

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

Your Ref

Our Ref: DA/RGS/C2

Date: 9 June 2017

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 19 June 2017 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 approve the Minutes of the Meetings of Finance and General Purposes Committee held on 27 February and 20 March 2017 (copy previously circulated).
3. Specific Declarations of Interest.
4. Reference from Grounds and Environmental Services Committee – to follow (if relevant).
5. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 22 March, 19 April and 24 May 2017 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
6. Financial Monitoring Report – Outturn 2016/17 – see page 8.
7. Internal Audit Report 2016/17 (Final) – see page 15.
8. Appeals and Appointments Committee – to receive the minutes of the meeting held on 20 March 2017 – see page 23.
9. Personnel Sub-Committee – to receive the minutes of the meeting held on 27 April 2017, see page 25.

Cont/d ...

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10. Market Town Regeneration Fund Update on Projects Relating to this Committee – see page 26.
11. Calendar of Meetings 2018 – see page 28.
12. 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.**

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); Andy Whayman (Chairman); John Chatterley (Vice-Chairman); Sid Abbott, Terry Colbourne, Eugene Ghent, Peter Hollick, Liz Jones, Claire Meakins, Des Moffatt, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey and Nigel Warren and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

**HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE**

**ON WEDNESDAY 22 MARCH 2017**

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), Chatterley and Andy Whayman with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillors John Kane (Chairman) (for whom Councillor Chatterley substituted), Liz Jones (for whom Councillor Whayman substituted) and Jessica Castle

**1. PAYMENT OF ACCOUNTS**

The Finance Officer presented the supporting documentation for consideration in approving the payment of accounts, 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 Finance Officer provided further detailed information in regard to particular invoices queried by the Sub-Committee.

- RESOLVED:**
- i) that the schedule of accounts for the period 22 February to 21 March 2017 be approved for payment (see Appendix 1)
  - ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

Members raised questions regarding the level of expenditure with certain suppliers including Croner Group, Cheeky Munkey and JNB Publishing. Queries were also raised regarding the Mystery Shopper visit to Priory House and the current situation regarding use of agency staff to cover the Market Supervisor post. Information would be provided at a later date.

**2. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 28 February 2017 and the Chairman signed the bank statements accordingly.

**ACCOUNTS SCHEDULED FOR PAYMENT 22ND FEBRUARY TO 21ST MARCH 2017**

Invoices received as per Purchase Ledger Daybooks (Pages 2157 - 2179) £66,527.11  
 (Page 2177 = correction page) £66,527.11

**CHEQUE PAYMENTS**

Cheque payments against invoices (Pages 5352 - 5353) £5,090.72  
 Cheque Nos. 26239 - 26250 £5,090.72

**BANKLINE PAYMENTS**

Bankline payments against invoices - Suppliers A-D (Pages 5336 - 5339) £11,423.29  
 Bankline payments against invoices - Suppliers E-H (Pages 5340 - 5342) £8,396.63  
 Bankline payments against invoices - Suppliers I-L (Pages 5343 - 5344) £4,412.55  
 Bankline payments against invoices - Suppliers M-P (Pages 5345 - 5347) £6,317.24  
 Bankline payments against invoices - Suppliers Q-T (Pages 5348 - 5349) £3,591.60  
 Bankline payments against invoices - Suppliers U-Z (Pages 5350 - 5351) £3,729.09  
£37,870.40

01.03.17 Confirmation Bankline Payment - C R Dean (P/of Page 5329) £2,889.00  
 06.03.17 Confirmation Bankline Payment - West Street Surgery (P/of Page 5329) £50.00  
 17.03.17 Confirmation Bankline Payment - Footy School (Page 5334) £60.00  
£2,999.00

**DIRECT DEBIT PAYMENTS**

Payments Due by Direct Debit (P/of Page 2160 & Pages 2175 - 2176) £19,041.28  
 Payments entered in current month now paid (P/of Page 5328, p/of 5331 & p/of 5332) £4,528.61  
 Direct Debit refund received (Page 5333) -£36.48  
 Direct Debits not taken / Adjustment bills received = clearing page (P/of Page 5354) -£2,966.42  
 Pages 5324 - 5327 & p/of 5330 - 5331 relate to last months direct debits due now paid  
 (Page 5335 = correction page) £20,566.99

**SUB TOTAL** £66,527.11

**CASHBOOK PAYMENTS**

27.02.17 - Confirmation BACS - February Payroll £76,806.32  
 28.02.17 - Natwest - Bank Charges - February £134.44  
 06.03.17 - Confirmation Bankline Payments - February Payroll Expenses £44,460.07  
 15.03.17 - Natwest - Bankline Charges - February £83.60  
£121,484.43

**CASH CHEQUE PAYMENT**

Cash Cheque - Grove Corner Petty Cash Reimbursement £38.59  
 Cash Cheque - OPDCS Petty Cash Reimbursement & Petty Cash for Easter Activities £120.00  
 Cash Cheque - CPCFC Petty Cash Reimbursement £141.00  
 Cash Cheque - Priory House Petty Cash Reimbursement £152.55  
 Cash Cheque - Grove House Petty Cash Reimbursement £64.03  
 Cash Cheque - Events Petty Cash - St Georges Day £100.00  
 Cash Cheque - AGM Petty Cash £200.00  
 Cash Cheque - Quarterly Staff Award £100.00  
 22.03.17 Cash Cheque No. 26251 for the above £916.17

**TOTAL PAYMENTS FOR PERIOD 22ND FEBRUARY TO 21ST MARCH 2017** £188,927.11

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

**HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE**

**ON WEDNESDAY 19 APRIL 2017**

Present: Councillors John Kane (Chairman), Sid Abbott (Vice-Chairman) John Chatterley and Liz Jones, David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Jessica Castle (for whom Councillor Chatterley substituted.,

**1. MATTERS RAISED AT PREVIOUS MEETINGS**

The Town Clerk and Chief Executive attended the meeting to address the recurring queries raised at meetings of this Sub-Committee, particularly regarding the level of expenditure with certain suppliers. The following information was given in respect of particular suppliers:

Croner Group - tendering exercise completed for:  
HR Support/Consultancy and Employee Assistance Programme – contracted until February 2019  
Health and Safety Consultancy – contracted until September 19

JNB – expenditure varies – as well as printing the Talk of the Town the company were also invited to quote for and undertake a number of individual printing jobs – alternative companies are also used.

