- 11.3 Officers will continue to seek opportunities for securing external contracts using the Council's existing staffing capacity but members should be aware that reliance on such income will always carry a risk and as a result contracts secured will only be reflected on the Council's 'bottom line' once a minimum of a 3 year deal is agreed.

12. FINANCIAL IMPLICATIONS

- 12.1 These are inherent to the report. However, members will have to determine the issue set out in paragraph 5 above before a final council tax charge and subsequent precept can be recommended to Council.

13. HUMAN RESOURCE IMPLICATIONS

- 13.1 The draft budget accounts for an increase to the national Living Wage Foundation living wage and a 2% wage increase for all other staff. Members still need to determine how to fund the additional pay award for staff members on SCP 19 and below.

14. POLICY AND CORPORATE PLAN IMPLICATIONS

- 14.1 The Council has set itself a number of challenges and aspirations as contained in the Corporate Plan 2017-19. These budget proposals accord with the aspirations contained within the Corporate Plan.

15. HEALTH AND SAFETY IMPLICATIONS

- 15.1 The draft general health and safety budget for 2018/19 has been maintained at the same rate set for 2017/18.
- 15.2 The draft budget and recommended initial savings will still ensure that the Council continues to operate its services safely.

16. LEGAL IMPLICATIONS

- 16.1 There are none arising directly from this report.

17. APPENDICES

- 17.1 Appendix 1 - National Employers for Local Government pay offer 2018/19-19/20
Appendix 2 – Schedule of income targets 2017/18
Appendix 3 - Schedule of external contracts and associated values

18. SEPARATE ENCLOSURES (previously circulated)

- 18.1 Enclosure 1 - Draft budget 2018/19
- Enclosure 2 - Draft pricing schedule 2018/19

NB - Members are reminded that the enclosures have previously been circulated and are to be retained for each Committee meeting.

19. BACKGROUND PAPERS

- 19.1 Meeting of full Council, 4 December 2017 - *Draft Budget 2018/19*

20. CONCLUSION

- 20.1 There is no doubt that the likely pay settlement for 2018/19 and 2019/20 presents a challenge for the Council in terms of ongoing revenue funding. Members need to take a view on balancing the provision of quality of life services for the residents of Dunstable and ensuring that the council tax charge remains at an acceptable level.

21. AUTHOR

- 21.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

National Employers for Local Government Services

To: Chief Executives in England, Wales and N Ireland
(additional copies for HR Director and Finance Director)
Members of the National Employers' Side
Regional Directors

5 December 2017

Dear Chief Executive,

LOCAL GOVERNMENT PAY 2018

I am writing to update you on the work we have been doing on your behalf on the local government national pay negotiations for 2018.

The National Employers have today made a final pay offer covering the period 1 April 2018 to 31 March 2020. A letter sent to the trade unions setting out the detailed offer is attached at **Annex A** and a copy of the Employers' press release is attached at **Annex B**.

The Pay Offer

1 April 2018 ('Year One'):

Bottom-Loading on SCPs 6-19 incl

The Employers considered it was necessary for higher increases on the lower pay points in order to continue to close the significant gap with the National Living Wage (NLW). Therefore this part of the offer would result in a new bottom rate of £8.50 per hour on SCP6

Increase on SCPs 20 and above

A flat-rate increase of 2.0%

This first year of the pay offer would increase the national paybill by 2.707%

1 April 2019 ('Year Two'):

The Employers agreed that the bottom rate of the new pay spine should not be pegged to the NLW rate but should allow for some 'headroom'. Therefore the offer is for a bottom rate of £9.00 per hour

In order to deal with the compacting of differentials at the lower end of the spine it is proposed that the existing bottom twelve pay points are 'paired off' into six new pay points, ie. current SCPs 6 & 7 become the new SCP1; current SCPs 8 & 9 become the new SCP2 etc until you reach current SCPs 16 & 17 which become the new SCP6

To further dilute the impact of compacting the lower pay points, the offer includes 'ironing out' the current random gaps between pay points and having even increments of 2.0% between new SCPs 1 to 22 incl (equivalent to SCPs 6 to 28 on the current spine). This portion of the pay spine covers approximately 60% of NJC employees

From new SCP23 onwards, a flat-rate increase of 2.0% and retention of the current random differentials

This second year of the pay offer would increase the national paybill by 2.802%

The total increase to the national paybill over the two-year period would be 5.584%

Background

This pay offer is much more complex than any offer since the Single Status agreement in the mid-1990s, so I want to set out in detail the reasons behind it.

The introduction of the National Living Wage (NLW) was announced by George Osborne in his July 2015 Budget. He indicated that its target level was to reach 60% of median hourly earnings by 2020. At the time of the announcement, the forecast for 2020 was £9.35 per hour and in his speech Mr Osborne referred to it being "at least £9.00", although the most recent (November 2017) Office of Budgetary Responsibility forecast was £8.56.

At the time of the Chancellor's statement in 2015 the minimum hourly rate on the 'Green Book' pay spine was £7.00. That meant that it would have to increase by approximately £2.00 in five years if the initial 'target' for the NLW in 2020 of £9.00 was to be reached. By way of context, the increase in the bottom rate from £5.00 to £7.00 had taken thirteen years to achieve (2002-15).

