

Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF

Tel: 01582 513000  
Fax: 01582 890606  
E-mail: [info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)  
Website: [www.dunstable.gov.uk](http://www.dunstable.gov.uk)



DUNSTABLE  
TOWN COUNCIL

**David Ashlee** Town Clerk and Chief Executive

Our Ref: DA/RGS

Date: 26 May 2017

Dear Councillor

Could you please note that a meeting of the Community Services Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **Monday 5 June 2017 at 7.00 pm** when the following business will be transacted.

### AGENDA

1. Apologies for Absence
2. Minutes of the meeting of the Community Services Committee held on 6 March 2017 (copies previously circulated).
3. Specific Declarations of Interest.
4. Dunstable Town Centre Services - information report (see page 1).
5. Priory House – (see page 12).
6. Events and Marketing – information report (see page 14).
7. Grove Corner and Community Engagement – information report (see page 18).
8. Older People's Day Care Service – information report (see page 21).
9. Peter Newton Pavilion – report from Bedfordshire FA (see page 23)

Cont'd .....

DA/RGS  
26 May 2017

10. Reports from outside bodies:

South Bedfordshire Dial-a-Ride – Cllr Hollick  
Dunstable Town Band – Cllr Sparrow

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of the Community Services Committee  
Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Pat Staples (Chairman),  
Steve Elliott (Vice-Chairman), Lisa Bird, Jessica Castle, John Chatterley, Terry Colbourne,  
Jeannette Freeman, Eugene Ghent, Claire Meakins-Jell, Patricia Russell, Emma  
Simmons, William Tookey and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 5 JUNE 2017****DUNSTABLE TOWN CENTRE SERVICES**

<b>Purpose of Report:</b> For information
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**1. DUNSTABLE MARKET****Traders**

1.1 At the time of writing there were 8 individual, regular traders on Dunstable Market.

1.2 The table below details the number of traders for February, March and April 2017 on each trading day:

**February 2017**

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Weds 1/2	8	14
Friday 3/2	2	2
Sat 4/2	8	10
Weds 8/2	7	11
Friday 10/2	4	4
Saturday 11/2	5	8
Wednesday 15/2	7	12
Friday 17/2	3	3
Saturday 18/2	7	10
Wednesday 22/2	9	15
Fri 24/2	5	5
Saturday 25/2	6	10

**March 2017**

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Weds 1/3	10	17
Fri 3/3	3	3
Sat 4/3	6	9
Weds 8/3	9	14
Fri 10/3	4	4
Sat 11/3	6	9
Weds 15/3	9	14
Fri 17/3	3	3
Sat 18/3	6	10
Weds 22/3	7	12
Friday 24/3	3	3
Saturday 25/3	7	9
Weds 29/3	7	12
Fri 31/3	4	4

April 2017

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Sat 1/4	8	12
Weds 5/4	9	14
Fri 7/4	4	4
Sat 8/4	11 (6 event traders)	15 (6 event stalls)
Weds 12/4	8	11
Sat 15/4	16 (10 Craft traders)	18 (10 craft stalls)
Weds 19/4	7	10
Fri 21/4	3	3
Sat 22/4	7	9
Weds 26/4	7	10
Fri 28/4	3	3
Sat 29/4	7	10

- 1.3 The average trader figure for February was 5.92, an increase of 0.34 traders on January 2017. The average for March 2017 was 6, an increase of 0.08 traders from February 2017. The average for April 2017 was 7.5, an increase of 1.5 traders from March 2017. The table below provides the average trader figures for February, March and April 2017, compared to the same period in 2016. Please note that the average figures for April include the Themed/Craft Market traders.

<b>2016</b>	<b>2017</b>
<b>February 2016</b> 10.55	<b>February 2017</b> 5.92
<b>March 2016</b> 9.42	<b>March 2017</b> 6
<b>April 2016</b> 9.64	<b>April 2017</b> 7.5

Finance

- 1.4 The table below details Dunstable Market Profiled Income and Expenditure Report for April 2017/18.

	April 2017
<b>Budgeted Expenditure</b>	£8,379
<b>Actual Expenditure</b>	£6,362
<b>Variance</b>	<b>£2,017</b>
<b>Budgeted Income</b>	£2,583
<b>Actual Income</b>	£2,680
<b>Variance</b>	<b>£ 97</b>
<b>Total Variance</b>	<b>£2,114</b>

- 1.5 As can be seen from the table, the small increase in trader numbers and the additional traders attracted to the Themed and Craft Markets have had a small impact on the income for April which was just above that budgeted. Members are reminded that all traders pay the discounted rate of £15 per stall, per event to trade on the Themed and Craft Markets and this rate also applies to existing general market traders.

### Staffing

- 1.6 One of the existing team of four Porters has recently resigned and officers have been undergoing a recruitment process to fill the post. Interviews have been scheduled to take place on Friday 26 May 2017.

### Programme of Themed Markets for 2017

- 1.7 The Themed Markets began with a Health and Beauty theme on Saturday 8 April and continued with a Fair Trade theme in May.
- 1.8 A total of 6 traders took part in the first themed market, in addition to any general market regular/casual traders. A total of 4 additional traders took part in the Fair Trade themed market. In both cases the market was supplemented by music from Yukie Toones.
- 1.9 A total of 37 traders have booked to attend at least one event in the programme. Of those, 5 have booked to attend more than one date or have already attended more than one date and 2 have attended the market on a non-themed day.
- 1.10 The next theme is youth and this will be taking place on Saturday 10 June 2017. In addition to the stall holders, The Travel Choices Hub will be attending with their mascot and the Central Bedfordshire Council simulator safety car Oscar, will also be in attendance. It is hoped that Yukie Toones will again be providing music for the event and indeed, the rest of the programme, dependent on availability. The Community and Young People's Services Manager and team have worked with the Town Centre Manager on the event and used their contacts to promote the opportunity to any local organisation working with and for young people and to those businesses whose target audience is or includes young people. However, despite numerous attempts at contacting a variety of organisations, take up has been limited and the majority of stalls booked are promotional. The stalls confirmed to date are as follows:

<b>Organisation</b>	<b>Stall</b>
Terrence Higgins Trust	Sexual health promotion.
Utilities Warehouse	Promotional stall.
Ualma's Accessories	Handmade costume jewellery.
Dunstable & District Scout Council	Promotional stall.
Dunstable Library	Information stall.
Centrestage	Homemade baskets, promotion
CBC Youth Support Service	Promoting services and giving information

	on careers and after school.
Grove Theatre	Promotional stall

- 1.11 Members are reminded that all Themed Markets take place on the second Saturday of each month through to December, between 10.00 am and 3.00 pm.
- 1.12 The events will continue to be promoted throughout the programme both to potential traders and the public.

**Creative Craft Market**

- 1.13 As Members will be aware, in addition to the themed markets there is a programme of Creative Craft Markets with goods handmade in Bedfordshire, taking place on the third Saturday of each month, through to December.
- 1.14 The first two events have gone well with 10 additional traders attending the first event and 13 the second.
- 1.15 To date, 51 bookings have been taken for the programme in its entirety. This number includes bookings from the 8 traders who were involved in the trial of the Craft Market at the end of 2016 as well as an additional 7 traders who have responded to the promotion of the programme. Of these 15 traders, 11 have booked to attend future events to date.
- 1.16 Craft markets take place at the same time of day as the Themed programme.

