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DUNSTABLE  
TOWN COUNCIL

**David Ashlee** Town Clerk and Chief Executive

Your Ref

Our Ref: DA/RGS/C2

Date: 17 January 2017

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 23 January 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 Meeting of Finance and General Purposes Committee held on 21 November 2016 (copy previously circulated).
3. Specific Declarations of Interest.
4. Town Council Precept 2017/2018 (see page 1 and separate enclosures). **(Copies of the Budget Proposals for 2017//2018 have previously been circulated. Members are reminded to bring their copies with them to the meeting.)**
5. Introduction of Childcare Vouchers – see page 8.
6. References from Grounds and Environmental Services Committees - see page 11.
7. Accounts – to receive the Minutes of the Accounts Sub-Committee held on 23 November and 16 December 2016 (see page 12). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
8. Financial Monitoring Report - see page 16.
9. Market Town Regeneration Fund Update on Projects Relating to this Committee – see page 22.
10. Arrangements for the Annual Town Meeting to be held 3 April 2017 -see page 24.

Cont/d ...

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17 January 2017

11. To nominate a Town Mayor and Deputy Town Mayor for election at the Annual Council Meeting to be held on 15 May 2017 and to agree arrangements for the meeting (see page 25).
12. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:

CAB Management Committee – Councillor Meakins-Jell  
Dunstable International Town Twinning Association – Councillors Hollick, Moffatt 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 Peter Hollick (Town Mayor); Gloria Martin (Deputy Town Mayor); John Kane (Chairman); Andy Whayman (Vice-Chairman); Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Liz Jones, Claire Meakins-Jell, Des Moffatt, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey, Nigel Warren and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 23 JANUARY 2017****BUDGET PROPOSALS FOR 2017/18**

**Purpose of Report:** For Members to consider and comment on budget proposals for 2017/18 taking into account comments and recommendations from the Community Services Committee and Grounds and Environmental Services Committee and make recommendations to full Council accordingly

**1. ACTION RECOMMENDED**

- 1.1 For members to consider and comment on budget proposals (revenue and capital) and fees and charges for 2017/18 as shown on the separate enclosures previously circulated and make recommendations to full Council accordingly.
- 1.2 For members to consider the comments and recommendations of the Community Services Committee and Grounds and Environmental Services Committee as set out in paragraph 3 below.

**2. INTRODUCTION**

- 2.1 Members of the Council considered proposals for a draft 2017/18 revenue budget at the Council Meeting held on 5 December 2016.
- 2.2 At this meeting, members were presented with a draft budget that accounted for:

**Increased Revenue Expenditure**

Increased revenue expenditure on existing revenue budget £186,386

**Savings/additional income**

Identified revenue savings and increased income targets £169,913

Additional income from tax base increase £61,499

**TOTAL** £45,026 surplus<sup>1</sup>

- 2.3 This illustrated that at draft budget stage, the Council was able to identify a potential £45,026 contribution to the Corporate Plan reserve. As a result the Council resolved the following:

**RESOLVED:** that the Council adopt a working strategy of trying to establish the Band D council tax charge for 2017/2018 at the existing rate of £175.21.

- 2.4 Since this time the budget has been further revised and recommendations on the budget will be considered by all three main Committees, which, if agreed, will result in an overall revenue surplus of £14,810.

<sup>1</sup> Once the budget has been agreed on 6 February 2017, any revenue surpluses will be identified against a Corporate Plan reserve fund

2.5 In addition to considering the recommendations made on the draft budget from the Community Services and Grounds and Environmental Services Committees', the purpose of this report is for members to consider and comment upon the detailed proposals for the Finance and Support Services budget and to recommend to full Council the revenue budget for 2017/18.

**3. RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICES**

**Community Services Committee**

3.1 The Community Services Committee resolved the following recommendations for the Finance and General Purposes Committee with regards to the 2017/18 budget:

**RESOLVED:** that the Committee recommend the draft Community Services budget as presented with the addition of a £5,000 contingency sum to be added to the Events Budget, to the Finance and General Purposes Committee.

**Grounds and Environmental Services Committee**

3.2 The Grounds and Environmental Services Committee resolved the following recommendations for the Finance and General Purposes Committee with regards to the 2017/18 budget:

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

**4. FINANCE AND SUPPORT SERVICES BUDGET**

4.1 The following summarises movements in the proposed budget for the Finance and Support Services Department for 2017/18.