The current two-year pay agreement covering 1 April 2016 to 31 March 2018, made some headway in bridging that gap and introduced minimum hourly rates of £7.52 (1 April 2016) and £7.78 (1 April 2017). This agreement included some further bottom-loading in each of the two years to assist in maintaining differentials and then annual pay awards of 1.0% further up the pay spine. This two-year deal added 2.40% to the national pay bill. The two-year increase for the lowest pay point was 10.28%. These rates provided some headroom in relation the NLW which was £7.20 (1 April 2016) and £7.50 (1 April 2017). The 1 April 2018 rate announced in the Budget is £7.83.

The 2016-18 pay deal included a commitment for the NJC to review its pay spine. To support the development of an employers' position, a sounding board of about a dozen officers from councils across the country was established. This included a balance in terms of: types of council; geography; those paying / not paying the voluntary living wage; and it also included councils that have local pay bargaining and representation from the regional employers' organisations.

The NJC set up a pay spine review working group to look at what could be done from a technical point of view. It was not a negotiating group and on the Employers' Side included three or four members of our sounding board.

The working group initially agreed to concentrate on potential models that covered one, two and three year options. A one-year settlement assimilating on to a new pay spine in 2018 could not realistically be implemented by councils in the time available. It would also be too costly if it were to start at a level that could ensure compliance with the likely levels of the NLW in 2019 and 2020, without further significant changes to its structure. A three-year settlement, whilst potentially attractive to councils from a financial planning aspect, would involve too much second-guessing of the broader economic position in 2020 and would be much more difficult for the unions to sell to their members.

All the work highlighted above was undertaken in the context of the Government's public sector pay policy remaining at 1.0% until 2020.

The unions' claim was lodged in mid-June. It was for one year and sought a 5.0% increase on all NJC pay points, plus the deletion of the bottom four NJC pay points. The unions made clear in private conversations that in the current climate it would not be possible for them to agree any offer that included 1.0% as the headline rate.

Regional pay consultation briefings took place between late June and August. There was widespread recognition that the work on the pay spine was a necessity as a result of the introduction of the NLW. It was also recognised that this could not be delivered within 1.0% increases to the overall pay bill and there was no suggestion that the additional costs be funded through providing for increases of less than 1.0% for better paid employees.

There was broad consensus on the need to have some 'headroom' from the statutory minimum NLW rate and for a two-year agreement. It was recognised that achieving a collective agreement with 1.0% as the headline rate would be nearly impossible. It was acknowledged that any agreement was likely to add between 4.5%-6.0% to the national pay bill over two years. It was also recognised that costs locally could vary significantly from this depending on a council's workforce profile and that it would have a significant impact on schools' budgets.

The political deliberations over the past few months have been difficult and while there was broad political consensus on issues such as the length of any deal, the need for headroom from the NLW and the need to reconfigure the lower end of the pay spine, this was not the case regarding the headline rate within a potential offer, which meant that in the end the only way to make a decision was to hold a vote in a meeting of the Employers' Side of the National Joint Council, which is the body that is ultimately responsible for these decisions. This is only the second vote on a pay offer since 1997 when the Local Government Services NJC was established.

Therefore whilst the decision to make a headline offer of 2.0% was not reached through consensus, it was achieved in line with the clear voting arrangements set out in the Employers' Side Constitution.

For colleagues in London Boroughs, you will be aware that there are separate pay spines for inner and outer London and in normal circumstances the nationally agreed percentage increases would be applied to the London pay points. However, given the proposed significant changes to the national pay spine, discussions are currently taking

place between London employers and trade unions and further updates will be issued by them in due course.

Finally, there has been a huge amount of technical work involving many colleagues from councils and Regional Employer Organisations from across England, Wales and Northern Ireland that has brought us to this point and we would like to thank them for the advice and assistance that they have provided to the national Secretariat.

Yours sincerely,

Simon Pannell

Simon Pannell
Employers' Secretary

Heather Wakefield, Rehana Azam, Jim Kennedy
Trade Union Side Secretaries
NJC for Local Government Services
c/o UNISON Centre
130 Euston Road
London NW1 2AY

5 December 2017

Dear Heather, Rehana and Jim,

LOCAL GOVERNMENT PAY 2018

I am writing on behalf of the Employers' Side of the NJC to respond formally to the Trade Union Side's pay claim.

The National Employers wish to make the following final offer:

From 1 April 2018:

- On SCP 6, £1,380 (equivalent to 9.191%)
- On SCP 7, £1,380 (equivalent to 9.130%)
- On SCP 8, £1,380 (equivalent to 9.052%)
- On SCP 9, £1,380 (equivalent to 8.976%)
- On SCP 10, £1,250 (equivalent to 8.006%)
- On SCP 11, £1,200 (equivalent to 7.592%)
- On SCP 12, £1,050 (equivalent to 6.512%)
- On SCP 13, £900 (equivalent to 5.458%)
- On SCP 14, £900 (equivalent to 5.363%)
- On SCP 15, £900 (equivalent to 5.272%)
- On SCP 16, £900 (equivalent to 5.167%)
- On SCP 17, £900 (equivalent to 5.064%)
- On SCP 18, £800 (equivalent to 4.427%)
- On SCP 19, £700 (equivalent to 3.734%)
- On SCPs 20 and above, 2.0%

The Employers acknowledge the constructive way in which the NJC Pay Spine Review Group has worked together over the past eighteen months and therefore propose that a revised pay spine be introduced with effect from **1 April 2019**. The Employers' detailed offer in regard to this is attached as **Annex 1**.