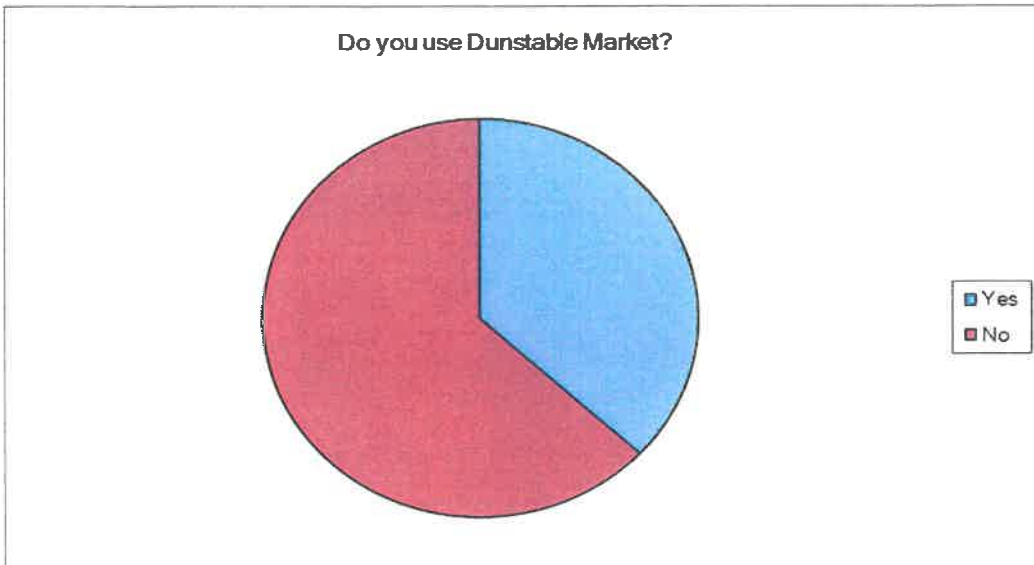
**Dunstable Market Questionnaire**

- 1.17 The survey Dunstable Market Questionnaire initially went live on Survey Monkey in January and was available for completion until 19 May. Hard copies were available to complete from Priory House, Grove House and Creasey Park Community Football Centre.
- 1.18 A total of 315 responses were received via Survey Monkey or in hard copy form.
- 1.19 A summary of the key responses is given below in table form and illustrated graphically. The full results have been emailed to members prior to the meeting and hard copies will also be made available at the meeting.

**1.20 Dunstable Market Questionnaire Summary of Responses**

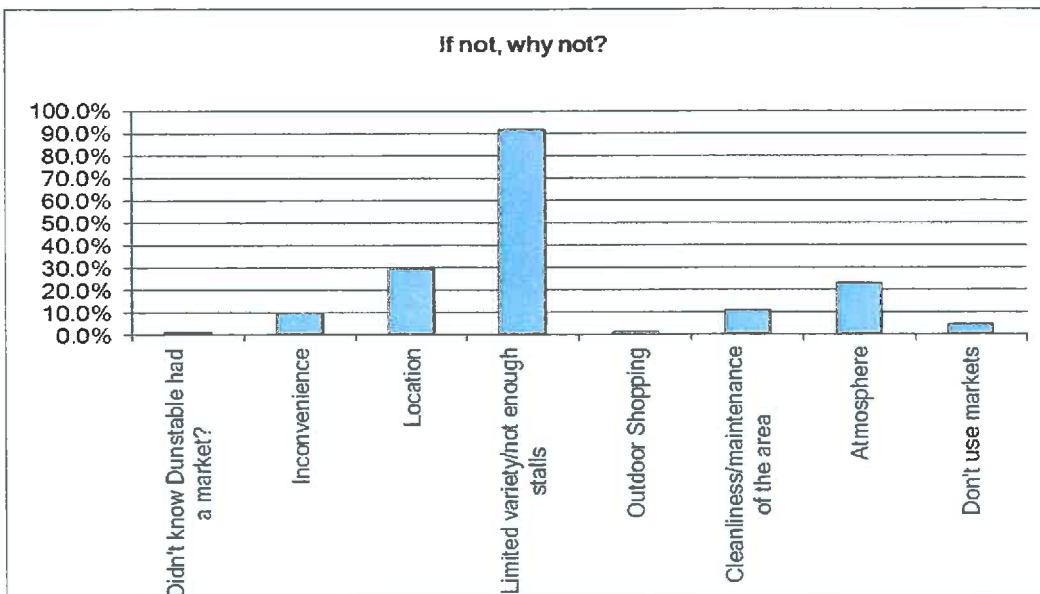
Do you use Dunstable Market?

Answer Options	Response Percent	Response Count
Yes	36.9%	115
No	63.1%	197
If you answered yes, please go to question 6.		0
	<i>answered question</i>	<b>312</b>
	<i>skipped question</i>	<b>3</b>



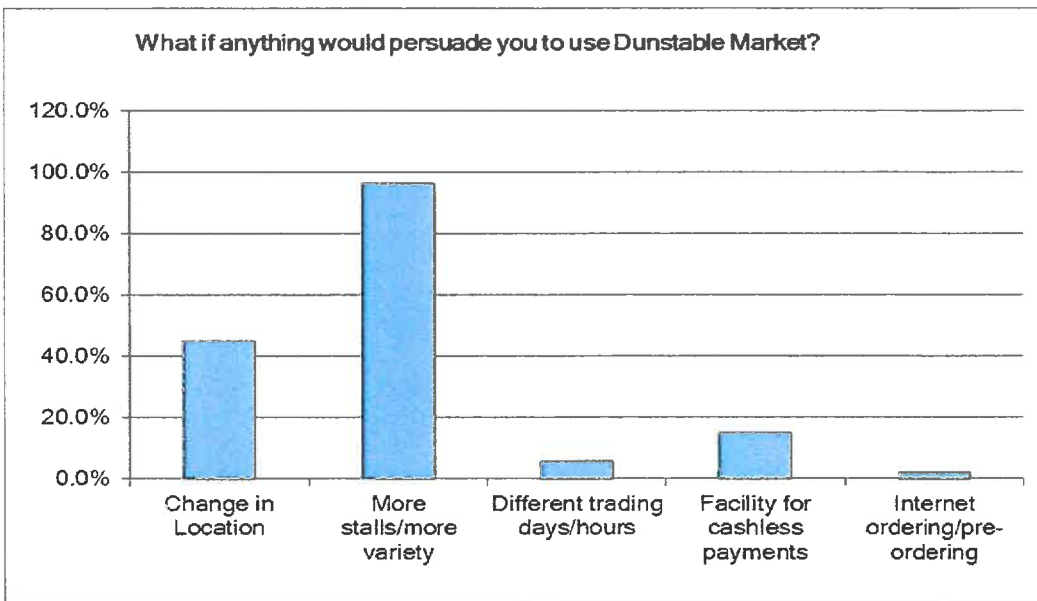
If not, why not?

Answer Options	Response Percent	Response Count
Didn't know Dunstable had a market?	1.1%	2
Inconvenience	9.5%	18
Location	29.1%	55
Limited variety/not enough stalls	91.5%	173
Outdoor Shopping	1.1%	2
Cleanliness/maintenance of the area	10.6%	20
Atmosphere	22.8%	43
Don't use markets	4.2%	8
Other (please specify)		37
<i>answered question</i>		<b>189</b>
<i>skipped question</i>		<b>126</b>