CheekyMunkey – Providers of the installation of a new IT network as agreed in March 2016, together with provision of ongoing network management and support, including 24/7 monitoring, disaster recovery and lifecycle planning. Three year agreement.

The Town Clerk and Chief Executive would arrange a meeting with the incoming Chair and Vice-Chair of the Finance and General Purposes Committee following the forthcoming Annual Meeting to discuss any other issues in more detail.

**2. PAYMENT OF ACCOUNTS**

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the payment of accounts, 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.

**RESOLVED:** i) that the schedule of accounts for the period 22 March to 18 April 2017 be approved for payment (see Appendix 1)

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

**3. BANK RECONCILIATIONS**

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

**4. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 31 March 2017. Members noted that the report was subject to final end of year checks and adjustments but the indication was that there would be an overall net revenue saving against budget at the end of the financial year 2016/2017.

Full details of variances against budget, together with final end of year figures would be reported to the meeting of the Council in June, when the Annual Return for the year would be submitted for approval.

**ACCOUNTS SCHEDULED FOR PAYMENT 22ND MARCH TO 18TH APRIL 2017**

Invoices received as per Purchase Ledger Daybooks (Pages 2180 - 2204)	£185,424.89	<u>£185,424.89</u>
<b>CHEQUE PAYMENTS</b>		
Cheque payments against invoices (Pages 5388 - 5392) Cheque Nos. 26252 - 26275	£8,215.73	<u>£8,215.73</u>
29.03.17 Cancelled Cheque No's 26102 & 26167 = out of date (Page 5363)	-£90.00	
10.04.17 Cancelled Cheque No 26228 - Harpenden Town Council = event cancelled (Page 5367)	-£30.00	<u>-£120.00</u>
<b>BANKLINE PAYMENTS</b>		
Bankline payments against invoices - Suppliers A-D (Pages 5369 - 5373)	£58,267.79	
Bankline payments against invoices - Suppliers E-H (Pages 5375 - 5377)	£16,200.63	
Bankline payments against invoices - Suppliers I-L (Pages 5378 - 5379)	£6,222.64	
Bankline payments against invoices - Suppliers M-P (Pages 5381 - 5384)	£11,282.14	
Bankline payments against invoices - Suppliers Q-T (Pages 5385 - 5386)	£11,939.01	
Bankline payments against invoices - Suppliers U-Z (Page 5387) (Page 5374 = clearing page)	£61,845.40	<u>£165,757.61</u>
19.04.17 Confirmation Bankline Payment - Wider Plan Ltd (Page 5380)	£512.24	<u>£512.24</u>
<b>DIRECT DEBIT PAYMENTS</b>		
Payments Due by Direct Debit (Pages 2183 - 2184, 2193 & 2195 - 2196)	£11,240.56	
Payments entered in current month now paid (P/of Pages 5364 - 5366)	£550.18	
Direct Debits cancelled - Corona Energy - estimated readings (Page 2192 / P/of Page 5368) Pages 5355 - 5361 & p/of 5364 - 5366 relate to last months direct debits due now paid (Page 5362 = correction/clearing page)	-£731.43	<u>£11,059.31</u>
	<b>SUB TOTAL</b>	<u><b>£185,424.89</b></u>
<b>CASHBOOK PAYMENTS</b>		
27.03.17 - Confirmation BACS - March Payroll	£80,127.08	
31.03.17 - Natwest - Bank Charges - March	£160.34	
07.04.17 - Confirmation Bankline Payments - March Payroll Expenses	£48,657.27	
15.04.17 - Natwest - Bankline Charges - March	£63.60	<u>£129,008.29</u>
<b>CASH CHEQUE PAYMENT</b>		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£30.29	
Cash Cheque - CPCFC Petty Cash Reimbursement	£164.65	
Cash Cheque - Priory House Petty Cash Reimbursement	£139.02	
Cash Cheque - Events Petty Cash - Around The World Event 19.04.17 Cash Cheque No. 26276 for the above	£100.00	<u>£433.96</u>
<b>TOTAL PAYMENTS FOR PERIOD 22ND MARCH TO 18TH APRIL 2017</b>		<u><b>£314,867.14</b></u>

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

**HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE**

**ON WEDNESDAY 25 MAY 2017**

Present: Councillors Andy Whayman and Nigel Warren with Lisa Scheder  
(Finance Officer)

Apologies for Absence: Councillor Kane

**1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN**

**RESOLVED:** that Councillors Andy Whayman and Nigel Warren be appointed Chairman and Vice-Chairman of this Sub-Committee respectively for the ensuing Municipal year.

**2. PAYMENT OF ACCOUNTS**

The Finance Officer presented the supporting documentation for consideration in approving the payment of accounts, 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 Finance Officer provided further detailed information in regard to particular invoices queried by the Sub-Committee.

**RESOLVED:** i) that the schedule of accounts for the period 19 April to 23 May 2017 be approved for payment (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 numbers 26252, 26259 and 26270 be confirmed as cancelled

**3. BANK RECONCILIATIONS**

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

**4. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 30 April 2017 which had also been circulated to all members of the Council.



**ACCOUNTS SCHEDULED FOR PAYMENT 19TH APRIL TO 23RD MAY 2017**

Invoices received as per Purchase Ledger Daybooks (Pages 2205 - 2236) (Pages 2209 & 2221 = correction/clearing pages)	£410,188.61	<u>£410,188.61</u>
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**CHEQUE PAYMENTS**

Cheque payments against invoices (Pages 5439 - 5444) Cheque Nos. 26277 - 26310	£22,217.90	<u>£22,217.90</u>
27.04.17 Cancelled Cheque No. 26270 - Scott Jordan Entertainment - Cheque not received (Page 5402)	-£108.00	
09.05.17 Cancelled Cheque No. 26259 - Euro-Scan Exports - Cannot accept Cheque (Page 5408)	-£109.00	
23.05.17 Cancelled Cheque No. 26252 - The Heath Band - Cheque not received (Page 5417)	-£275.00	
		<u>-£492.00</u>