The proposed 2019 pay spine is based on the following:

- A bottom rate of £9.00 per hour (£17,364) on new SCP1 (equivalent to old SCP6)
- 'Pairing off' old SCPs 6-17 incl to create new SCPs 1-6 incl
- Equal steps of 2.0% between each new SCPs 1 to 21 incl (equivalent to old SCPs 6-28 incl)
- By creating equal steps between these pay points new SCPs 10, 13, 16, 18 and 21 are generated to which no old SCPs would assimilate. This would mean that in some organisations the current number of pay points in a grade would change. The Employers therefore suggest that we work together to consider appropriate advice as such issues arise
- On new SCPs 23 and above (equivalent to old SCPs 29 and above), 2.0%

We hope that you will now put this offer to your members for consultation and understand that you will be considering this over the next few days.

Yours sincerely,

Simon Pannell

Simon Pannell
Employers' Secretary

ANNEX 1

1 April 2018			1 April 2019			
SCP	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	Old SCP[s]
6	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£16,495	£8.55				
8	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£16,755	£8.68				
10	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£17,007	£8.82				
12	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£17,391	£9.01				
14	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,972	£9.32				
16	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£18,672	£9.68				
18	£18,870	£9.78	7	£19,554	£10.14	18
19	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,819	£10.27	9	£20,344	£10.54	20
			10	£20,751	£10.76	
21	£20,541	£10.65	11	£21,166	£10.97	21
22	£21,074	£10.92	12	£21,589	£11.19	22
			13	£22,021	£11.41	
23	£21,693	£11.24	14	£22,462	£11.64	23
24	£22,401	£11.61	15	£22,911	£11.88	24
			16	£23,369	£12.11	
25	£23,111	£11.98	17	£23,836	£12.35	25
			18	£24,313	£12.60	
26	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,657	£12.78	20	£25,295	£13.11	27
			21	£25,801	£13.37	
28	£25,463	£13.20	22	£26,317	£13.64	28
29	£26,470	£13.72	23	£26,999	£13.99	29
30	£27,358	£14.18	24	£27,905	£14.46	30
31	£28,221	£14.63	25	£28,785	£14.92	31
32	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,756	£15.94	28	£31,371	£16.26	34

35	£31,401	£16.28	29	£32,029	£16.60	35
36	£32,233	£16.71	30	£32,878	£17.04	36
37	£33,136	£17.18	31	£33,799	£17.52	37
38	£34,106	£17.68	32	£34,788	£18.03	38
39	£35,229	£18.26	33	£35,934	£18.63	39
40	£36,153	£18.74	34	£36,876	£19.11	40
41	£37,107	£19.23	35	£37,849	£19.62	41
42	£38,052	£19.72	36	£38,813	£20.12	42
43	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,846	£21.69	40	£42,683	£22.12	46
47	£42,806	£22.19	41	£43,662	£22.63	47
48	£43,757	£22.68	42	£44,632	£23.13	48
49	£44,697	£23.17	43	£45,591	£23.63	49

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

PRESS RELEASE: 5 DECEMBER 2017

Council employees' pay offer announced

Council employees have been offered a two-year pay increase from 1 April 2018. The majority of employees - those on salaries starting at £19,430 per annum - would receive an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019, with those on lower salaries receiving higher increases.

The offer also includes the introduction of a new national pay spine on 1 April 2019.

The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, made the offer to unions today. It will affect over 1 million employees.

Notes to editors

The total increase to the national paybill resulting from this offer is 5.6% over two years (covering the period 1 April 2018 to 31 March 2020).

This pay offer does not apply to council chief executives, senior officers, teachers or firefighters, who are covered by separate national pay arrangements.

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

-ENDS-

Schedule of all income targets for 2018/2019

Service area	Committee	Income target
PH gift shop sales and room hire	Community Services	19,500
PH tea room sales	Community Services	125,000
PH tenancy income	Community Services	6,152
Events programme	Community Services	12,000
Grove Corner hire and rent	Community Services	8,000
CBC contract contribution for Older People's Service	Community Services	7,918
Fees for Older People's service	Community Services	14,200
Young People's Summer Activities Programme	Community Services	2,200
Special Market's	Community Services	4,000
Eleanor's Cross cleansing contract		3,000
	SUB-TOTAL	£201,970
Downside Community Centre lease	Grounds and Environmental Services	11,000
Grounds maintenance (various) on behalf of CBC	Grounds and Environmental Services	10,800
Recreation grounds pitch hire (including croquet lawn)	Grounds and Environmental Services	15,500
Cemetery fees and charges	Grounds and Environmental Services	158,100
Allotments	Grounds and Environmental Services	7,000
Town Ranger Service	Grounds and Environmental Services	3,000
Creasey Park Community Football Centre	Grounds and Environmental Services (TC&CE)	324,000
Splash park and associated cafe	Grounds and Environmental Services (TC&CE)	40,700
All Saints Academy ATP maintenance contract, Ladies Lodge Alms Houses grounds contract and Central Beds College contract	Grounds and Environmental Services	£20,400
	SUB-TOTAL	£590,500
Grove House tenancy income, room hire & recharges & Beds FA insurance	Finance and General Purposes	42,022
	SUB-TOTAL	£42,022
TOTAL		£834,492