**What if anything would persuade you to use Dunstable Market?**

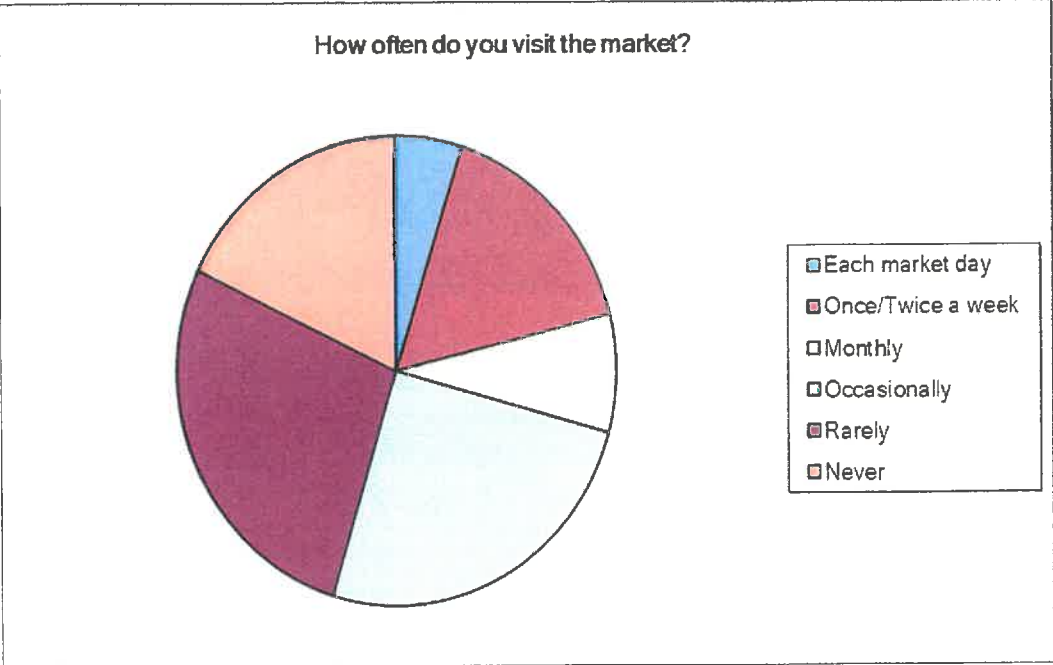
Answer Options	Response Percent	Response Count
Change in Location	44.9%	88
More stalls/more variety	95.9%	188
Different trading days/hours	5.6%	11
Facility for cashless payments	14.8%	29
Internet ordering/pre-ordering	2.0%	4
Other (please specify)		30
<i>answered question</i>		<b>196</b>
<i>skipped question</i>		<b>119</b>



**How often do you visit the market?**

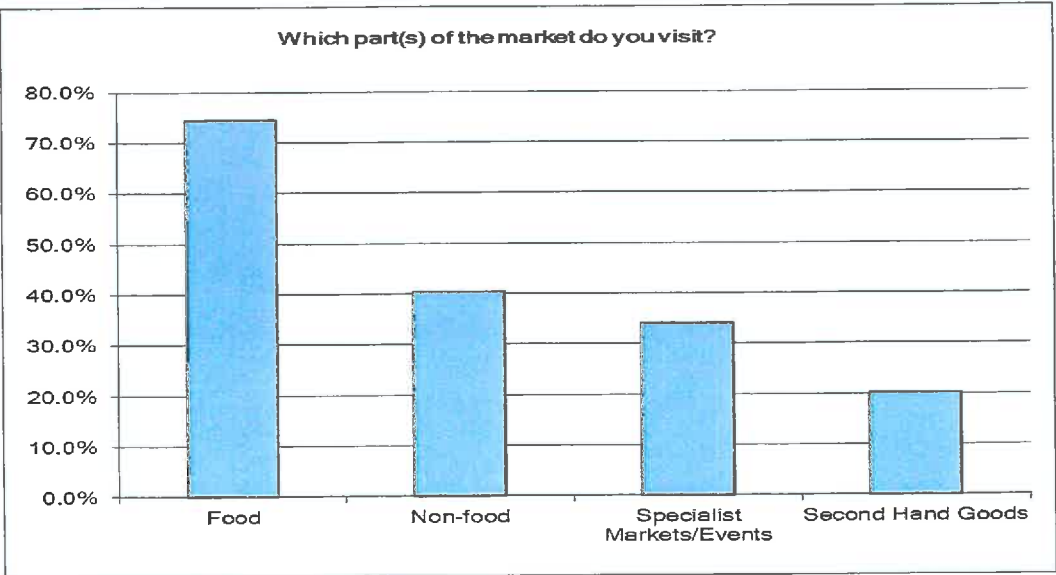
Answer Options	Response Percent	Response Count
Each market day	4.9%	15
Once/Twice a week	16.3%	50
Monthly	8.1%	25
Occasionally	25.4%	78
Rarely	27.4%	84
Never	17.9%	55
<i>answered question</i>		<b>307</b>
<i>skipped question</i>		<b>8</b>





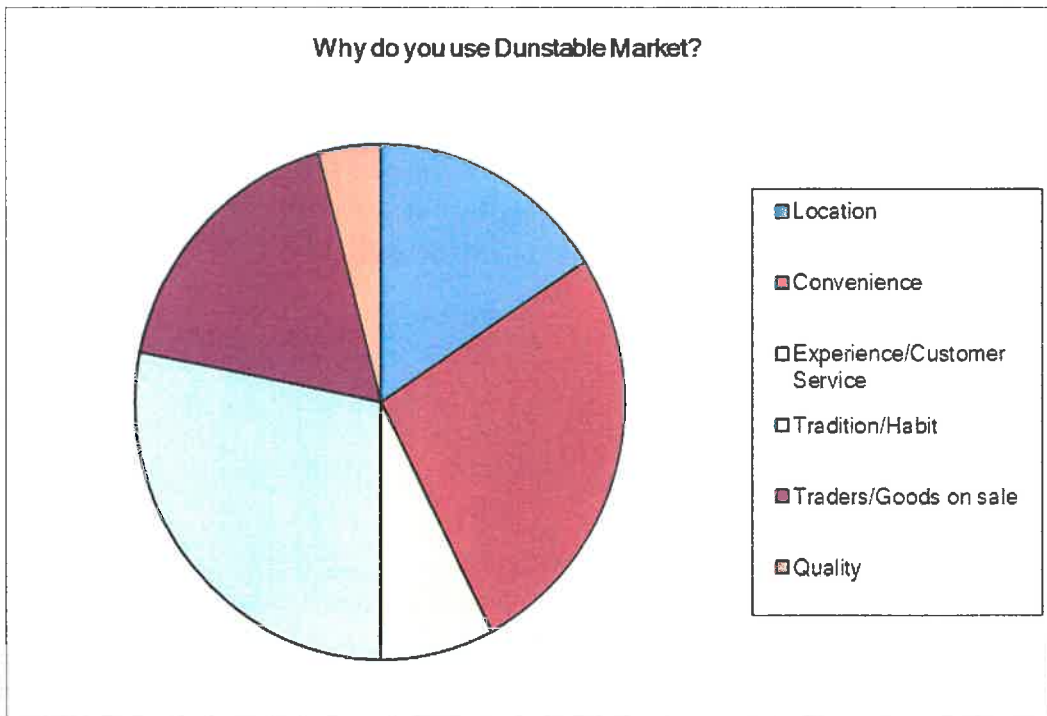
**Which part(s) of the market do you visit?**

Answer Options	Response Percent	Response Count
Food	74.4%	166
Non-food	40.4%	90
Specialist Markets/Events	34.1%	76
Second Hand Goods	20.2%	45
Do you ignore or avoid any parts of the market? If so, please specify.		60
<i>answered question</i>		<b>223</b>
<i>skipped question</i>		<b>92</b>