**BANKLINE PAYMENTS**

Bankline payments against invoices - Suppliers A-D (Pages 5418 - 5424)	£108,697.50	
Bankline payments against invoices - Suppliers E-H (Pages 5425 - 5428)	£16,045.05	
Bankline payments against invoices - Suppliers I-L (Pages 5429 - 5430)	£56,792.65	
Bankline payments against invoices - Suppliers M-P (Pages 5431 - 5433)	£4,360.15	
Bankline payments against invoices - Suppliers Q-T (Pages 5434 - 5436)	£8,078.86	
Bankline payments against invoices - Suppliers U-Z (Pages 5437 - 5438)	£4,250.92	
		<u>£198,225.13</u>
27.04.17 Confirmation Bankline Payment- Scott Jordan Entertainment - replacement for cheque (Page 5403)	£108.00	
02.05.17 Confirmation Bankline Payment - Kingcombe Aquacare Ltd (Page 5407)	£31,679.44	
09.05.17 Confirmation Bankline Payment - Euro-Scan Exports - replacement for cheque (Page 5409)	£109.00	
16.05.17 Confirmation Bankline Payment - Kingcombe Aquacare Ltd (Page 5410)	£68,027.88	
		<u>£99,924.32</u>

**DIRECT DEBIT PAYMENTS**

Payments Due by Direct Debit (P/of Pages 2206 - 2207, 2218, 2225, 2226, 2230 & 2231)	£17,113.43	
Payments entered in previous month now paid (P/of Page 5401)	-£87.83	
Payments entered in current month now paid (Pages 5399-5400, p/of 5404-5405, 5411-5412 & 5414-5416)	£73,626.03	
Direct Credits received BT Telecom & Haven Power = Refunds on closed accounts (Page 5395) Pages 5393 - 5394, 5396 - 5398, p/of Pages 5401, 5404-5406, 5411-5412 & 5413 relate to last months direct debits/credits due now paid/received	-£338.37	
		<u>£90,313.26</u>

**SUB TOTAL      £410,188.61**

**CASHBOOK PAYMENTS**

27.04.17 - Confirmation BACS - April Payroll	£82,100.80	
09.05.17 - Confirmation Bankline Payments - April Payroll Expenses	£49,468.46	
10.05.17 - Confirmation Bankline Payment- Wider Plan - May Childcare Vouchers	£723.04	
		<u>£132,292.30</u>
28.04.17 - Natwest - Bank Charges - April	£140.04	
04.05.17 - Confirmation Bankline Payment - Employee Salary Advance	£200.00	
15.05.17 - Natwest - Bankline Charges - April	£65.20	
		<u>£405.24</u>

**CASH CHEQUE PAYMENT**

Cash Cheque - Grove Corner Petty Cash Reimbursement	£38.42	
Cash Cheque - OPDCS Petty Cash Reimbursement	£30.00	
Cash Cheque - OPDCS - Big Lunch Event	£60.00	
Cash Cheque - Priory House Petty Cash Reimbursement	£169.57	
Cash Cheque - Grove House Petty Cash Reimbursement	£89.47	
Cash Cheque - Events Petty Cash - Dunstable Live	£150.00	
Cash Cheque - Mayoral Petty Cash - Expenses	£500.00	
24.05.17 Cash Cheque No. 26311 for the above		<u>£1,037.46</u>

**TOTAL PAYMENTS FOR PERIOD 19TH APRIL TO 23RD MAY 2017      £543,923.61**

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**19 JUNE 2017**

**FINANCIAL MONITORING REPORT**

<b>Purpose of Report:</b>	The purpose of this report is to:  i) provide financial information for the year ending 31 March 2017  ii) provide detail of the Council's allocated reserves at 31 March 2017
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the financial reports for the period from 1 April 2016 to 31 March 2017
- 1.2 For Members to note the balance of the Council's allocated reserves as at 31 March 2017.

**2. INTRODUCTION**

- 2.1 Members will be aware that it is a requirement under the Accounts and Audit Regulations 2015 that the Council must no later than 30 June consider the accounting statements by the members meeting as a whole.
- 2.2 The meeting of the Council to be held on 26 June will receive the Annual Return and supporting documentation for consideration and approval.
- 2.3 In advance of that meeting, this report provides financial information that informs the Annual Return and provides detail of the year end balances (subject to audit) (Appendix 1).
- 2.4 This report also includes the detail of contributions to and expenditure from Earmarked Reserves made in 2016/17 (subject to audit), including external funding which is held for specific projects (Appendix 2).

### **3. YEAR END BALANCES**

- 3.1 The balance of the Council's cash accounts and reserve funds at the year ending 31 March 2017 are summarised at Appendix 1 (subject to audit).
- 3.2 Members are reminded that previous financial monitoring reports have indicated anticipated revenue savings. Savings have been realised and have resulted in a contribution to the General Reserve of £2,641. The full detail of variances will be reported to the meeting of the Council on 26 June, together with other supporting documentation to accompany the Annual Return.
- 3.4 The table below summarises the movement in the General Reserve.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2015/16	553,522	29,030	582,554
2016/17	582,554	Subject to Audit 2,641	585,195

### **4. RESERVES**

- 4.1 Appendix 2 includes a summary of the contributions to and expenditure from Earmarked Reserves made in 2016/17, including external funding which is held for specific projects, including funds held for the Dunstable Joint Committee which are administered by Dunstable Town Council.

### **5. FINANCIAL IMPLICATIONS**

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

### **6. APPENDICES**

Appendix 1 - Summary of Year End Balances  
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](mailto:rosemary.osullivan@dunstable.gov.uk)

<b>DUNSTABLE TOWN COUNCIL</b>		
<b>Year End Balances 2016-2017 (Subject to Audit)</b>		
As at 31.03.17		
Petty Cash Admin	150.00	
Petty Cash Grove Corner	70.00	
Petty Cash Mayfield	70.00	
Petty Cash Priory House	240.00	
Cash Float Priory House	300.00	
Cash Float Cemetery	40.00	
Cash Float Market	100.00	
Petty Cash CPCFC	200.00	
Cash Float CPCFC	650.00	1,820.00
Cash in hand at 31.03.17		
Current Account	18,945.00	
less unrepresented chques	-776.50	
Liquidity Select Account	1,506,638.00	
Fixed Rate Deposit Account (12mths)	93,650.00	
		1,618,456.50
<b>TOTAL (Box 8 Annual Return)</b>		<b>1,620,276.50</b>
Less:		
Creditors as per bought ledger (501)	-48,702.57	
Additional Creditors -		
Accruals (510)	-36,637.52	
Retentions Payable (560)	-1,804.31	
Holding Account (570) - Joint Cttee	-18,979.32	
Other Holding/Control Accounts (516-538)	-62,507.69	
Accrued Loan Interest (512)	-21,002.51	-189,633.92
S106/Dvlprs Contributions monies held (380&385)	-92,043.29	
S106 CPCFC (381)	-88,490.91	
Deferred Grants - GHG and Splashpark (389)	-108,533.68	-289,067.88
Plus:		
Debtors as per sales ledger (101)	267,210.88	
VAT Refund Due (115)	17,871.70	
Capital Grant Debtors	13,630.46	298,713.04
<b>Provisional Total Balance</b>		<b>1,440,287.74</b>
<b>Page 1 of 2</b>		