**Operationally, the overall Finance and Support Services budget has DECREASED by £5,499.** This can be explained as follows:

<b>Finance and Support Services</b>	
<b>SAVINGS AND INCREASED INCOME TARGETS</b>	<b>GROWTH</b>
Grove House utilities - £3,000	Grants SLA - £3,400
Grove House rates - £1,000	Payroll services - £500
Furniture and equipment - £1,000	IT support/monitoring - £14,000
Postage - £1,000	Election reserve - £2,000
Stationery - £500	Childcare voucher scheme - £2,500
Corporate insurance - £2,500	Corporate Plan reserve – £14,810
Loan charges Grove House - £1,083	
Saving from MTRF budget - £32,626	
<b>Sub-total - £42,709</b>	<b>Sub-total - £37,210</b>
<b>£5,499</b>	

- 4.2 The main increases to the Finance and Support Services budget are an increase in the Grants SLA budget to further support Sorted Counselling Services; an increase of £14,000 due to new arrangements for IT improvements and support; and a contribution of £14,810 to the Corporate Plan Reserve. The main savings relate to a £3,000 saving for Grove House utilities; £2,500 on corporate insurance costs and a £32,626 saving from the MTRF reserve contribution.

## 5. CAPITAL PROGRAMME 2017/18

- 5.1 The provisional year end balances for 2017/18 are based on the provisional figures detailed in the financial monitoring report included elsewhere on this agenda.
- 5.2 The Council's Financial Regulations authorise the Town Clerk and Chief Executive and Heads of Service to incur expenditure of up to £10,000 against the agreed capital programme following consultation with the appropriate Committee Chairman.

## 6. TOTAL DEBT AND ASSOCIATED REPAYMENTS

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

AREA	TOTAL LOAN OUTSTANDING AT 31.3.17	ANNUAL PAYMENT 2017/18	TERM
Luton Road Pavilion	11,156	2,162	Nov 2026
Grove House Gardens Performance Area/1st Cemetery Extension	47,393	7,402	Nov 2024
Priory House loans 1&2	283,333	30,206	Nov 2033
	76,554	8,109	May 2034
Grove House loans 1&2	124,200	12,962	Nov 2034
	308,333	30,202	May 2035
2nd Cemetery extension	330,000	30,594	Nov 2038
<b>TOTAL</b>	<b>1,180,969</b>	<b>121,541</b>	

## 7. COUNCIL ASSETS

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

**8. INCOME LIABILITIES ON REVENUE BUDGET**

- 8.1 The draft budget for 2017/18 relies on non-council tax income generation of **£869,949** which is an increase of £44,500 on last year's income target of £825,449. This income is targeted to come from various sources and in terms of budget risk, this is the highest risk area. Appendix 1 shows a schedule of all income targets.

**9. THE DUNSTABLE TAX BASE**

- 9.1 The tax base used to calculate the precept demanded from Central Bedfordshire Council has increased from 12,084 for 2016/17 to 12,435 for 2017/18. This is an increase of 351 which is a comparatively large year on year increase.

**10. EXTERNAL CONTRACTS AND ASSOCIATED INCOME**

- 10.1 As members will be aware from information given within the budget papers, the Council has secured a number of income streams as a result of securing service contracts with external organisations.
- 10.2 Appendix 2 provides a schedule of all current external contracts and associated contract values.
- 10.3 Officers will continue to seek opportunities for securing external contracts using the Council's existing staffing capacity but members should be aware that reliance on such income will always carry a risk and as a result contracts secured will only be reflected on the Council's 'bottom line' once a minimum of a 3 year deal is agreed.

**11. FINANCIAL IMPLICATIONS**

- 11.1 If the draft budget is approved then the Band D annual council tax charge for 2017/18 will be £175.21 which is the same as for 2016/17. The actual precept will increase from £2,117,238 to £2,178,736 which is an increase of £61,498.

**12. HUMAN RESOURCE IMPLICATIONS**

- 12.1 The draft budget accounts for an annual pay award for all staff not on the 'Living Wage' of 1% and a 2.5% pay award for all staff on the 'Living Wage' in accordance with the direction from the Living Wage Foundation. From 1 April 2017 the Living Wage will be £8.45 per hour.