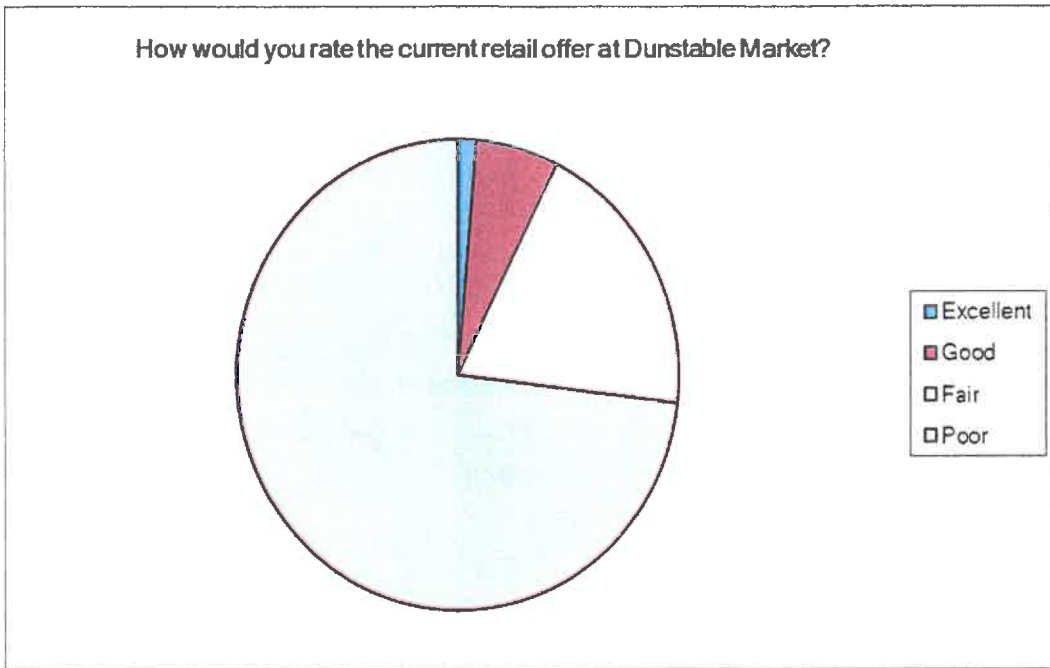
Why do you use Dunstable Market?

Answer Options	Response Percent	Response Count
Location	15.8%	23
Convenience	26.7%	39
Experience/Customer Service	7.5%	11
Tradition/Habit	28.1%	41
Traders/Goods on sale	17.8%	26
Quality	4.1%	6
Other (please specify)		61
<i>answered question</i>		<b>146</b>
<i>skipped question</i>		<b>169</b>



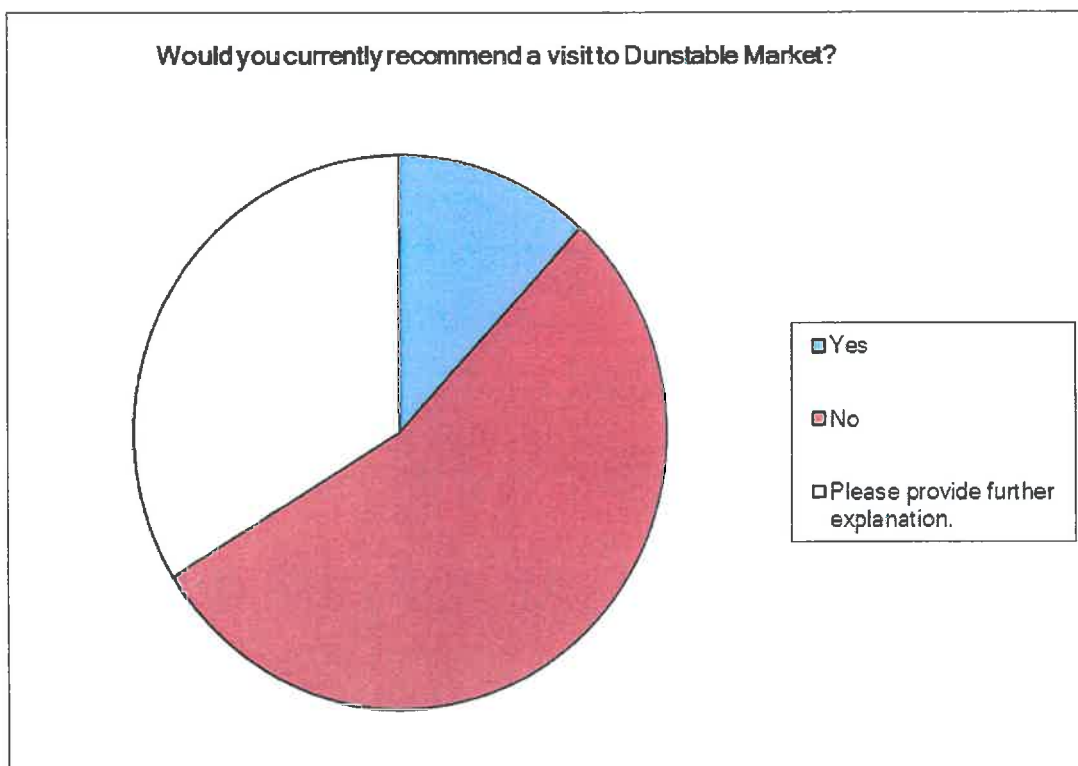
How would you rate the current retail offer at Dunstable Market?

Answer Options	Response Percent	Response Count
Excellent	1.3%	4
Good	6.0%	18
Fair	19.6%	59
Poor	73.1%	220
<i>answered question</i>		<b>301</b>
<i>skipped question</i>		<b>14</b>



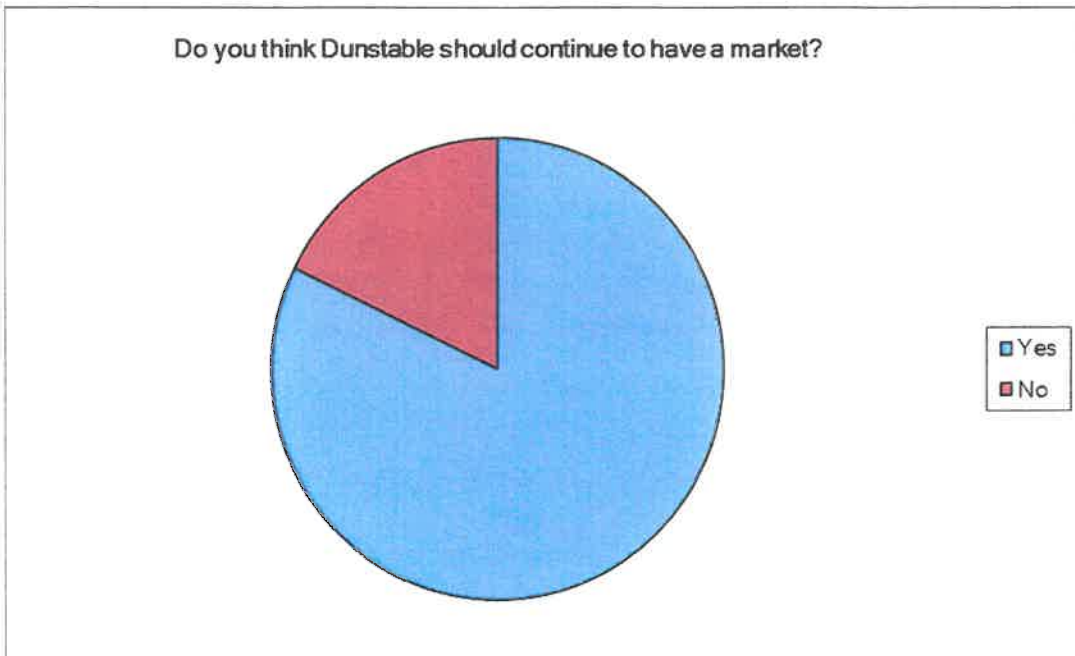
Would you currently recommend a visit to Dunstable Market?