DUNSTABLE TOWN COUNCIL

**SCHEDULE OF EXTERNAL CONTRACTS / AGREEMENTS
THAT THE COUNCIL OPERATE ON BEHALF OF OTHERS**

Description of Contract	Client	Contract Annual Value	Length of Contract	Comments	Head of Service
Management of Creasey Park Community Football Centre and associated land	Central Bedfordshire Council	£324,000 - Centre has to generate £324,000 of income per annum	10 years until April 1 2022		Town Clerk and Chief Executive
Maintenance of various town centre raised beds and areas of public open space	Central Bedfordshire Council	£10,800	3 year until 31 March 2019		Head of GES
Provision of elderly day care and lunch time drop-in on Mondays	Central Bedfordshire Council	£7,918	1 year until April 1 2018 (rolling annual contract)	Contract with CBC only part funds this scheme	Head of Community Services
Cleansing contract for Eleanors Cross shopping arcade	Trio Estates	£4,000	3 years until April 1 2019	£1,000 income to GES; £3,000 income to Comm Serv	Head of GES and Comm Serv
Maintenance of ATP at All Saints Academy	All Saints Academy	£7,850	3 years until April 1 2017		Head of GES
Maintenance of land at Ladies Lodge Alms Houses	Dunstable Charities Trustees	£4,900	3 years until April 1 2017		Head of GES
Maintenance of land at the Incuba Centre and CB College	Central Bedfordshire College	£4,500	1 year rolling		Head of GES
Maintenance of ATP at Beds FA	Beds FA	£2,400	1 year rolling		Head of GES
Total annual value of contracted work = £366,368					

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 22 NOVEMBER 2017

Present: Councillors Andy Whayman (Chairman), Nigel Warren (Vice-Chairman) Terry Colbourne and John Kane with Rosemary O'Sullivan (Head of Finance and Support Services)

1. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the schedule of accounts for payment, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 18 October to 21 November 2017 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed.

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 October 2017 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 31 October 2017 which had formed the basis for the Financial Monitoring Report considered at the meeting of Finance and General Purposes Committee on 20 November 2017 and had been circulated to all Members of the Council.

Members noted variances against budget for the period and the explanations therefor.

ACCOUNTS SCHEDULED FOR PAYMENT 18TH OCTOBER TO 21ST NOVEMBER 2017

Invoices received as per Purchase Ledger Daybooks (Pages 2352 - 2378)

£194,993.14

£194,993.14**CHEQUE PAYMENTS**

Cheque payments against invoices (Pages 5667 - 5668)

£646.00

Cheque Nos. 26399 - 26405

£646.00**BANKLINE PAYMENTS**

Bankline payments against invoices - Suppliers A-D (Pages 5646 - 5651)

£41,300.05

Bankline payments against invoices - Suppliers E-H (Pages 5652 - 5655)

£22,593.54

Bankline payments against invoices - Suppliers I-L (Pages 5660 - 5661)

£8,791.90

Bankline payments against invoices - Suppliers M-P (Pages 5656 - 5659)

£10,997.97

Bankline payments against invoices - Suppliers Q-T (Pages 5662 - 5664)

£9,246.23

Bankline payments against invoices - Suppliers U-Z (Pages 5665 - 5666)

£4,651.27

£97,580.96

30.10.17 Confirmation Bankline Payment - Cheeky Munkey Ltd (Page 5632)

£10,194.00

03.11.17 Confirmation Bankline Payment - Anglia In Bloom (Page 5639)

£20.00

21.11.17 Confirmation Bankline Payment - Wider Plan Ltd - Childcare Vouchers (Page 5641)

£512.24

£10,726.24**DIRECT DEBIT PAYMENTS**

Payments Due by Direct Debit (Pages 2357 - 2358 & 2368 - 2370)

£11,046.89

Payments entered in current month now paid (P/of Pages 5633 - 5638, 5640 & 5642 - 5645)

£74,993.05

Pages 5628 - 5631 relate to last months direct debits/credits due now paid/received