**13. POLICY AND CORPORATE PLAN IMPLICATIONS**

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

**14. HEALTH AND SAFETY IMPLICATIONS**

- 14.1 The draft general health and safety budget for 2017/18 has been maintained at the same rate set for 2016/17.
- 14.2 The draft budget and recommended initial savings will still ensure that the Council continues to operate its services safely.

**15. LEGAL IMPLICATIONS**

15.1 There are none arising directly from this report.

**16. APPENDICES**

16.1 Appendix 1 – Schedule of income targets 2017/18  
Appendix 2 - Schedule of external contracts and associated values

**17. SEPARATE ENCLOSURES (previously circulated)**

17.1 Enclosure 1 - Draft budget 2017/18  
Enclosure 2 - Draft pricing schedule 2017/18

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

**18. BACKGROUND PAPERS**

18.1 Meeting of full Council, 5 December 2016 - *Draft Budget 2017/18*

**19. CONCLUSION**

19.1 It is clear that the Council has benefited over the past 2 years from larger than normal increases to Dunstable's tax base. For 2017/18 this has ensured that the Council is able to establish a new Corporate Plan reserve fund in addition to maintaining the Band D council tax charge at the 2016/17 level.

**20. AUTHOR**

20.1 David Ashlee – Town Clerk and Chief Executive  
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**Schedule of all income targets for 2016/2017**

Service area	Committee	Income target
PH gift shop sales and room hire	Community Services	20,500
PH tea room sales	Community Services	125,000
PH tenancy income	Community Services	6,152
Events programme	Community Services	20,000
Grove Corner hire and rent	Community Services	8,000
CBC contract contribution for Older People's Service	Community Services	7,918
Fees for Older People's service	Community Services	13,700
Young People's Summer Activities Programme	Community Services	1,200
Dunstable Market	Community Services	37,000
Eleanor's Cross cleansing contract		3,000
	<b>SUB-TOTAL</b>	<b>£242,470</b>
Downside Community Centre lease	Grounds and Environmental Services	11,000
Grounds maintenance (various) on behalf of CBC	Grounds and Environmental Services	10,250
Recreation grounds pitch hire (including croquet lawn)	Grounds and Environmental Services	15,500
Cemetery fees and charges	Grounds and Environmental Services	154,600
Allotments	Grounds and Environmental Services	6,750
Town Ranger Service	Grounds and Environmental Services	3,000
Creasey Park Community Football Centre	Grounds and Environmental Services (TC&CE)	313,000
Splash park and associated cafe	Grounds and Environmental Services (TC&CE)	58,500
All Saints Academy ATP maintenance contract, Ladies Lodge Alms Houses grounds contract and Central Beds College contract	Grounds and Environmental Services	£17,750
	<b>SUB-TOTAL</b>	<b>£590,350</b>
Grove House tenancy income, room hire & recharges	Finance and General Purposes	37,129
	<b>SUB-TOTAL</b>	<b>£37,129</b>
<b>TOTAL</b>		<b>£869,949</b>



DUNSTABLE TOWN COUNCIL

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

<b>Description of Contract</b>	<b>Client</b>	<b>Contract Annual Value</b>	<b>Length of Contract</b>	<b>Comments</b>	<b>Head of Service</b>
Management of Creasey Park Community Football Centre and associated land	Central Bedfordshire Council	£313,000 - Centre has to generate £313,000 of income per annum	10 years until April 1 2022		Town Clerk and Chief Executive
Maintenance of various town centre raised beds and areas of public open space	Central Bedfordshire Council	£10,250	3 year until 31 March 2019		Head of GES
Provision of elderly day care and lunch time drop-in on Mondays	Central Bedfordshire Council	£7,918	1 year until April 1 2017	Contract with CBC only part funds this scheme	Head of Community Services
Cleansing contract for Eleanors Cross shopping arcade	Alexanders and Co	£4,000	3 years until April 1 2017	£1,000 income to GES; £3,000 income to Comm Serv	Head of GES and Comm Serv
Maintenance of ATP at All Saints Academy	All Saints Academy	£7,850	3 years until April 1 2017		Head of GES
Maintenance of land at Ladies Lodge Alms Houses	Dunstable Charities Trustees	£4,900	3 years until April 1 2017		Head of GES
Maintenance of land at the Incuba Centre and CB College	Central Bedfordshire College	£4,500	1 year rolling		Head of GES
<b>Total annual value of contracted work = £352,418</b>					

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 23 JANUARY 2017**

**INTRODUCTION OF CHILDCARE VOUCHER SCHEME**

**Purpose of Report:** For Members to consider and comment on proposals for a staff Childcare Voucher Scheme to commence from 1 April 2017 and make recommendations to full Council accordingly.