Answer Options	Response Percent	Response Count
Yes	11.8%	36
No	54.6%	167
Please provide further explanation.	33.7%	103
<i>answered question</i>		<b>306</b>
<i>skipped question</i>		<b>9</b>



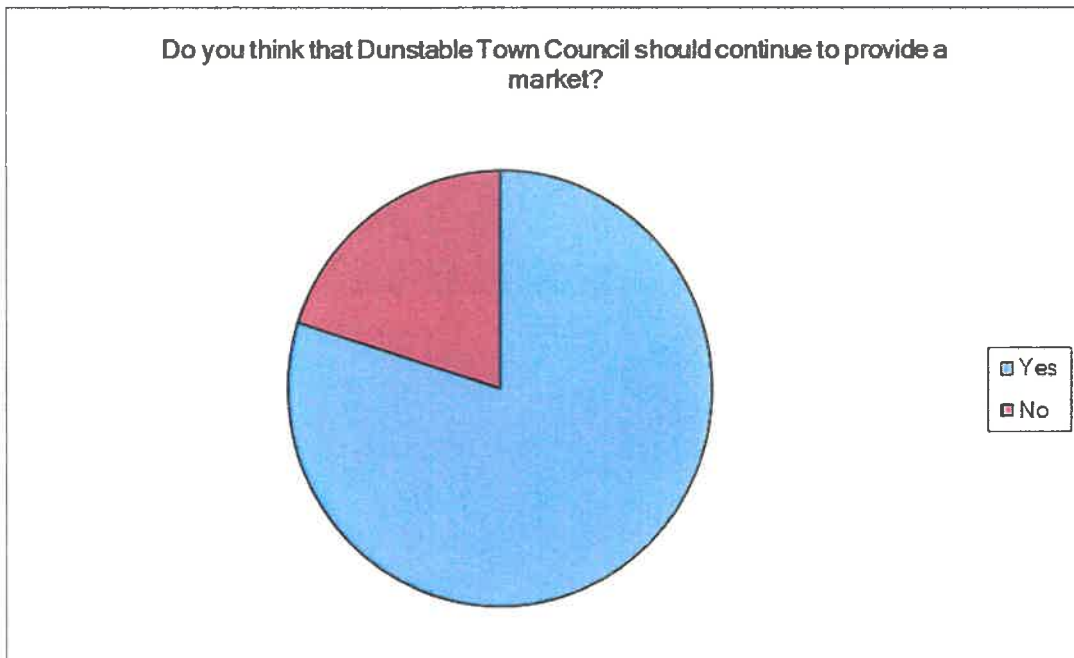
Do you think Dunstable should continue to have a market?

Answer Options	Response Percent	Response Count
Yes	82.2%	250
No	17.8%	54
<i>answered question</i>		<b>304</b>
<i>skipped question</i>		<b>11</b>



Do you think that Dunstable Town Council should continue to provide a market?

Answer Options	Response Percent	Response Count
Yes	79.9%	242
No	20.1%	61
<i>answered question</i>		<b>303</b>
<i>skipped question</i>		<b>12</b>



- 1.21 As the full breakdown of responses includes individual comments from respondents, should Members wish to examine the survey in more detail, a one off working group to analyse the results is suggested.

Members' views are requested.

## 2. ASHTON SQUARE TOILETS

- 2.1 The current licence for Dunstable Town Council to operate the Ashton Square Toilet Facility expired on 31 March 2017. Central Bedfordshire Council was informed that following the last meeting of the Community Services Committee, Members had resolved to renew the licence to manage the Ashton Square Toilet Facility under the previous terms (Community Services Committee Minute 52, 6 March 2017). However, no formal licence has been received to date but the Town Centre Manager continues to chase.
- 2.2 The facility has been entered into the Loo of the Year Awards for 2017. Judging will take place later in the year with the results being announced towards the end of the year. Members will be informed of the outcome.
- 2.3 The Ashton Square Toilet Facility continues to operate as required. The Janitors continue with ad hoc maintenance duties in the town centre and cleansing duties in the Eleanor's Cross area.

## 3. AUTHOR

- 3.1 Clare Brett – Town Centre Manager  
Email: [clare.brett@dunstable.gov.uk](mailto:clare.brett@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 5 JUNE 2017**

**PRIORY HOUSE**

**Purpose of Report:** For Information

**1. OPERATIONAL ISSUES**

- 1.1 The underfloor heating in the Undercroft has now been fully repaired and the new electricity cable installed.
- 1.2 A maternity leave, which has arisen in the Tea Rooms, is being covered by a 6 month temporary contract. The temporary member of staff will start on 3 June for training and cover the post from 1 July.

**2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET**

- 2.1 Showcase shelving is fully booked for June and so far July has a single booking.
- 2.2 New stock for the spring has been selling well, particularly the wind chimes and sun catchers and some additional new items have been ordered.
- 2.3 A third edition of Sally the Dunstable Witch has been printed and is on sale at £2.99.

**3. UNDERCROFT AND OTHER MAINTENANCE**

- 3.1 Quotes are being sought for repairs to the window in the tenanted office on the 2<sup>nd</sup> floor.
- 3.2 A new smoke beam detector has been fitted in the Undercroft.

**4. MTRF/FEASIBILITY STUDY**

- 4.1 A stone conservation specialist has now visited the site and spent a day photographing and recording. His report will inform decisions about stabilising and repairing stonework as appropriate.
- 4.2 The full report on the Feasibility Study is not due until March 2018.

**5. EVENTS**

- 5.1 The Classic Motor Rally has 142 (at the time of writing) vehicles booked to attend in several different classes.

**6. PRIORY HOUSE TEA ROOMS**

- 6.1 The Tea Rooms will be serving a special Afternoon Tea for the Mayor which will be held at Creasey Park on Sunday 9 July.
- 6.2 The Tea Rooms had a good day on 20 May for the Around the World event taking £1,118.

- 6.3 The chef is putting together the Summer Afternoon Tea Menu which will be available at the end of June.
- 6.4 Several new teas have been launched both in the Tea Rooms and for sale in the Gift Shop in line with the new exhibition.

## 7. FINANCE

### 7.1 Priory House Profiled Income and Expenditure Report as at end of April 2017

	April
<b>Budgeted Expenditure</b>	£29,527
<b>Actual Expenditure</b>	£31,579
<b>Variance</b>	-£2,052
<b>Budgeted Income</b>	£11,583
<b>Actual Income</b>	£11,075
<b>Variance</b>	-£508
<b>Total Variance</b>	-£2,560

- 7.2 The negative variance shown is due to additional hours being paid in April but worked in March and a large order for train tickets, which do not have an allocated budget amount.
- 7.3 Further profiling of different elements of the Priory House budget is taking place, which should give a more accurate yearly forecast.

## 8. AUTHOR

- 8.1 Helen Walker-Sygrove - Priory House Manager  
Email [helen.sygrove@dunstable.gov.uk](mailto:helen.sygrove@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 5 JUNE 2017**

**EVENTS AND MARKETING**

**Purpose of report:** 2017/18 events and information

**1. PAST EVENTS**

**1.1 St Georges Day**

St Georges Day was a great success this year with record numbers of children participating in the craft activities, archery and enjoying the falconry and puppet show. The event has grown year-on-year and is now becoming a well-established event within the annual programme.

Feedback from the public has been very positive and all are keen to see this event continue in 2018.

**1.2 Around the World**

This was again a hugely successful event this year with a good variety of entertainments, attractions and workshops. Despite the showers in the afternoon the attendance was really high and DTC has received many comments via e-mail, social media and the online questionnaire praising the event and thanking the Council for organising a diverse and entertaining day.

**2. FUTURE EVENTS – Planning and Development**

**2.1 Sunday Band Concerts**

All bookings and plans are in place for this year's Sunday Band Concerts. The bands performing are-

Sun 25 June	Dunstable Town Band
Sun 2 July	Dunstable Salvation Army
Sun 9 July	Welwyn Garden City Band
Sun 23 July	Toddington Town Band
Sun 30 July	St Albans City Band
Sun 6 August	Hitchin Band
Sun 13 August	Chiltern Hills Brass

Officers are trying out some additional marketing with banners and leaflets. In addition Dunstable Rugby Club approached the Council to discuss fundraising opportunities and have agreed to provide the tea and coffee concession for all the band concerts.