<b>Reserve Funds:</b>		
Corporate Plan Reserve (311)	49,582.08	
Priory House Exhibition Fund (327)	1,548.82	
Vehicle and Equipment Fund (321)	78,056.74	
Older People's (322)	12,808.23	
Building Security (318)	5,357.48	
Buildings Maintenance Fund (324)	403,120.39	
Town Twinning (330)	6,367.27	
CPCFC Sinking Fund (313)	29,083.65	
Events Reserve (329)	1,555.58	
Christmas Lighting (314)	10,243.87	
Tree Reserve (331)	25,233.91	
Allotments Reserve (338)	18,430.00	
Creasey Pk 3g Pitch (339)	5,160.39	
Parks & Play Improvement (332)	20,866.83	
Skatepark Reserve (317)	9,523.19	
Mayoral Reserve (326)	3,000.00	
Priory Churchyard/Gateway (328)	14,861.53	
Cemetery Memorial Safety (319)	3,000.00	
Priory House Tea Rooms (320)	2,125.01	
NEW=Market Town Regen Fund (337) (inc 91,467 agreed from Gen Rsve)	171,748.47	871,673.44
<b>Provisional General Reserve at 31.03.17</b>		<b>568,614.29</b>
CPCFC Stock (bar)		2,757.70
CPCFC Stock (catering)		1,269.76
Priory Stock (tearooms)		4606.71
Priory Stock (tic)		7,945.44
		<b>585,193.90</b>
Adjust for roundings		-1.10
(As per Balance Sheet figure - Page 10 of Financial Statements)		585,195.00

<b>DUNSTABLE TOWN COUNCIL</b>					
<b>CAPITAL/REVENUE RESERVE FUNDS</b>					
<b>SUMMARY</b>					
	<b>Year End Balance</b>	<b>Contributions from Revenue (or other)</b>	<b>Expenditure</b>	<b>Balance of Funds</b>	
	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>at 31.03.17</b>	
	<b>£</b>		<b>£</b>	<b>£</b>	
<b>S106/DEVELOPERS CONTRIBUTIONS/EXTERNAL</b>	234,624	102,478	29,057	308,045	
<b>CAPITAL PROJECTS RESERVES</b>	1,856	100	407	1,549	
<b>ASSET REPLACEMENT RESERVES</b>	91,297	38,025	51,265	78,057	
<b>OTHER EARMARKED RESERVES</b>	573,936	353,966	135,836	792,066	
	901,713	494,569	216,565	1,179,717	
<b>General Reserve</b>	582,554	2,641	0	585,195	
<b>Total Reserves - subject to audit</b>	<b>1,484,267</b>	<b>497,210</b>	<b>216,565</b>	<b>1,764,912</b>	
<b>General Reserve figure includes stock values:</b>					
CPCFC	4,027				
PH Tea Rooms	4,606				
PH shop	7,945				
	16,578				

<b>DUNSTABLE TOWN COUNCIL</b>						
<b>CAPITAL/REVENUE RESERVE FUNDS 2015/16</b>	<b>Balance of funds at 01.04.16</b>	<b>Contributions 2016/17 from Revenue, etc +</b>	<b>Actual Expenditure 2016/17</b>	<b>Purpose</b>	<b>Balance of funds at 31.03.17 (subject to audit)</b>	
<b>S106 MONIES/DEVELOPERS' CONTRIBUTIONS/EXTERNAL FUNDING</b>						
Dunstable Joint Committee	25,565	18,944	25,530	Joint Cttee Priority Action Plan - as determined by DJC	18,979	
Our Place Funding	1,907	0	1,907	Our Place Initiative	0	
Court Drive Landscaping	5,623		345	Funding from CBC, ongoing landscaping	5,278	
Grove House Gardens Works	25,000	0	0	CBC - expenditure to be determined	25,000	
Creasey Park Community Football Centre (ATP)	88,490	0	0	Held for replacement - 5 yr fund *	88,490	
Residual sum from Eastgate (Church Street)	647	0	277	Priory Gardens - footpath improvements	370	
Willoughby Play Area	47,645	0	0	Commuted sum for maintenance	47,645	
Frenchs Gate	34,463	0	0	Parks furniture/landscaping/planting	34,463	
Frenchs Gate (fencing)	4,286	0	0	Completion of landscaping and fencing	4,286	
Confident Communities Funding (Mayfield)	367	0	367	Residual balance transferred to Corporate Plan Reserve	0	
Confident Communities Funding (Signage)	631	0	631	"	0	
Splashpark	0	83,534	0	Splashpark	83,534	
<b>Total</b>	<b>234,624</b>	<b>102,478</b>	<b>29,057</b>		<b>308,045</b>	
<b>CAPITAL PROJECTS RESERVES</b>						
Priory House (Exhibition)	1,449	100	0	Exhibition materials	1,549	
Capital Receipts Reserve	407	0	407	Residual balance - Cemetery land purchase - transferred to Corporate Plan Reserve	0	
<b>Total</b>	<b>1,856</b>	<b>100</b>	<b>407</b>		<b>1,549</b>	
<b>ASSET REPLACEMENT RESERVES</b>						
IT Equipment Reserve	41,187	15,000	11,977	IT/Network upgrade including website	44,210	
Vehicles Reserve	50,110	23,025	39,288	Vehicle/Plant Replacement	33,847	
<b>Total</b>	<b>91,297</b>	<b>38,025</b>	<b>51,265</b>		<b>78,057</b>	