**1. ACTION RECOMMENDED**

- 1.1 For members to consider and comment on proposals for a staff Childcare Voucher Scheme commencing 1 April 2017 and make recommendations to full Council accordingly.
- 1.2 If Members agree to the introduction of a Childcare Voucher Scheme, it be recommended that the scheme be administered by KiddiVouchers.

**2. INTRODUCTION**

- 2.1 A number of staff who have become parents during their employment with Dunstable Town Council have enquired about the provision of a Childcare Voucher Scheme.
- 2.2 The Council does not currently operate such a scheme and information is provided below on how such a scheme could operate.

**3. INTRODUCING CHILDCARE VOUCHERS**

- 3.1 Childcare vouchers are a Government initiative aimed at helping working parents.
- 3.2 Parents can receive up to £243 a month of childcare vouchers from their employer, free of tax and National Insurance. The tax exempt thresholds are currently:

<u>Rate of Income Tax</u>	<u>Per week</u>	<u>Per month</u>
Basic-rate taxpayer	£55	£243
Higher-rate taxpayer	£28	£124
Additional-rate taxpayer	£25	£110

- 3.3 Most childcare vouchers are provided through salary sacrifice, which means parents receive their vouchers instead of part of their salary.
- 3.4 Each employee's voucher order is formalised by a salary sacrifice agreement which amends their employment contract.
- 3.5 Employers also benefit from National Insurance savings.
- 3.6 To qualify for the tax relief, four conditions must be met:

- A. the childcare voucher or directly contracted childcare relates to care for a child who –
  - (a) is a child or stepchild of the employee and is maintained (wholly or partly) at the employee's expense, or
  - (b) is resident with the employee and is a person in respect of whom the employee has parental responsibility.
- B. the care must be qualifying child care.
- C. the scheme must be open –
  - (a) to the employer's employees generally, or
  - (b) generally to those at a specific location, (but where the scheme is provided through salary sacrifice or flexible remunerations arrangements, this condition will still be met if the scheme is not available to employees with earnings at or near the National Minimum Wage).
- D. for employees joining schemes on or after 6th April 2011 that an estimate of the employee's relevant earnings amount for the tax year must have been made at the required time.

#### **4. CHILDCARE VOUCHER PROVIDERS**

- 4.1 There are a number of commercial companies providing childcare vouchers.
- 4.2. If Members agree to the introduction of a salary sacrifice childcare voucher scheme, it is suggested that the scheme be provided by KiddiVouchers who provide a fully managed childcare voucher scheme to a large number of public sector bodies, including town councils.
- 4.3 Employers are required by HMRC to conduct a basic earnings assessment when an employee joins a scheme and at the start of each tax year.
- 4.4 KiddiVouchers offer routine eligibility screening and undertake the necessary administration for employee registration, voucher ordering and salary sacrifice agreements. They would also provide a clear information booklet for employees which would incorporate all the scheme rules expected by HMRC so there would be no need to develop a separate policy document.
- 4.5 It is recommended that HMRC approval is sought when setting up a salary sacrifice scheme and the company would provide all the necessary documentation.
- 4.6 There is no minimum number for membership of the scheme.

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

- 5.1 A basic earnings assessment would need to be completed for each employee who may wish to register for the scheme.
- 5.2 Until the take up of the scheme is ascertained it is not possible to determine the full cost but the administration fee is 4.5% of the monthly voucher face value, which on the maximum threshold for a basic rate taxpayer would be approximately £131 per annum per employee.

- 5.3 This cost would be offset by savings in employer's national insurance payments which could be in the region of up to £402 a year per scheme member. Indicating that there could be an overall saving to the Council.
- 5.4 The draft budget for 2017/18 for consideration at this meeting includes provision for a contingency sum of £2,500 for any initial start-up costs and any possible VAT implications on the Council's de-minimus level for partially exempt activities.
- 5.5 It is however anticipated that overall savings would be achieved, in which case the contingency sum could be applied to the Corporate Plan Reserve.