£86,039.94**SUB TOTAL** £194,993.14**CASHBOOK PAYMENTS**

27.10.17 Confirmation BACS - October Payroll

£84,265.42

09.11.17 Confirmation Bankline Payments - October Payroll Costs

£48,982.03

£133,247.45

31.10.17 - Natwest - Monthly Bank Charges

£156.79

15.11.17 - Natwest - Monthly Bankline Charges

£77.90

£234.69**CASH CHEQUE PAYMENT**

Cash Cheque - Grove Corner Petty Cash Reimbursement

£37.56

Cash Cheque - Grove Corner Activities

£90.00

Cash Cheque - OPDCS Christmas Activities

£200.00

Cash Cheque - OPDCS Volunteers meeting

£70.00

Cash Cheque - Priory House Petty Cash Reimbursement

£141.79

Cash Cheque - Grove House Petty Cash Reimbursement

£45.66

Cash Cheque - Events Petty Cash - Torchlight/Carols

£150.00

22.11.17 Cash Cheque No. 26406 for the above

£735.01**TOTAL PAYMENTS FOR PERIOD 18TH OCTOBER TO 21ST NOVEMBER 2017** £329,210.29

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 20 DECEMBER 2017

Present: Councillors Nigel Warren (Vice-Chairman) (in the Chair), Peter Hollick, Liz Jones and John Kane with David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Terry Colbourne (for whom Cllr Jones substituted)

In Attendance: Councillor John Chatterley

1. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the schedule of accounts for payment, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 22 November to 19 December 2017 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

iii) that cheque number 26289 be confirmed as cancelled.

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 November 2017 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 30 November 2017. Members noted variances against budget for the period and the explanations therefor.

4. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

5. CREASEY PARK COMMUNITY FOOTBALL CENTRE

The Town Clerk and Chief Executive reported on recent operational difficulties at Creasey Park Community Football Centre and Bennett's Splashpark, which had resulted in a failure to follow procedures for cash handling. A thorough investigation had been undertaken to determine the reason for a discrepancy of £325 between cash takings and bank deposits for the week ending 3 September 2017. The investigation had been inconclusive but the Sub-Committee received full details of the issue and were satisfied that it had been dealt with appropriately. A number of recommendations had been made following the investigation and internal procedures would be strengthened accordingly. The matter would also be reported to the Council's Internal Auditor.

ACCOUNTS SCHEDULED FOR PAYMENT 22ND NOVEMBER TO 19TH DECEMBER 2017

Invoices received as per Purchase Ledger Daybooks (Pages 2379 - 2395)	£111,630.21	<u>£111,630.21</u>
CHEQUE PAYMENTS		
Cheque payments against invoices (Pages 5694 - 5695) Cheque Nos. 26407 - 26418	£2,084.42	<u>£2,084.42</u>
06.12.17 Cancelled Cheque No. 26289 - The Heath Band - not presented (Page 5675)	-£275.00	<u>-£275.00</u>
BANKLINE PAYMENTS		
Bankline payments against invoices - Suppliers A-D (Pages 5677 - 5680)	£16,185.32	
Bankline payments against invoices - Suppliers E-H (Pages 5681 - 5683)	£16,856.97	
Bankline payments against invoices - Suppliers I-L (Page 5684)	£14,903.94	
Bankline payments against invoices - Payroll (Page 5685)	£512.24	
Bankline payments against invoices - Suppliers M-P (Pages 5686 - 5688)	£28,398.18	
Bankline payments against invoices - Suppliers Q-T (Pages 5689 - 5691)	£5,587.09	
Bankline payments against invoices - Suppliers U-Z (Pages 5692 - 5693)	£2,568.29	
		<u>£85,012.03</u>
15.12.17 Confirmation Bankline Payment - Wheatfield Surgery (Page 5676)	£90.00	<u>£90.00</u>
DIRECT DEBIT PAYMENTS		
Payments Due by Direct Debit (Pages 2386 & 2391 - 2392)	£22,431.76	
Payments entered in current month now paid (P/of Page 5674)	£2,305.34	
Direct Credits received in current month (Page 5673)	-£18.34	
Pages 5669 - 5672 & p/of 5674 relate to last months direct debits/credits due now paid/received		<u>£24,718.76</u>
	SUB TOTAL	<u>£111,630.21</u>
CASHBOOK PAYMENTS		
27.11.17 Confirmation BACS - November Payroll	£83,242.19	
08.12.17 Confirmation Bankline Payments - November Payroll Costs	£46,432.58	
		<u>£129,674.77</u>
30.11.17 - Natwest - Monthly Bank Charges	£183.08	
15.12.17 - Natwest - Monthly Bankline Charges	£72.80	
		<u>£255.88</u>
CASH CHEQUE PAYMENT		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£38.24	
Cash Cheque - CPCFC Petty Cash Reimbursement	£199.21	
Cash Cheque - Priory House Petty Cash Reimbursement	£156.47	
Cash Cheque - Quarterly Staff Award	£100.00	
Cash Cheque - Long Term Service Award	£200.00	
20.12.17 Cash Cheque No. 26419 for the above		<u>£693.92</u>
TOTAL PAYMENTS FOR PERIOD 22ND NOVEMBER TO 19TH DECEMBER 2017		<u>£242,254.78</u>

FINANCE AND GENERAL PURPOSES COMMITTEE

22 JANUARY 2018

FINANCIAL MONITORING REPORT

Purpose of Report:	The purpose of this report is to: i) provide a revenue budgetary control report for the period ending 31 December 2017 ii) provide detail of the Council's earmarked reserves at 31 December 2017
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1. ACTION RECOMMENDED

- 1.1 For Members to note the revenue budget position for the period from 1 April to 31 December 2017
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 December 2017 and known commitments in the current financial year.