## 2.2 Dunstable Live

Dunstable Live is the next event in the 2017 programme kicking off the Summer of Music. The acts are all booked and promotion of the event has been advertised on social media, through a press release, via the website and with posters and leaflets. The line-up is:

3.00 pm - A Band Apart

4.10 pm - Movies Mayhem

5.20 pm - Bootleg Blues Brothers

6.30 pm - A Night at the Movies

Luton Waste Services will be providing the waste management for Dunstable Live and Party in the Park, with the same service as last year.

The security company, SRM, have been contracted to provide security replacing Showsec. SRM provided security at the 2016 beer festival and managed the gates at the firework display last year.

Gareth Lloyd from BBC 3 Counties Radio will be comparing the event.

## 2.3 Party in the Park

Plans are progressing well for Party in the Park. The performance area will be used by two different dance schools to perform dance routines, followed by a magician who will entertain the crowd before the Boy George tribute and Toyah perform. Stall bookings continue to come in and to date there are 6 more than last year booked giving a total of 22. KidZone has been confirmed and will follow the same theme as last year with a host of activities for children and families as well as a mini stage. This year's event will also include, Tony's Reptile Roadshow (Hands on Experiences), Inflatable area (Bouncy Castles and activity inflatables), deck chairs, a toddler area, crafts and much more.

New for this year is a dog agility course, where people can bring their dogs and have a go at a Crufts style course, with tunnels, 'A' frames and seesaws. Bedfordshire ponies will be bringing back the pony rides plus a new bumper cars inflatable. It is hoped these new activities and the band stand programme will encourage a more family friendly atmosphere.

Gareth Lloyd from BBC 3 Counties Radio will be comparing the event.

## 2.4 Priory Pictures

A poll was set up on Facebook for the public to pick their favourite films, the poll received 1,973 votes across 71 films. The top 4 films and the top 2 animated films were chosen and these are:

1- Beauty and the Beast 2016

2- Dirty Dancing

3- Top gun

4- Fantastic Beasts and Where to Find Them

5- Shrek

6- Toy Story

The licences have been applied for to play these movies and once all licences have been granted these films and the times will be announced.

2.5 Dunstable Beer Festival

Plans are well underway for this event and the Council will continue to work with Barworxs who are helping to source the ales and ciders. There will be 32 ales and 14 ciders along with wines, lagers and soft drinks.

A bar shift rota is being drawn up at the moment and will be sent out to all Members asking for volunteers to work the event.

2.6 Priory Proms in the Park

Plans are still in the preliminary stage for this event. The event will include a large screen with live relay of the Proms, a fireworks finale, venue lighting/theming and some pre and mid-show entertainment.

**3. WEBSITE AND SOCIAL MEDIA**

3.1 The website continues to be an effective communication tool, and its use by service areas is continuing to grow and be developed. This year the website visits are up by 12% (+ 2,938 visits).

3.2 Officers continue to use Facebook and Twitter and as members can see all Twitter accounts and Facebook pages have increased in popularity. As with last year, the Council have event pages on Facebook for all of the Town Council events which has proved a great way of directly communicating with those interested in attending events.

Facebook likes

DTC	2017- 2,571	2016 - 1,777
CPCFC	2017 – 224	2016 - 146
Grove Corner	2017 - 351	2016 - 213

Twitter followers

DTC	2017 - 1,584	2016 - 1,284
Town Centre	2017 - 1,562	2016 - 1,194
Priory House	2017 - 333	2016 - 299
Events	2017 - 1,629	2016- 1,367
CPCFC	2017- 527	2016- 467

**4. MARKETING**

4.1 Talk of the Town

Talk of the Town continues to be one of the most effective marketing tools used by the Town Council. There is evidence in a number of service areas to show that people know about Council services, events and activities because they have read about them in Talk of The Town. Below are the dates that the next editions of Talk of The Town will be delivered, together with copy deadlines. Currently 16,000 copies are printed and delivered and this is enough for the current housing numbers in Dunstable.

Copy Deadline: 29 May                      Delivery: 6 July 2017

Copy Deadline: 5 September      Delivery: 12 October 2017

- 4.2 The Events and Marketing Officer and the Town Clerk and Chief Executive met with the CBC Communications Team to discuss options for a special edition of Talk of the Town showcasing the Queens visit to Dunstable. An additional 8 page centre pull out will be added to the July edition of Talk of the Town, funded by CBC. The Events and Marketing Officer is working closely with CBC to pull this together.

**5      AUTHOR**

- 5.1 Lisa Vincent- Events and Marketing Officer

Email – [lisa.vincent@dunstable.gov.uk](mailto:lisa.vincent@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 5 JUNE 2017**

**GROVE CORNER AND COMMUNITY ENGAGEMENT**

<b>Purpose of Report:</b> For information
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**1. GROVE CORNER FIGURES**

- 1.1 Grove Corner has received 753 visits from young people with 30 new sign ups since the last report up to and including 24 May 2017. Numbers are recorded through a headcount by officers and staff.
- 1.2 There have been 36 drop-in sessions since the last report to this Committee.
- 1.3 Grove Corner now has 352 Facebook 'Likes' and Grove Corner's Instagram now has 78 followers. Both remain an excellent tool for communicating with young people.
- 1.4 The Pokémon Club has attracted 5 new volunteers and two have undertaken safeguarding training and associated responsibilities. With the additional volunteers, sessions have become regular once more and the club has a regular attendance of 30 young people. A teacher, from Weatherfield Academy, kindly attended the club to offer advice to volunteers on how best to support members with additional needs.
- 1.5 The SORTED Counselling Services have seen 57 clients between 16 February and 08 May. They have offered 299 hours of counselling of which 205 hours have been attended and 94 hours have been cancelled or clients did not attend the appointment.
- 1.6 The new casual staff for Grove Corner have settled in well. One casual staff member has taken a lead role in an activity planned for the summer holidays and is also volunteering with the Pokémon Club.

**2. PARTNERSHIP WORKING**

- 2.1 Autism Bedfordshire continue to hold their socials on Thursdays, once per month from 7.00 pm until 10.00 pm for adults. A new partnership photography project with Autism Bedfordshire commenced on 11 May. This will be a 5-week project focusing on Grove House Gardens, Priory House and Gardens and Dunstable Cemetery and Chapel. An exhibition of their work will be on display at Grove Corner on 8 June 2017 from 5.00 pm to 7.00 pm and all are welcome to attend.
- 2.2 The second pilot of the Head Space project, commenced at Priory Academy on 27 April. 12 young people have signed up for this 7 week course which will explore topics such as healthy relationships, self-worth, positive ways to cope and ways to manage emotions. This is a partnership project with SORTED and follows on from the first very successful pilot in Weatherfield Academy.

- 2.3 The 2017 Summer Activities programme is now finalised and once again DTC will work in partnership with both the towns' children's centres. Full details of the programme are available on the Town Council website.

**3. PROJECTS**

- 3.1 Young People attending Grove Corner have been exploring Car Safety, Healthy Relationships, Child Sexual Exploitation and Mental Health.
- 3.2 Officers delivered the Good, Bad and Ugly project in Beecroft Academy in March. The school council took part in this project and their ages ranged from 6 to 11 years. They gathered the views of their peers and presented their findings to invited guests including Town Council and Central Bedfordshire Council Councillors. A full report is available for Members should they wish to view it. The next Good, Bad and Ugly project will take place with Weatherfield Academy 6<sup>th</sup> Form in June 2017.
- 3.3 Officers delivered an Easter family fun workshop with Creasey Park Community Football Centre.

**4. TRAINING**

- 4.1 The Community & Young People's Services Manager and Senior Community & Young People's Officer attended the PAN Bedfordshire Children and Adolescence Neglect Conference in March.