**6. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 6.1 The introduction of a childcare voucher scheme would be a positive example of the Council's commitment to its employees, in accordance with its aspiration to achieve Silver standard for its Investors In People accreditation.

**7. HEALTH AND SAFETY IMPLICATIONS**

- 7.1 There are none arising directly from this report.

**8. HUMAN RESOURCE IMPLICATIONS**

- 8.1 Whilst benefiting from childcare vouchers in financial terms, the Council would also enjoy the advantages of being family friendly.

**9 LEGAL IMPLICATIONS**

- 9.1 There are none arising directly from this report. Any changes in legislation would be notified and the scheme updated accordingly.

**10. CONCLUSION**

- 10.1 The administrative costs involved in operating a salary sacrifice Childcare Voucher Scheme are relatively low. If agreed, the scheme would need to be available to all employees and promoted accordingly. To allow enough time for assessment and registration it would be possible to launch the scheme from 1 April 2017.

**11. AUTHOR**

- 11.1 Rosemary O'Sullivan – Head of Finance and Support Services  
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**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 23 JANUARY 2017**

**REFERENCES FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**Purpose of Report:** To consider and approve recommendations made by the Grounds and Environmental Services Committee on 16 January 2017.

**1. RESERVE SPENDING – REPLACEMENT VEHICLE**

- 1.1 At the meeting of the Grounds and Environmental Services Committee held on 16 January 2017, Members received a report that sought approval for the release of existing allocated reserve funds to replace a Ford Transit tipper truck that had been subject to an arson attack and was subsequently written off by the Council's insurers. Members noted that, at the time of receiving the report, the insurance settlement figure was still unknown.

**RESOLVED:** that the Committee recommend to Finance and General Purposes Committee the release of £20,135 from the earmarked capital reserve for the purchase of a replacement vehicle for the Grounds and Environmental Services and Market Porter teams.

**2. FUTURE USE OF LUTON ROAD BOWLING GREEN AND ASSOCIATED SPORTS PAVILION**

- 2.1 At the meeting of the Grounds and Environmental Services Committee held on 16 January 2017, Members received an update report on progress being made with negotiations regarding the lease of land at Luton Road Recreation Ground.

**RESOLVED:** i) that the Committee recommend to Finance and General Purposes Committee that it be agreed to lease the land at Luton Road Recreation Ground as set out in the report.

ii) that the Town Clerk and Chief Executive be authorised to instruct the Council's solicitors to prepare a draft lease accordingly.

**3. AUTHOR**

- 3.1 John Crawley, Head of Grounds and Environmental Services

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

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

**ON WEDNESDAY 23 NOVEMBER 2016**

Present: Councillors John Kane (Chairman), Sid Abbott (Vice-Chairman) and Liz Jones with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Jessica Castle

**1. 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.

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

- RESOLVED:**
- i) that the schedule of accounts for the period 20 October to 22 November 2016 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

**2. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 October 2016 and the Chairman signed the bank statements accordingly.

**3. INCOME AND EXPENDITURE**

The Sub-Committee received the detailed Income and Expenditure report as at 31 October 2016 which had formed the basis for the Financial Monitoring Report considered at the meeting of Finance and General Purposes Committee on 21 November 2016. Members noted variances against budget for the period and the explanations therefor.

**ACCOUNTS SCHEDULED FOR PAYMENT 19TH OCTOBER TO 22ND NOVEMBER 2016**

Invoices received as per Purchase Ledger Daybooks (Pages 2068 - 2093)	£212,360.27	
Invoice on hold from August - works now completed - inc in Bankline payments A-D (Page 2093 = correction page)	£3,537.60	<u>£215,897.87</u>

**CHEQUE PAYMENTS**

Cheque payments against invoices (Pages 5216- 5218) Cheque Nos. 26181 - 26200	£6,117.20	<u>£6,117.20</u>
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**BANKLINE PAYMENTS**

Bankline payments against invoices - Suppliers A-D (Pages 5191 - 5197)	£37,992.39	
Bankline payments against invoices - Suppliers E-H (Pages 5198 - 5202)	£25,381.91	
Bankline payments against invoices - Suppliers I-L (Pages 5203 - 5205)	£17,452.97	
Bankline payments against invoices - Suppliers M-P (Pages 5206 - 5209)	£7,611.87	
Bankline payments against invoices - Suppliers Q-T (Pages 5210 - 5213)	£32,786.89	
Bankline payments against invoices - Suppliers U-Z (Pages 5214 - 5215) (Page 5197 = correction page)	£6,450.27	<u>£127,676.30</u>