<b>DUNSTABLE TOWN COUNCIL CAPITAL/REVENUE RESERVE FUNDS 2015/16</b>	<b>Balance of funds at 01.04.16</b>	<b>Contributions 2016/17 from Revenue, etc +</b>	<b>Actual Expenditure 2016/17</b>	<b>Purpose</b>	<b>Balance of funds at 31.03.17 (subject to audit)</b>
<b>OTHER EARMARKED RESERVES</b>					
Corporate Plan Reserve	48,175	1,407		To be determined	49,582
Grants Fund	5,700	0	5,700	Grants to voluntary organisations Minutes 67/11 & 70/12	0
Older People's Support Services Reserve	12,308	500	0	Cont to Revenue as required, transport costs	12,808
Events Programme Reserve	10,159	0	8,604	To be determined	1,555
Town Twinning	5,921	500	54	Provision for twinning visits	6,367
Elections	0	8,000	8,000	Reserve to meet cost of 2015 elections	0
Tree Reserve	15,968	10,000	734	Programme of works	25,234
Parks and Play Improvement Plan	27,470	15,000	21,603	Programme of works	20,867
Creasey Park Community Football Centre	26,018	5,321	2,255	Ringfenced sinking fund	29,084
Creasey Park Community Football Centre	4,812	348	0	Ringfenced for 3G pitch renewal (interest on funds held *)	5,160
Christmas Lighting	6,744	3,500	0	New/replacement lighting	10,244
Building Security Systems	5,357	0	0	Security systems as determined	5,357
Building Maintenance Fund	358,407	109,373	64,660	Programme of works, eg Fencing/Pavilions/Priory House, Grove House, etc	403,120
Allotment Reserve	13,430	5,000	0	Allotment improvements	18,430
Skatepark Revenue Reserve	9,773	0	250	Cont to Revenue as required	9,523
Mayoral Reserve	3,000	0	0	Mayoral and transport costs as required	3,000
Priory Churchyard/Gateway	15,694	10,682	11,515	As determined - Priory closed churchyard	14,861
Cemetery Memorial Safety	1,500	1,500	0	As determined - Cemetery Memorial Safety	3,000
Priory House Tea Rooms	3,500		1,375	Replacement kitchen equipment	2,125
Market Town Regeneration Fund	0	182,835	11,086	MTRF Projects	171,749
<b>Total</b>	<b>573,936</b>	<b>353,966</b>	<b>135,836</b>		<b>792,066</b>
<b>Total Earmarked Reserves</b>	<b>901,713</b>				<b>1,179,717</b>



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# **Dunstable Town Council**

*Internal Audit Report 2016-17: Final update*

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*Adrian Shepherd - Roberts*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Dunstable Town Council since 2009.

This report sets out the work undertaken in relation to the 2016-17 financial year, during our visits on 3<sup>rd</sup> November 2016 and 9<sup>th</sup> and 10<sup>th</sup> February and 1<sup>st</sup> June 2017, together with the matters arising and recommendations for action, where appropriate.

## **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place that should help ensure that the detailed annual Statement of Accounts and Annual Return detail, as prepared by an external contractor, are free from material misstatement.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the financial ledger remains in balance at the present date;
- Ensured that the closing balances reported in the Statement of Accounts and certified Annual Return for 2015-16 have been correctly rolled forward as opening Omega balances for the current year;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres remains in place;
- Checked and agreed transactions in the Council's main Current and Reserve account cashbooks to the relevant NatWest bank account statements for April, September and December 2016 and March 2017; and
- Checked detail on all active bank account reconciliations as at 30<sup>th</sup> April, 30<sup>th</sup> September and 31<sup>st</sup> December 2016 and 31<sup>st</sup> March 2017 to ensure that no long-standing uncleared cheques or other anomalous entries exist and we can confirm that no such items have been identified.

#### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area of our review.*

### Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Completed our review of the minutes of the Full Council and all Standing Committee meetings (with the exception of the Planning Sub Committee) to the present date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred; and
- Noted that the Council's extant Financial Regulations and Standing Orders were reviewed in June 2016 by Finance and General Purposes Committee.

#### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment.*

## Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed our review of expenditure selecting a total sample of 31 payments including those individually in excess of £5,000 plus a more random selection of each 60<sup>th</sup> cashbook transaction, irrespective of value, for the year to 31<sup>st</sup> March 2017 for compliance with the above criteria which totals £710,224 and equates to 39%

### *Conclusions*

*No issues warranting formal recommendation have been identified from testing completed in this area, with all appropriate criteria duly met.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We note that: -

- Full Council reviewed and adopted its Corporate Governance Arrangements in June 2016, including those relating to Financial Risk Control; and
- The Council's primary insurance cover continues to be provided by Zurich and we have examined the schedule for the current year (to 31<sup>st</sup> March 2017) to ensure that appropriate cover is in place. Both Employer's and Public Liability stand at £10 million, Fidelity Guarantee cover at £2.5 million with Loss of Revenue / Business Interruption cover also in place at £285,000, all of which we consider adequately meets the needs of the Council at present.

### *Conclusions*

*No matters have been identified in this area at present warranting formal comment or recommendation.*

## Budgetary Control and Reserves

In this area of review, we are seeking to confirm that the Council has determined its annual budget based on sound assumptions of intended spending, that sufficient funds are available to meet future spending plans and that members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund.

We have noted that full consideration of the budget and precept for 2017-18 took place at the meeting of Finance and General Purposes Committee on 23 January 2017, with recommendations being made to full Council on 6 February 2017 for the precept to be adopted at £2,178,736.

We are also pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We have also examined the March 2017 budget outturn report generated by Omega, reviewing its content and identifying appropriate explanations for any significant variances existing by reference to the detailed Omega transaction reports.

### ***Conclusion***

***No issues arise in this area warranting formal comment.***

## Review of Income

The Council continues to receive income from a wide variety of sources including the Allotments, Cemetery, Creasey Park, Markets, Priory House, Day Centre and Bank and deposit interest, etc.

In this area of our review process, we aim to ensure that all income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale; also that it is banked promptly in accordance with the Council's Financial Regulations. We have: -

- Reviewed the fees and charges in accordance with the requirements of the approved Financial Regulations and noted that they have also been reviewed for 2017-2018;
- Visited the Cemetery's administration office and undertaken detailed work on the burials records. We are pleased to note the introduction of a comprehensive BACAS software system which is a recognised cemetery records and mapping management package. We have reviewed the records selecting a sample of entries in the burial records (between late October and early November 2016) to ensure that each activity had been charged in accord with the published scales of fees and charges, that sales invoices and cashbook receipts had been entered into the relevant Omega nominal ledger income accounts and that, where applicable, there had been no undue delay in settlement of fee accounts by Funeral Directors. We are pleased to record that no issues arise in this area; and

- Visited the Creasey Park facility which utilises the RBS bookings software. We have tested a sample week's detailed "takings" and cashing up processes arising from the facility's bar and catering operations verifying the pre-programmed tills' Z readings to the daily control sheets (noting that these were independently checked by duty management) and subsequently the weekly summaries to the physical banking records and the Omega income posting, also ensuring that VAT was being identified separately where applicable. We have also checked the physical cash holdings and cash floats, including the Petty Cash and can confirm that they were correct at the time of our review.