**5. COMMUNITY ENGAGEMENT**

**5.1 Dunstable Men in Sheds**

The group are now meeting regularly 3 times a week on Mondays, Wednesdays and Fridays from 10.00 am to 1.00 pm. They hope to start evening sessions on Thursdays for members who are still employed. The group received a donation of wood from a local business and have turned this into bird boxes. They are also working on some large totem poles for Beehive Forest School. Members of their committee are due to attend adult safeguarding training in June.

**5.2 St. Augustine's Junior Wardens**

Two new volunteers have been recruited to support this very worthwhile activity. Both are already involved in providing services to children and young people and it is envisaged that this project will eventually be handed over to them. Last term the group explored respecting, accepting and celebrating differences. The group also took part in a community litter pick, had a visit from the OSCAR road safety car and participated in a school celebration assembly.

**5.3 Dunstable In Bloom**

Officers ran a 'Flower Power' workshop with year 6 pupils in Beecroft Academy in May, to support their Dunstable in Bloom efforts. The children explored the history of

the 60's and produced some wonderful outdoor art pieces. These included decorating 2 wheelbarrows, creating 4 small totem poles and decorations for a container in the school grounds.

The Wheelie Fantastic project will take place again this year and the numbers wishing to take part have once again increased. Donations have been received from local businesses to enable more wheelbarrows to be purchased. The local theme is Flower Power to celebrate its 50 year anniversary and this fits into the National theme of 'Greening Grey Britain'.

5.4 **Planning 4 Real Consultation**

Officers facilitated a Planning 4 Real consultation on Downside Recreation Ground on Wednesday 31 May, in conjunction with a family fun arts and crafts session. The aim was to gather information on how and what residents currently use the area for and their ideas on how they would like to use the area in the future. Further consultation will take place locally to gather the views of those who were unable to attend.

5.5 **Love Parks Week**

The Love Parks week programme is now finalised. This will take place from 17 to 21 July 2017 and will have a different activity aimed at different age or interest groups every day. The aim is to encourage more people to positively use and value their local parks. Full details of the programme are listed on the Town Council website.

6. **AUTHORS**

- 6.1 Gill Briggs – Senior Community and Young Peoples Officer  
Email – [gill.briggs@dunstable.gov.uk](mailto:gill.briggs@dunstable.gov.uk)
- 6.2 Jack Adams-Rimmer – Community Assistant  
Email – [jack.adams-rimmer@dunstable.gov.uk](mailto:jack.adams-rimmer@dunstable.gov.uk)
- 6.3 Sandy Coyle – Community and Young Peoples Service Manager  
Email - [sandy.coyle@dunstable.gov.uk](mailto:sandy.coyle@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**COMMUNITY SERVICES COMMITTEE**

**MONDAY 5 JUNE 2017**

**OLDER PEOPLE'S DAY CARE SERVICES**

**Purpose of report:** For information

**1. PROJECT MEMBERSHIP UPDATE**

- 1.1 The Good Companions Club (GCC) has 25 members. Officers are due to visit a lady on 11 May to assess her suitability for attending the club in future.

**2. GENERAL UPDATE – Good Companions Club**

**Improved Quality of Life**

- 2.1 During a recent mystery tour, one user spoke to Officers about how much she had enjoyed the day. She spoke of how she has been housebound for a number of weeks due to sciatica and how this was the first time she had been out of the house. She said she had been thrilled that she had felt well enough to join us and how much of a difference it had made to her both physically and psychologically.

**Dignity & Respect**

- 2.2 Officers have recently provided reassurance to a user who is visually impaired. She has, in her own words, become quite clumsy in the last few weeks and has knocked numerous glasses of water over due to her failing sight. She had said she thought it best she stopped attending as she felt very embarrassed by it. Officers assured that this wasn't necessary and that they would provide her with a plastic tumbler and ensure it was only half filled. She said that she felt much happier and was very grateful as she looks forward to meeting with friends at the club.

**Health & Emotional Wellbeing**

- 2.3 The Good Companions group recently received a visit from an Occupational Therapist. During her visit, she was able to provide sound advice and information relevant to the group. 6 users took the opportunity to have their walking sticks checked to ensure they were the correct height for them. 4 were found to be wrong and corrected.

**Making a Positive Contribution**

- 2.4 One member attended the club recently even though she was feeling unwell. Officers made a decision to call an emergency ambulance when her condition deteriorated. She is currently still being treated in hospital.

3. **CREASEY PARK COMMUNITY FOOTBALL CENTRE OVER 55s LUNCH CLUB**

- 3.1 Creasey Park Community Football Centre Lunch Club now has 37 members with an average of 28 members attending each week. A waiting list is in place.

**Improved Quality of Life**

- 3.2 Officers received a phone call from the daughter of a user who sadly passed away last month. She spoke about how much of a positive impact coming to the club had on her father. He suffered from speech problems for many years and was reluctant to socialise because of it. She was so happy when he agreed to join the Creasey Park lunch club. He attended for 2 years before he had a decline in health and had to be admitted into residential care but she said that it was 2 of the happiest years for him. She said he had made many good friends who genuinely cared about him and it was wonderful to know that he had been very happy there.

**Dignity & Respect**

- 3.3 To enable as many users as possible to attend our annual day out this year, officers have been able to book a coach that enables wheelchair access for those who have difficulty climbing steps. This means that users can either remain in their wheelchairs or use the lift on the side of the coach to access the vehicle without feeling awkward or embarrassed.

**Health & Emotional Wellbeing**

- 3.4 During a visit from a local Occupation Therapist, one gentleman was able to gain advice about some personal care needs he had. The gentleman has been struggling to get in and out of the bath confidently due a fear of slipping or falling. He has now been offered valuable advice and is now planning to visit the Disability Resource Centre to view appropriate forms of assistance.

**Making a Positive Contribution**

- 3.5 Officers have been able to provide support and advice for a new user of the Creasey Park Lunch Club. His wife has dementia and he and his daughter have been struggling at home. Officers have been able to signpost them to a number of organisations that can help provide assistance. The gentleman is now looking forward to coming to the club each week where he can have a couple of hours to himself and know that his wife is being well looked after in his absence.
- 3.6 Following a visit from the British Legion last week, one user has been able to obtain advice regarding disability benefits.

4. **AUTHORS**

- 4.1 Elaine McGarrigle, Older People's Support Services Officer  
Email - [elaine.mcgarrrigle@dunstable.gov.uk](mailto:elaine.mcgarrrigle@dunstable.gov.uk)

Sandy Coyle, Community and Young People's Services Manager  
Email - [Sandy.coyle@dunstable.gov.uk](mailto:Sandy.coyle@dunstable.gov.uk)



**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 5 JUNE 2017**

**PETER NEWTON PAVILION – BEDFORDSHIRE FOOTBALL ASSOCIATION**

<b>Purpose of Report:</b>	To provide an annual report on the running and management of the Peter Newton Pavilion by the Bedfordshire Football Association.
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**1. BACKGROUND**

- 1.1 In 2003 Dunstable Town Council agreed to Bedfordshire Football Association being given a lease to manage the Peter Newton Pavilion. At the time it was agreed that the Council would be kept up to date with the running and the management of the centre. Since this date the committee has received a formal report each year detailing the facility management and confirming that the terms of the lease are being met.

**2. POLICIES, PROCEDURES AND BUILDING MANAGEMENT**

- 2.1 Bedfordshire Football Association has provided copies of relevant licenses and Members may wish to note that the building and the Artificial Turf Pitch (ATP) is insured by Dunstable Town Council the cost of which is re-charged to Bedfordshire FA. They have also provided evidence to show that they are continuing to manage the facility at a level which matches lease expectations, ensuring that health and safety issues, water and fire risk management is in place, together with the annual servicing of the boiler.