**DIRECT DEBIT PAYMENTS**

Payments Due by Direct Debit (P/of Pages 2070 - 2071, P/of 2074, 2079, 2086 - 2087)	£79,675.59	
Payments entered in current month now paid (Page 5187 & p/of 5188 - 5189 & 5190) Pages 5182 - 5186 relate to last months direct debits due now paid	£2,428.78	<u>£82,104.37</u>

**SUB TOTAL     £215,897.87**

**CASHBOOK PAYMENTS**

27.10.16 - Confirmation BACS - October Payroll	£78,961.15	
31.10.16 - Natwest - Bank Charges - September	£213.10	
09.11.16 - Confirmation Bankline Payments - October Payroll Expenses	£45,517.95	
15.11.16 - Natwest - Bankline Charges - October	£77.90	<u>£124,770.10</u>

**CASH CHEQUE PAYMENT**

Cash Cheque - Grove Corner Petty Cash Reimbursement	£59.23	
Cash Cheque - OPDCS Petty Cash Reimbursement	£60.00	
Cash Cheque - OPDCS Petty Cash - Christmas Activities	£220.00	
Cash Cheque - CPCFC Petty Cash Reimbursement	£169.90	
Cash Cheque - Priory House Petty Cash Reimbursement	£221.85	
Cash Cheque - Priory House - Christmas Event Floats	£150.00	
Cash Cheque - Grove House Petty Cash Reimbursement	£49.87	
Cash Cheque - Events Petty Cash - Torchlight/Carols	£100.00	
23.11.16 Cash Cheque No. 26201 for the above		<u>£1,030.85</u>

**TOTAL PAYMENTS FOR PERIOD 19TH OCTOBER TO 22ND NOVEMBER 2016     £341,698.82**

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

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

**ON WEDNESDAY 21 DECEMBER 2016**

Present: Councillors John Kane (Chairman), Sid Abbott (Vice-Chairman) and Liz Jones with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor 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 23 November to 20 December 2016 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

**2. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 November 2016 and the Chairman signed the bank statements accordingly.

**3. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 30 November 2016 and noted variances against budget for the period and the explanations therefore.

Councillors Kane and Jones requested that a breakdown of the contracts currently held with Croner Group Ltd be provided at Finance and General Purposes Committee.

**Action: Head of Finance and Support Services**



**ACCOUNTS SCHEDULED FOR PAYMENT 23RD NOVEMBER TO 20TH DECEMBER 2016**

Invoices received as per Purchase Ledger Daybooks (Pages 2094 - 2113)	£167,017.10	<u>£167,017.10</u>
<b>CHEQUE PAYMENTS</b>		
Cheque payments against invoices (Pages 5252- 5253)	£2,104.01	<u>£2,104.01</u>
Cheque Nos. 26202 - 26212		
<b>BANKLINE PAYMENTS</b>		
Bankline payments against invoices - Suppliers A-D (Pages 5234 - 5238)	£15,782.12	
Bankline payments against invoices - Suppliers E-H (Pages 5239 - 5241)	£28,397.28	
Bankline payments against invoices - Suppliers I-L (Pages 5242 - 5243)	£16,080.32	
Bankline payments against invoices - Suppliers M-P (Pages 5244 - 5246)	£11,135.07	
Bankline payments against invoices - Suppliers Q-T (Pages 5247 - 5249)	£55,403.76	
Bankline payments against invoices - Suppliers U-Z (Pages 5250 - 5251)	£3,915.48	
		<u>£130,714.03</u>
28.11.16 Confirmation Bankline Payment - Smith of Derby Ltd (Page 5223)	£1,244.40	
13.12.16 Confirmation Bankline Payment - Skatespectacular (Page 5231)	£5,250.00	
		<u>£6,494.40</u>
Less credit on Account - AEC Automation Ltd - to be deducted from future payments	-£648.00	<u>-£648.00</u>
<b>DIRECT DEBIT PAYMENTS</b>		
Payments Due by Direct Debit (Pages 2100 - 2101, 2105 - 2106 & 2112 - 2113)	£22,377.50	
Payments entered in previous month now paid (P/of Page 5229)	£1,635.18	
Payments entered in current month now paid (Page 5230 & P/of 5232 - 5233)	£4,339.98	
Pages 5219 - 5222 & 5224 - 5228, P/of 5229 & P/of 5232 relate to last months direct debits due now paid		<u>£28,352.66</u>
	<b>SUB TOTAL</b>	<b><u>£167,017.10</u></b>
<b>CASHBOOK PAYMENTS</b>		
25.11.16 - Confirmation BACS - November Payroll	£80,589.82	
30.11.16 - Natwest - Bank Charges - November	£191.06	
08.12.16 - Confirmation Bankline Payments - November Payroll Expenses	£45,470.39	
15.12.16 - Natwest - Bankline Charges - November	£80.00	
		<u>£126,331.27</u>
<b>CASH CHEQUE PAYMENT</b>		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£27.58	
Cash Cheque - CPCFC Petty Cash Reimbursement	£139.60	
Cash Cheque - Priory House Petty Cash Reimbursement	£177.33	
Cash Cheque - Grove House Petty Cash Reimbursement	£31.31	
21.12.16 Cash Cheque No. 26213 for the above		<u>£375.82</u>
<b>TOTAL PAYMENTS FOR PERIOD 23RD NOVEMBER TO 20TH DECEMBER 2016</b>		<b><u>£293,724.19</u></b>