2. INTRODUCTION

- 2.1 Members will be aware that monthly Income and Expenditure reports are submitted for consideration by Accounts Sub-Committee and included with the agenda which is distributed to all Members.
- 2.2 The Income and Expenditure provides the detail for this budgetary control report which summarises the net expenditure against the budget for each service area as at 31 December 2017, together with a projection of the outturn at the end of this financial year taking account of the known monthly/seasonal variances.

3. REVENUE BUDGETARY REPORT

- 3.1 The Accounts Sub-Committee has previously received information in respect of the variances against budget which allow for seasonal fluctuations in income and expenditure.
- 3.2 The summary at Appendix 1 shows the net expenditure at 31 December per service area and an indication of the anticipated outturn against budget. The summary accounts for known increased costs and/or reduced income against budget, which have previously been reported.
- 3.3 Members have previously received financial information regarding Priory House Tea Rooms, Dunstable Market, Dunstable Cemetery and Creasey Park Community Football Centre through reports to the relevant Committees when variances against the profiled budget as at November 2017 were reported.

- 3.4 The summary indicates an overall revenue shortfall against Finance and Support Services and Grounds and Environmental Services.
- 3.5 The significant shortfall under Finance and Support Services is attributable to the unbudgeted cost of forthcoming by elections, estimated at £55,000 but this could be higher. This unbudgeted expenditure can only be minimally offset by reduced expenditure within the Finance and Support Services budget. It has therefore been necessary to offset this as much as possible from other Service areas.
- 3.6 The shortfall under Grounds and Environmental Services is mainly attributable to increased costs of service provision at Creasey Park Community Football Centre, including unforeseen necessary repairs to the floodlighting, as well as increased costs of waste disposal and vehicle maintenance. These additional costs have been partially offset by reduced costs within the overall Service area budget, as well as anticipated additional Cemetery income.
- 3.7 The overall saving shown under Community Services budget is mainly attributable to reduced staffing costs and additional sponsorship for the Events Programme.
- 3.8 Taking account of the above, the summary shows a potential for an overall net revenue shortfall at the end of the financial year, which will have to be met from the General Reserve.
- 3.6 Budget Managers will continue to monitor and control budgets accordingly within their respective service areas.

4. RESERVES

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from reserve funds in the current financial year as at 31 December 2017.
- 4.2 The schedule also includes the detail of further agreed/known commitments from earmarked reserves in this financial year and indicates an estimated end of year balance, which is of course subject to any further agreed expenditure. It does not take account of any recommendation for release of funds which may be considered as part of the Agenda for this meeting.

5. FINANCIAL IMPLICATIONS

- 5.1 These are inherent within the content of this report.

6. APPENDICES

Appendix 1 - Summary of Net Revenue Expenditure
Appendix 2 - Summary of Reserves

7. AUTHOR

- 7.1 Rosemary O'Sullivan – Head of Finance and Support Services
E-mail: rosemary.osullivan@dunstable.gov.uk

LEM 7
APPENDIX 1

DUNSTABLE TOWN COUNCIL					
SUMMARY OF NET EXPENDITURE					
	Budget 2016/17	Budget 2017/18	Actual at Dec 17	Projection for year ending 31-Mar-18	Variance against total budget per service area
Finance and Support Services					
Staff Costs	265,188	270,273	204,404	271,874	
Central Services	78,150	91,150	63,055	92,630	
Grove House	32,723	27,787	15,579	25,717	
Grants	3,500	6,900	6,900	6,900	
Corporate Management	100,970	100,970	76,083	95,727	
Democratic Management and Representation	17,750	17,750	9,554	70,270	
Capital & Projects (inc loan charges)	183,115	112,473	112,473	112,473	
	£681,396	£627,303	£488,048	£675,591	-£48,288
Grounds and Environmental Services					
Staff Costs	455,606	468,215	348,519	465,367	
* Allotments	1,126	683	-3,538	-700	
* Cemetery	-52,149	-52,888	-80,167	-59,414	
Recreation Grounds	34,500	36,100	38,061	43,258	
Town Centre and Gardens	43,500	43,350	30,816	41,137	
* Town Ranger Service	31,901	65,787	45,602	65,821	
* Creasey Park Community Football Centre	6,277	7,576	10,227	22,812	
* Bennett Memorial Recreation Ground Splash Park	0	22,703	9,639	20,636	
Capital & Projects	125,968	121,062	121,040	121,040	
	£646,729	£712,588	£520,199	£719,957	-£7,369
Community Services					
Staff Costs	210,038	215,754	148,730	202,356	
* Older People's Support Service	21,515	23,378	10,826	21,090	
* Young People's Activities Programme	8,407	8,407	3,768	7,067	
* Grove Corner	25,295	22,507	10,107	19,726	
Mayfield Centre	0	0			
* Events Programme	102,903	132,703	87,834	124,644	
Marketing	26,500	26,500	18,683	24,146	
* Priory House	203,652	208,669	156,130	212,102	
Town Centre Management	28,500	28,500	24,121	28,500	
* Dunstable Market	38,864	44,300	26,758	42,719	
* Ashton Square Public Conveniences	38,225	39,438	21,910	31,802	
Capital & Projects	91,214	91,689	91,689	91,689	
	£795,113	£841,845	£600,556	£805,841	£36,004
* Includes Direct Staff Costs only					
Total Net Expenditure	£2,123,238	£2,181,736	£1,608,803	£2,201,389	Potential overall revenue shortfall -£19,653