**3. CENTRE HIRE**

- 3.1 Bedfordshire Football Association has confirmed that they continue to attract and maintain their regular hirers. They also attract private hirers and occasional users.

**4. FINANCE**

- 4.1 Bedfordshire Football Association has submitted accounts for the year ending December 2016 (See Appendix 1) and a separate income and expenditure sheet for the County Lounge (See Appendix 2)

**5. AUTHOR**

- 5.1 Sandy Coyle – Community and Young People's Services Manager  
[Sandy.coyle@dunstable.gov.uk](mailto:Sandy.coyle@dunstable.gov.uk)

**BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED**

**(A COMPANY LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2016**

**ACCOUNTS FOR REGISTRAR**

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## COMPANY INFORMATION

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<b>Directors</b>	R W Everitt R R Robinson G B Snelson B Mudhar A R Scott A Young M I Benson D A Woollaston	(Appointed 1 November 2016) (Appointed 1 November 2016) (Appointed 1 November 2016)
<b>Secretary</b>	A Young	
<b>Company number</b>	03872573	
<b>Registered office</b>	Century House Skimpot Road Dunstable Bedfordshire LU5 4JU	
<b>Auditor</b>	Myers Clark Egale 1 80 St Albans Road Watford Hertfordshire WD17 1DL	
<b>Bankers</b>	Barclays Bank Plc Business Banking Leicester LE87 2BB	

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# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

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# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## BALANCE SHEET

AS AT 31 DECEMBER 2016

	Notes	2016		2015	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		221,179		271,692
<b>Current assets</b>					
Stocks		3,908		5,136	
Debtors	5	33,865		24,919	
Cash at bank and in hand		92,968		116,759	
		<u>130,741</u>		<u>146,814</u>	
<b>Creditors: amounts falling due within one year</b>	6	<u>(81,292)</u>		<u>(66,454)</u>	
<b>Net current assets</b>			49,449		80,360
<b>Total assets less current liabilities</b>			<u>270,628</u>		<u>352,052</u>
<b>Deferred income</b>	7		(86,210)		(114,794)
<b>Net assets</b>			<u>184,418</u>		<u>237,258</u>
<b>Capital and reserves</b>					
Other reserves	9		70,000		60,000
Profit and loss reserves			114,418		177,258
<b>Members' funds</b>			<u>184,418</u>		<u>237,258</u>

The directors of the company have elected not to include a copy of the profit and loss account within the financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on 13 March 2017 and are signed on its behalf by:

R W Everitt  
Director

G B Snelson  
Director

Company Registration No. 03872573

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

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### 1 Accounting policies

#### Company information

Bedfordshire Football Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Century House, Skimpot Road, Dunstable, Bedfordshire, LU5 4JU.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 December 2016 are the first financial statements of Bedfordshire Football Association Limited prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. An explanation of how transition to FRS 102 has affected the reported financial position and financial performance is given in note 12.

#### 1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT and other sales related taxes.

Turnover represents amounts received from various bodies by way of grant income, subscriptions and fees from member clubs, and fees for courses provided by the company.

Income only includes income where the Association is acting as principal. Where the Association is acting as agent the financial statements only include any administration charge levied, not the gross receipt.

#### 1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

All weather pitch	10% straight line
Land and buildings Leasehold	4 % straight line
Fixtures, fittings & equipment	20% reducing balance
Computer equipment	33 % straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

---

### 1 Accounting policies

(Continued)

#### 1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.6 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### 1.7 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

##### Current tax

The company has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a company not carrying on a business for the purposes of making a profit, excluding interest received on investment income.

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2016

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#### 1 Accounting policies (Continued)

##### 1.8 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

##### 1.10 Grants receivable

Capital grants and other contributions towards the cost of tangible fixed assets are included in creditors as deferred income and credited to the profit and loss account over the life of the asset. Revenue grants are credited to the profit and loss account so as to match them with the expenditure to which they relate.

##### 1.11 Company status

The company is limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £ 10 per member of the company

#### 2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 36 (2015 - 38).

#### 3 Taxation

	2016	2015
	£	£
<b>Current tax</b>		
UK corporation tax on profits for the current period	5	12
	<u>5</u>	<u>12</u>

The company is a non-profit making company and is, therefore, only subject to corporation tax on any investment income during the year.



# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

### 4 Tangible fixed assets

	Land and buildings	Plant and machinery etc	Total
	£	£	£
<b>Cost</b>			
At 1 January 2016	446,413	159,018	605,431
Additions	-	1,296	1,296
Disposals	-	(1,960)	(1,960)
At 31 December 2016	<u>446,413</u>	<u>158,354</u>	<u>604,767</u>
<b>Depreciation and impairment</b>			
At 1 January 2016	218,184	115,554	333,738
Depreciation charged in the year	36,372	15,438	51,810
Eliminated in respect of disposals	-	(1,960)	(1,960)
At 31 December 2016	<u>254,556</u>	<u>129,032</u>	<u>383,588</u>
<b>Carrying amount</b>			
At 31 December 2016	<u>191,857</u>	<u>29,322</u>	<u>221,179</u>
At 31 December 2015	<u>228,229</u>	<u>43,463</u>	<u>271,692</u>

### 5 Debtors

	2016	2015
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	18,579	13,673
Other debtors	15,286	11,246
	<u>33,865</u>	<u>24,919</u>

### 6 Creditors: amounts falling due within one year

	2016	2015
	£	£
Trade creditors	10,457	5,534
Corporation tax	5	12
Other taxation and social security	11,811	12,465
Other creditors	59,019	48,443
	<u>81,292</u>	<u>66,454</u>

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

### 7 Deferred income

	Notes	2016 £	2015 £
Deferred income	8	86,210	114,794

The capital grant is released to the income and expenditure account on a straight line basis over the expected useful life of the asset to which it relates. In this instance, capital grants of £280,820 received in 2010, and £4,971 received in 2011, will be released over 10 years.

### 8 Deferred income

	2016 £	2015 £
Balance at 1 January 2016	114,794	143,378
Amount released during the year	(28,584)	(28,584)
	86,210	114,794

### 9 Other reserves

	AGP replacement fund £	Children's fund £	Total £
At 1 January 2015	50,000	850	50,850
Transfer from profit and loss reserves	10,000	(850)	9,150
At 31 December 2015	60,000	-	110,850
Transfer from profit and loss reserves	10,000	-	10,000
At 31 December 2016	70,000	-	120,850

### 10 Audit report information

As the income statement has been omitted from the filing copy of the financial statements the following information in relation to the audit report on the statutory financial statements is provided in accordance with s444(5B) of the Companies Act 2006:

The auditor's report was unqualified.  
The senior statutory auditor was Jonathan Crook.  
The auditor was Myers Clark.

### 11 Related party transactions

There were no related party transactions in the year.

# BEDFORDSHIRE FOOTBALL ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

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### 12 Reconciliations on adoption of FRS 102

#### Reconciliation of equity

	1 January 2015 £	31 December 2015 £
Equity as reported under previous UK GAAP and under FRS 102	405,488	237,258

#### Reconciliation of loss for the financial period

	2015 £
Loss as reported under previous UK GAAP and under FRS 102	(168,230)

#### Notes to reconciliations on adoption of FRS 102

There were no adjustments to the prior year accounts as a result of the adoption of FRS 102.

# APPENDIX 2

## PNP (County Lounge) Income & Expenditure 2016

### Income

Hall Hire	33,266.00
Drink Sales	64,438.00
	<u>97,704.00</u>

### Expenditure

Food& Drink	30,540.00	
Salaries	32,686.00	
Business Rates	5,001.00	
Utilities	6,551.00	
Administration costs	1,817.00	
Insurance	3,318.00	(includes back payment to DTC)
Repairs & maintenance	5,249.00	
	<u>85,162.00</u>	