FINANCE AND GENERAL PURPOSES COMMITTEE

23 JANUARY 2017

FINANCIAL MONITORING REPORT

<b>Purpose of Report:</b>	<b>The purpose of this report is to:</b>  i) provide a revenue budgetary control report for the period ending 31 December 2017  ii) provide detail of the Council's earmarked reserves at 31 December 2016
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the revenue budget position for the period from 1 April to 31 December 2016
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 December 2016 and known commitments in the current financial year.

**2. INTRODUCTION**

- 2.1 Members will be aware that monthly Income and Expenditure reports are submitted for consideration by Accounts Sub-Committee and included with the agenda which is distributed to all Members.
- 2.2 The Income and Expenditure provides the detail for this budgetary control report which summarises the net expenditure against the budget for each service area as at 31 December 2016, together with a projection of the outturn at the end of this financial year taking account of the known monthly/seasonal variances.

**3. REVENUE BUDGETARY REPORT**

- 3.1 The Accounts Sub-Committee has previously received information in respect of the variances against budget and taken account of the profiled budgets which allow for seasonal fluctuations in income and expenditure.
- 3.2 The summary at Appendix 1 shows the net expenditure at 31 December per service area and an indication of the anticipated outturn against budget, taking account of seasonal variances and known commitments for the remainder of the financial year.
- 3.3 Members have previously received financial information regarding Priory House Tea Rooms, Dunstable Market, Dunstable Cemetery and Creasey Park Community Football Centre through reports to the relevant Committees when variances against the profiled budget were reported.
- 3.4 Whilst it is considered too early to predict the final outturn, the summary shows a potential overall net revenue saving at the end of the financial year of £24,918,

which is in line with that reported to Committee in November as at October 2016. This takes account of previously identified additional costs or loss of income which are being managed within the overall service area budgets and being offset by reduced costs and additional income in other areas.

- 3.5 The Finance and Support Services budget continues to show a potential underspend, which as previously reported is mainly attributed to the reduced insurance premium and additional income from credits on previously reported utility tariffs. This has offset the increased costs on Central Services which are primarily due to the improved IT support which now provides 24/7/365 technical support and monitoring with comprehensive off site back up storage and disaster recovery. The additional costs of the recent By Election which cannot be met from the Earmarked Election Reserve of £8,000 have also been taken into account, estimated at £700.
- 3.6 The potential underspend indicated against Grounds and Environment Services includes savings against the budget for Creasey Park Community Football Centre and if achieved this element will be allocated to the CPCFC sinking fund. The estimated increase in Cemetery income has reduced slightly since the last report and has been offset by increased expenditure.
- 3.7 The potential overall saving indicated against Community Services has reduced since the October report. Members are already aware from previous reports that the net expenditure for Dunstable Market, Events and Priory House is predicted to exceed the budget. It should also be noted that staffing costs for Ashton Square Public Conveniences have increased due to providing cover for long term sick leave.
- 3.8 As Members will appreciate, there are of course fluctuations throughout the year and unexpected demands on the budgets. Budget Managers will continue to monitor and control budgets accordingly within their respective service areas.