We have noted that the Sales Ledger, as at the 31<sup>st</sup> March 2017 has no significant or long-standing debts in existence. We have also reviewed the fees and charges for certain areas in accordance with the requirements of the approved Financial Regulations.

### **Conclusions**

*We are pleased to report that no significant issues have been identified in this area of our review.*

## **Petty Cash Account**

We are required, as part of the internal audit certification process on the Council's Annual Return to consider and comment upon the controls in place over the operation of petty cash accounts at the Council. Our aim in this area is therefore to ensure that appropriate controls are in place; that expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque reimbursements from the main cashbooks are properly recorded.

Petty cash accounts are operated at a number of locations: consequently, we have examined the procedures in place for the main petty cash account holding at Grove House, which is effectively operated on an Imprest basis with a float of £150. We have examined the relevant records comprising a hand written daily ledger with a separate cashbook in the accounting software. Our test sample covered transactions for the period from 1st October to 31<sup>st</sup> December 2016 and are pleased to report that all were appropriately supported by a trade invoice or till receipt. We have also verified the physical cash holding with no issues arising.

As noted above, we have, in conjunction with our review of the activities at Creasey Park, checked and agreed the cash floats held in relation to the café and bar.

We have also undertaken a sample check of Credit Card payments and processes, examining the relevant statements and subsequent repayments by direct debit

### **Conclusions**

*We are pleased to report that no significant issues have been identified in this area of our review.*

## Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2015 in relation to employee percentage bandings.

To meet that objective, we have examined the payroll procedures in place and the computations undertaken for the payments to staff in 2016-17 by reference to the September 2016 payroll documentation produced by the Council's bureau provider (Payroll Options Ltd in Milton Keynes). We have, at this visit, completed our review to include coverage in the following areas:

- Ensuring that the Council had applied the approved employee pay rates for the financial year:
- Checking to ensure that appropriate PAYE tax codes are being applied in 2016-17, following the government's budgetary changes effective from April 2015 and that tax is being deducted appropriately for a sample of employees;
- Checking to ensure that the correct national insurance deduction tables were being utilised dependent on whether the employee contributes to the pension scheme or not, similarly examining and agreeing detail of the employee's NI deduction; and
- Ensured that Tax and NIC deductions in respect of employer's contributions have been calculated appropriately and been paid over to HMRC in an accurate and timely manner.

### *Conclusions*

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation.*

## Asset Registers

The Governance and Accountability Manual requires all councils to maintain a comprehensive register of all assets owned and leased by the Council. The Council's Statement of Accounts have, as previously, been prepared in FRSSE format by DCK Beavers, with fixed assets recorded at Net Book value on the Balance Sheet with the gross cost, by category, and cumulative depreciation reported in the Supporting Statements / Notes.

The details for the Annual Return are taken from the spreadsheet records maintained by DCK Beavers and are considered perfectly appropriate for their purpose.

*No matters arise in this area for this year.*

## Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

- As indicated in the first section of this report, we have reviewed and agreed detail of transactions on all accounts holding surplus funds for the year;
- We have examined the bank statements of Reserve account for the year, together with the CCLA Public Sector Deposit Fund; and
- We have checked and agreed the two half-yearly PWLB loan instalment repayments made in 2016 to the PWLB third party “notification / demand” notice as part of our above expenditure review.

### *Conclusions*

*We are pleased to record that no issues arise in this this year.*

## Statement of Accounts and Annual Return

The Annual Return now forms the Council’s statutory Statement of Accounts subject to external audit examination and certification: our objective is to ensure the accuracy of information disclosed in the Annual Return at Section 2 and that it is consistent with the detail contained within the Council’s financial and other supporting records.

We are pleased to note that, in line with best practice, the Council has again had a detailed Statement of Accounts, detail being presented in FRSSE format with a formal Income and Expenditure Account and Balance Sheet, together with supplementary Supporting Statements.

We have checked and agreed detail to the underlying records, using DCK Beavers working papers, also considering the approach and soundness of detail disclosed in respect of year-end debtors and creditors. We have also verified the figures to ensure the accurate transfer of data to the Annual Return.

*We are pleased to record that no significant issues have arisen from our final review work this year and have duly signed off the Internal Audit Report in the year’s Annual Return assigning positive assurances in each relevant area.*



**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF APPEALS AND APPOINTMENTS SUB-COMMITTEE**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,  
DUNSTABLE**

**ON THURSDAY 20 MARCH 2017**

Present: Councillors John Kane (Chairman), Andy Whayman (Vic-Chairman), Liz Jones, Pat Staples

In Attendance: Councillors Sid Abbot, John Chatterley, Terry Colbourne, Gloria Martin and Ann Sparrow with David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies: Councillors P Hollick (Town Mayor)

**1. SPECIFIC DECLARATIONS OF INTEREST**

None

**2. 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.

**3. SENIOR MANAGEMENT TEAM – REVIEW OF TERMS AND CONDITIONS OF EMPLOYMENT**

The Sub-Committee received a report on recommendations concerning the terms and conditions of employment for the Senior Management Team, written on behalf of the Chairman of Finance and General Purposes Committee, Councillor John Kane.

The report set out a summary of how the Council organisation had grown since 2007 and a range of achievements that had been made over this period of time. The report also explained that such improvements had been driven by the senior management team and through the adoption of Corporate Plans in 2010, 2013 and 2016.

The Senior Management Team had accepted new responsibilities resulting from the growth in the organisation but there had never been any recognition of this in their terms and conditions of employment. This had been formally raised in 2012 and again in 2016 when it was agreed that the Council would adopt a mechanism and decision making process for reviewing senior managers' terms and condition of employment. This led to a decision agreed by Council in December 2016, to delegate authority to the Appeals and Appointments Sub Committee to make all future decisions on the Senior Management Team terms and conditions of employment.