Dunstable Town Council - Reserves Summary 2017/18

	Description	Balance as at 01.04.17	Contributions Revenue/Other	Expenditure in year	Bal to date as at 31.12.17	Commitments/Programme of works, etc	Committed Amount	Bal after committed
311	Corporate Plan Reserve	£49,582	£14,810	-£45,343	£19,050			£19,050
313	CP Sinking Fund	£29,084		-£16,210	£12,874	CPCFC Kitchen Extension £20,000 (less exp in 15/16 £1,143; 16/17 £2,255 and 17/18 to date £16,210)	-£391	£12,482
314	Christmas Lights Reserve	£10,244	£1,500		£11,744	New/improved lighting		£11,744
317	Skatepark Reserve	£9,523			£9,523	To be determined		£9,523
318	Building Security Systems	£5,357			£5,357	To be determined		£5,357
319	NEW Cemetery Memorial Safety	£3,000		-£2,700	£300	Memorial safety inspections due		£300
320	NEW Priory House Tearooms Equip	£2,125	£1,500	-£2,125	£1,500	Tearooms Kitchen Equipment		£1,500
321	Vehicle/Equipment Reserve	£78,057	£35,000	-£22,060	£90,997	IT/Website £59,209 (less exp in 17/18 to date); Vehicle Replacement £45,932	-£18,090	£72,907
322	Older People's Day Care Svce	£12,808		-£500	£12,308	£3,687 for increased transport costs	-£3,687	£8,621
323	Election Reserve	£0	£10,000	-£9,332	£668			£668
324	Building Maintenance Fund	£403,120	£103,538	-£4,566	£502,092	To be determined		£502,092
326	Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	£1,549			£1,549	to be determined		£1,549
328	Priory Churchyard	£14,862	£5,000		£19,862	As determined by quinquennial report		£19,862
329	Events Reserve	£1,555			£1,555	To be determined		£1,555
330	Town Twinning Reserve	£6,367	£500		£6,867	Retained for twinning activities to be determined		£6,867
331	Tree Reserve	£25,234	£5,000		£30,234	Agreed programme of tree works	-£5,920	£24,314
332	Parks & Play Improvement Plan	£20,867	£15,000		£35,867	To be determined		£35,867
338	Allotments Reserve	£18,430	£5,000	-£1,682	£21,748	Programme of works agreed GES Cttee March 14 £10,000 less exp (14/15 £1,570 and 17/18 to date £1,682)	-£6,748	£15,000
339	Creasey Park 3G Pitch	£5,160	£131		£5,291	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£5,291
341	NEW Splash Park Reserve	£0	£10,000	-£1,467	£8,533			£8,533
	Earmarked Reserves Total	£699,924			£800,918		-£34,836	£766,082

S106/External Funding - Expenditure specified by funding body

380	Developers Contributions- CAP	£38,750			£38,750	Frenchs Avenue S106 £34,464; Frenchs Avenue Fencing £4,286		£38,750
381	CPCFC Capital	£88,491			£88,491	Retained for future repair/replacement of All Weather Pitch		£88,491
385	Development Contributions- REV	£53,293		-£18,037	£35,257	Priory Gardens Footpaths £647 (less exp in 16/17 £277); Willoughy £47,645 (less exp in 17/18 £17,516 & £8,000 committed in 17/18 rev budget); Court Drive Landscaping £5,623 (less exp in 16/17 £345 and 17/18 to date £521);	-£13,127	£22,129
389	Deferred Grants Unapplied	£108,534		-£83,533	£25,001	£25,000 To be returned to CBC (ref GH Gdns Highways Works)	-£25,000	£1
570	Joint Committee Fund	£18,979	-£18,931	£17,527	£17,576	Expenditure determined by Joint Cttee	-£17,576	£0
	S106/External Funding Total	£308,047			£205,074		-£55,703	£149,371
		£1,007,971			£1,005,992		-£90,539	£915,453

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 22 JANUARY 2018

REFERENCE FROM COMMUNITY SERVICES COMMITTEE

Purpose of Report: To consider and approve a recommendation made by the Community Services Committee held on 8 January 2018.

1. HERITAGE LOTTERY FUND FOR PRIORY HOUSE

At the meeting of the Community Services Committee held on 8 January 2018, the Town Clerk and Chief Executive presented a detailed report on the submission of a bid to the Heritage Lottery Townscape Fund by Central Bedfordshire Council, which sought to restore the historic fabric of many of the country's town centres. In summary the bid was for funding to:

- Target improvements to properties along Middle Row in a similar way to the existing MTRF High Street Improvement Scheme.
- Redevelop Ashton Square into a more useable and vibrant area
- Contribute to remedial and conservation works to Priory House
- Carry out a range of associated community based projects

The total bid application was for approximately £1.77 million with a total project cost of approximately £3.77 million. Of the £1.77 million requested, £500,000 was earmarked for Priory House.