Members recalled that the Council had adopted a revised job evaluation scheme back in October 2015 that included a points scoring mechanism for all Council roles. It was evident from the ensuing discussion that Members had met in advance of this meeting and the consensus view was that they were not satisfied with the evaluation scheme

that they had previously agreed. As a result of this the Sub-Committee resolved the following:

- RESOLVED:**
- i) that the Sub-Committee does not approve the recommendations of the report but determines that the Council's job evaluation scheme be amended to reflect that from now on all senior management team job descriptions be evaluated using the Hay Group job evaluation scheme for local authorities
  - ii) that the Chairman and Town Clerk and Chief Executive agrees any amendments to the existing senior management team job descriptions and submits them for evaluation to the Hay Group.
  - iii) that this Sub-Committee reconvenes once job evaluations and associated pay grades for all four senior management team roles have been received from the Hay Group.

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,  
DUNSTABLE**

**ON THURSDAY 27 APRIL 2017**

Present: Councillors Andy Whayman (Chairman), John Kane and Liz Jones

In Attendance: Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors Claire Meakins-Jell (Vice-Chairman), Peter Hollick, Patricia Russell and Pat Staples

**1. MEETING DECLARED INQUORATE**

The meeting was declared inquorate. However as two of the members giving apologies had indicated their preferred recipient of the 4<sup>th</sup> quarter staff award 16/17, the majority were in accord and it was agreed that the award be made to Darrin Dolby, Town Centre Janitor.

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 19 JUNE 2017**

**MARKET TOWN REGENERATION FUND – UPDATE ON PROJECTS RELATING TO THIS COMMITTEE**

**INFORMATION REPORT**

**Purpose of report:** - To update members on Market Town Regeneration Fund (MTRF) projects that relate to this Committee.

**1. INTRODUCTION**

- 1.1 Members will be aware that earlier this year the Council was successful in securing a £610,000 grant from Central Bedfordshire Council (CBC) through the MTRF initiative. The grant was awarded to fund a range of projects that the Council will be implementing over the next few years that will hopefully help contribute to the regeneration of Dunstable.
- 1.2 A total of 7 projects received funding of which the following report to this Committee:
- **Architectural lighting scheme**
  - **Quadrant Shopping Centre refurbishment**
  - **New town centre signage and street furniture**
  - **High Street Improvement Scheme (HSIS)**
- 1.3 Each project will now be considered in turn.

**2. ARCHITECTURAL LIGHTING SCHEME**

- 2.1 The first phase of this project has now been completed and lighting has been installed on Grove House, Priory House and the Dunstable Conference Centre. Phase two of the project will be commissioned shortly. Phase 2 includes completing lighting to Grove House, including up lighting the main entrance to Grove House Gardens (for which planning permission should be achieved shortly) and completing the lighting scheme at Priory House. This aspect cannot be completed until the new overthrow for Priory Gardens is implemented which requires Historic England consent.

**3. QUADRANT SHOPPING CENTRE REFURBISHMENT**

- 3.1 Since the last meeting of this Committee the Town Clerk and Chief Executive and Councillor John Kane have met with a representative from Edinburgh House, who own the Quadrant Centre, to further discuss the possibility of re-opening the public toilets. Edinburgh House have intimated that they are now prepared to have the toilets re-opened but will want the town Council to pay for the revenue costs this would incur. It is estimated that this could cost the Council approximately £20,000 per annum.
- 3.2 Edinburgh House have been requested to approach the Council in writing with a costed proposal. The Town Clerk and Chief Executive is seeking advice from the National

Association of Local Councils (NALC) as to whether the Council would be legally empowered to incur such expenditure if it so wished. A response from both Edinburgh House and NALC is still awaited.

**4. NEW TOWN CENTRE SIGNAGE AND STREET FURNITURE**

- 4.1 The bulk of this project will be carried out in conjunction with the de-trunking of the High Street and CBC designers have been issued with a list of attractions and services that should be signed from the town centre. Officers have met with representatives from CBC and LBC to discuss possible signage installations at the White Lion Busway stop. A scheme has been agreed and signage designs and costings are being developed accordingly.

**5. HIGH STREET IMPROVEMENT SCHEME (HSIS)**

- 5.1 Officers are still working on this scheme with colleagues from CBC and 15 retail units are currently progressing to stage two of the application process. This is the most retail units actively engaged in the scheme than anywhere else in the Central Bedfordshire area.

**6. FINANCIAL IMPLICATIONS**

- 6.1 Officers continue to submit payment schedules to CBC, the first tranche of which have now been settled.

**7. AUTHOR**

David Ashlee – Town Clerk and Chief Executive  
[david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

19 JUNE 2017

DRAFT CALENDAR OF MEETINGS 2018

<b>Purpose of Report:</b>	<b>To seek approval to the Calendar of Meetings for the calendar year 2018</b>
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee approves the Calendar of Meetings for the calendar year 2018 as submitted at Appendix '1'.

**2. INTRODUCTION**

- 2.1 Dunstable Town Council is required to hold 6 meetings of full Council during the year (including the Annual Council Meeting) with the requisite cycle of Committee meetings reporting thereto. In accordance with Standing Orders, other than in an election year, the Statutory Annual Meeting is to be held on the third Monday in May.
- 2.2 In accordance with the Local Government Act 1972 the Town Council is required to call a meeting of all electors of the Parish of Dunstable between 1st March and 1st June – the Town Meeting. The Town Mayor presides at this meeting (or in his/her absence, the Deputy Town Mayor).

**3. DRAFT CALENDAR OF MEETINGS 2018**

- 3.1 The draft Calendar of Meetings makes provision for the requisite number of Council meetings and also allows for a meeting of full Council on the last Monday in June, to ensure that the Council complies with the requirements of the Accounts and Audit (England) Regulations 2015 (S1 2015/234) in that the Council "**must** no later than 30th June – consider the accounting statements by the members meeting as a whole".
- 3.2 All meetings will be held at the Council Chamber, Grove House other than:
- Annual Council Meeting – held at All Saints Academy this year, arrangements for next year will be considered at a future meeting of this Committee
  - Town Meeting – held at Creasey Park Community Football Centre this year, arrangements for next year will be considered at a future meeting of this Committee
  - Dunstable Joint Committee, meetings held at Watling House, further dates to be advised.
- 3.3 The meeting dates for Plans Sub-Committee are set in accordance with the meetings of Central Bedfordshire Council's Development Management Committee in order that comments may be forwarded within the required time scale.