In order to evidence match funding and maximise the likelihood of being awarded a grant, the bid reflected a financial contribution of £250,000 from DTC.

RESOLVED: that this Committee recommend to Finance and General Purposes Committee that £250,000 be provisionally allocated from the Building Maintenance Reserve as part funding for remedial and conservation work to Priory House, subject to the successful bid for Heritage Lottery Townscape Funding.

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 22 JANUARY 2018

ARRANGEMENTS FOR MAYOR MAKING 2018

Purpose of Report:	i) For Members to nominate a Town Mayor and Deputy Town Mayor for election at the Annual Council Meeting to be held on 21 May 2018
	ii) For Members to approve the venue for the Annual Council Meeting and Mayor Making Ceremony.

1. ACTION RECOMMENDED

- 1.1 That the Committee consider nominations for Town Mayor and Deputy Town Mayor for election at the Annual Meeting and Mayor Making Ceremony to be held on 21 May 2018.
- 1.2 That the Committee determine their preferred venue for the meeting.

2. BACKGROUND INFORMATION

- 2.1 As Members will be aware, last year's Mayor Making ceremony was successfully held at All Saints Academy.
- 2.2 The Principal of All Saints Academy had been delighted to host the evening.
- 2.3 At the time of agreeing the venue for 2017, members did ask that alternative venues be considered for future years.

3. VENUE FOR 2018

- 3.1 The Mayoral and Democratic Services Officer has made enquires of the suggested alternative venues to ascertain whether the AGM could be accommodated, with attendances of approximately 150 people.
- 3.2 All Saints Academy could accommodate the AGM on the same basis as last year, which was at a cost of £50 per hour for the main hall from 3.00 pm to 8.30 pm (£275) and £50 per hour for the meeting room from 7.00 pm to 9.00 pm (£100), making a total hire cost of £375. All Saints Academy also provided technical support at a cost of £30. Catering costs were a total of £992 (135 at £7.35 per head).
- 3.3 The Incuba is available and can accommodate the meeting at a cost of £51.50 per hour (£283.25) plus additional charges for Security/Reception Cover after 5.00 pm at £12 per hour (£48) making a total hire cost of £331.25. Catering costs would be additional and dependent on numbers and menu options.
- 3.4 Dunstable Conference Centre has also confirmed they have the date available and would be happy to host the AGM at a cost of £650 hall hire with catering costs additional.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of the venue hire, catering and associated costs for the Annual Meeting are met from the Civic Hospitality budget which has remained at £3,000 for 2018/19 and is also used to fund other civic events as required.
- 4.2 Catering costs vary dependent on numbers attending and menu options but it is not anticipated that there would be a significant increase.

5. AUTHOR

- 5.1 Michele Markus, Mayoral and Democratic Services Officer
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DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 22 JANUARY 2018

ANNUAL TOWN MEETING

Purpose of Report:	For Members to determine the venue for the Annual Town Meeting to be held on 16 April 2018 and agree a topic for a presentation.
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1. ACTION RECOMMENDED

- 1.1 That the Committee determine the venue for the Annual Town Meeting to be held on 16 April 2018
- 1.2 That the Committee determine the topic for a presentation at the Annual Town Meeting.

2. INTRODUCTION

- 2.1 The Local Government Act 1972 requires the Town Council to call a meeting of all electors of the Parish of Dunstable between 1st March and 1st June. The Town Mayor presides at this meeting (or in his absence, the Deputy Town Mayor).
- 2.2 All electors for the town of Dunstable are entitled to attend the Town Meeting and speak on any town affair.

3. BACKGROUND INFORMATION

- 3.1 The Town Meeting has been held at Creasey Park Community Football Centre for the last six years having proved to be a most suitable venue.
- 3.2 The Centre is available and happy to host the evening for this year's meeting.
- 3.3 At the time of receiving the minutes from the 2017 meeting, members asked that an alternative, more central venue, be considered for future years.

4. VENUE FOR 2018

- 4.1 The Mayoral and Democratic Services Officer has made enquires of alternative venues to ascertain whether the Town Meeting could be accommodated, with attendances of approximately 50 people.
- 4.2 The Council Chamber, Grove House could accommodate and is available to host.
- 4.3 Creasey Park Community Football Centre could accommodate the Town Meeting on the same basis as last year.

- 4.4 Central Bedfordshire College is not able to accommodate as the old Main Hall has now been converted into a Gym.

5. PRESENTATION

- 5.1 It is customary for a presentation to be given at the Town Meeting on a topical issue and last year the Town Clerk and Chief Executive gave a presentation on the Market Town Regeneration Fund Projects.
- 5.2 Members are asked to consider and advise any suggestions for the topic of a presentation at this year's meeting.

6. FINANCIAL IMPLICATIONS

- 6.1 Use of Creasey Park Community Football Centre or the Council Chamber, Grove House would be at nil cost to the Council as the hire charge would be met by way of an internal recharge from the Democratic Services budget credited to the relevant income budget.

7. AUTHOR

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