#### **4. COMMENCEMENT TIME OF MEETINGS**

- 4.1 As Members are aware, all evening meetings commence at 7.00 pm, except for the AGM and Town Meeting which commence at 7.30 pm and Accounts Sub-Committee meetings which commence at 5.30 pm.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 There are none arising directly from this report. .

#### **6. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 6.1 There are none arising directly from this report.

#### **7. HEALTH AND SAFETY IMPLICATIONS**

- 7.1 There are none arising directly from this report.

#### **8. HUMAN RESOURCE IMPLICATIONS**

- 8.1 There are none arising directly from this report.

#### **9. LEGAL IMPLICATIONS**

- 9.1 The draft Calendar of Meetings provides for the timely meeting of full Council to approve the Annual Return and Annual Governance Statement for submission to the auditor, in compliance with the Accounts and Audit (England) Regulations 2015 (S1 2015/234).

#### **10. APPENDICES**

- 10.1 Appendix 1 – Calendar of Meetings 2018.

#### **11. CONCLUSION**

- 11.1 Producing the Calendar of Meetings in a timely fashion has previously been considered of assistance to Members and Officers in planning other arrangements for the forthcoming year.

#### **12. AUTHOR**

- 12.1 Rosemary O'Sullivan – Head of Finance and Support Services  
E-mail: [rosemary.osullivan@dunstable.gov.uk](mailto:rosemary.osullivan@dunstable.gov.uk)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
<b>2018</b>			
01/01/2018	02/01/2018	03/01/2018	04/01/2018
BANK HOLIDAY	Plans Sub-Cttee		
08/01/2018	09/01/2018	10/01/2018	11/01/2018
Community Services Cttee Grounds & Environmental Services Cttee			Personnel Sub Committee 7.00 pm
15/01/2018	16/01/2018	17/01/2018	18/01/2018
Finance & General Purposes Cttee			
22/01/2018	23/01/2018	24/01/2018	25/01/2018
	Plans Sub-Cttee		Dunstable Joint Cttee
29/01/2018	30/01/2018	31/01/2018	01/02/2018
05/02/2018	06/02/2018	07/02/2018	08/02/2018
COUNCIL (Precept)			
12/02/2018	13/02/2018	14/02/2018	15/02/2018
19/02/2018	20/02/2018	21/02/2018	22/02/2018
		Accts Sub-Cttee 5.30 pm	
26/02/2018	27/02/2018	28/02/2018	01/03/2018
05/03/2018	06/03/2018	07/03/2018	08/03/2018
Community Services Cttee Grounds & Environmental Services Cttee	Plans Sub-Cttee		
12/03/2018	13/03/2018	14/03/2018	15/03/2018
19/03/2018	20/03/2018	21/03/2018	22/03/2018
Finance & General Purposes Cttee			Dunstable Joint Cttee
26/03/2018	27/03/2018	28/03/2018	29/03/2018
	Plans Sub-Cttee		
02/04/2018	03/04/2018	04/04/2018	05/04/2018
EASTER			Personnel Sub Committee 7.00 pm
09/04/2018	10/04/2018	11/04/2018	12/04/2018
16/04/2018	17/04/2018	18/04/2018	19/04/2018
Town Meeting 7.30 pm (venue t.b.c.)		Accts Sub-Cttee 5.30 pm	
23/04/2018	24/04/2018	25/04/2018	26/04/2018
	Plans Sub-Cttee		
30/04/2018	01/05/2018	02/05/2018	03/05/2018
COUNCIL			
07/05/2018	08/05/2018	09/05/2018	10/05/2018
14/05/2018	15/05/2018	16/05/2018	17/05/2018
	Plans Sub-Cttee		
21/05/2018	22/05/2018	23/05/2018	24/05/2018
AGM 7.30 pm (venue t.b.c.)		Accts Sub-Cttee 5.30 pm	
28/05/2018	29/05/2018	30/05/2018	31/05/2018
BANK HOLIDAY			
04/06/2018	05/06/2018	06/06/2018	07/06/2018
Community Services Cttee Grounds & Environmental Services Cttee	Plans Sub-Cttee		
11/06/2018	12/06/2018	13/06/2018	14/06/2018
18/06/2018	19/06/2018	20/06/2018	21/06/2018
Finance & General Purposes Cttee		Accts Sub-Cttee 5.30 pm	
25/06/2018	26/06/2018	27/06/2018	28/06/2018
COUNCIL	Plans Sub-Cttee		



<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
2018			
02/07/2018	03/07/2018	04/07/2018	05/07/2018
09/07/2018	10/07/2018	11/07/2018	12/07/2018
			Personnel Sub Committee 7.00 pm
16/07/2018	17/07/2018	18/07/2018	19/07/2018
23/07/2018	24/07/2018	25/07/2018	26/07/2018
30/07/2018	31/07/2018	01/08/2018	02/08/2018
06/08/2018	07/08/2018	08/08/2018	09/08/2018
13/08/2018	14/08/2018	15/08/2018	16/08/2018
20/08/2018	21/08/2018	22/08/2018	23/08/2018
27/08/2018	28/08/2018	29/08/2018	30/08/2018
03/09/2018	04/09/2018	05/09/2018	06/09/2018
10/09/2018	11/09/2018	12/09/2018	13/09/2018
17/09/2018	18/09/2018	19/09/2018	20/09/2018
24/09/2018	25/09/2018	26/09/2018	27/09/2018
01/10/2018	02/10/2018	03/10/2018	04/10/2018
08/10/2018	09/10/2018	10/10/2018	11/10/2018
			Personnel Sub Committee 7.00 pm
15/10/2018	16/10/2018	17/10/2018	18/10/2018
22/10/2018	23/10/2018	24/10/2018	25/10/2018
29/10/2018	30/10/2018	31/10/2018	01/11/2018
05/11/2018	06/11/2018	07/11/2018	08/11/2018
12/11/2018	13/11/2018	14/11/2018	15/11/2018
19/11/2018	20/11/2018	21/11/2018	22/11/2018
26/11/2018	27/11/2018	28/11/2018	29/11/2018
03/12/2018	04/12/2018	05/12/2018	06/12/2018
10/12/2018	11/12/2018	12/12/2018	13/12/2018
17/12/2018	18/12/2018	19/12/2018	20/12/2018
24/12/2018	25/12/2018	26/12/2018	27/12/2018
31/12/2018	01/01/2019	02/01/2019	03/01/2019