#### **4. RESERVES**

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from earmarked reserve funds in the current financial year as at 31 December.
- 4.2 The schedule also includes the detail of further agreed/known commitments from earmarked reserves in this financial year and indicates an estimated end of year balance, which is of course subject to any further agreed expenditure and does not take account of the recommendation for release of funds to be considered at Item 4 of the Agenda for this meeting.
- 4.3 The schedule does not include the MTRF Reserve Fund which was established in 2016/17 for DTC contributions to projects agreed with Central Bedfordshire Council for grant funding. Members will be aware of the progress of these projects from previous Committee reports. Whilst expenditure has been incurred, the grant from CBC is payable in quarterly instalments in arrears and at the time of writing this report the claim for the first instalment has not yet been finalised.

## 5. GENERAL RESERVE

- 5.1 Members will be aware that the Council's current Treasury Management Policy provides that "a general balance is maintained to protect the Council from unforeseen events and to give time to respond to such events. The Council will work towards maintaining a general balance of £300,000 or 25% of the salary budget." It should be noted that the gross salary budget for this financial year is £1,560,305, 25% of which is £390,076.
- 5.2 The tables below summarise the movement in the General Reserve on the basis of achieving the saving indicated at 3.4 above, ie £24,918 less the saving on Creasey Park Community Football Centre. These also provide a reminder of the previously agreed allocation from the General Reserve in 2016/2017.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March (inc stock)
2015/16	553,522	29,030	582,552
2016/17	582,552	14,472	597,024

Agreed expenditure from the General Reserve:

To part fund Splashpark (MTRF Project)	(175,000)	422,024
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## 6. FINANCIAL IMPLICATIONS

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

## 7. APPENDICES

Appendix 1 - Summary of Net Revenue Expenditure

Appendix 2 - Summary of Reserves

## 8. AUTHOR

- 8.1 Rosemary O'Sullivan – Head of Finance and Support Services  
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DUNSTABLE TOWN COUNCIL		Appendix 1	
SUMMARY OF NET EXPENDITURE			
	Budget 2016/17	Actual at 31-Dec-16	Projection for year end 31-Mar-17
			Variance against total budget per service area
<b><u>Finance and Support Services</u></b>			
Staff Costs	265,188	200,340	271,345
Central Services	78,150	54,856	81,480
Grove House	32,723	16,398	30,084
Grants	3,500	3,300	3,500
Corporate Management	100,970	57,933	82,500
Democratic Management and Representation	17,750	9,727	18,673
Capital & Projects (inc loan charges)	183,115	183,115	183,115
	<b>£681,396</b>	<b>£525,669</b>	<b>£670,697</b>
<b><u>Grounds and Environmental Services</u></b>			
Staff Costs	455,606	337,088	449,281
* Allotments	1,126	-6137	44
* Cemetery	-52,149	-53,085	-55,565
Recreation Grounds	34,500	34,603	36,491
Town Centre and Gardens	43,500	27,225	42,506
* Town Ranger Service	31,901	23,491	33,654
* Creasey Park Community Football Centre	6,277	-41,276	1,054
Capital & Projects	125,968	125,853	125,853
	<b>£646,729</b>	<b>£447,762</b>	<b>£633,319</b>
			<b>£13,410</b>



	Description	Balance as at 01.04.16	Contributions Revenue/Other	Expenditure in year	Balance at 31 December 2016	Commitments/Programme of works, etc	Committed Amount	Bal after committed
311	Corporate Plan Reserve	£48,175			£48,175	To be determined		£48,175
313	CP Sinking Fund	£26,018		-£1,905	£24,113	CPCFC Kitchen Extension £20,000 less exp to date	-£16,951	£7,161
314	Christmas Lights Reserve	£6,744	£1,500		£8,244	New/improved lighting		£8,244
316	Grants Reserve	£5,699		-£5,699	£0	To finance grant aid for 2016/17		£0
317	Skatepark Reserve	£9,773		-£250	£9,523	To be determined		£9,523
318	EMR Building Alarms	£5,357			£5,357	To be determined		£5,357
319	NEW Cemetery Memorial Safety	£1,500			£1,500	Memorial safety inspections due		£1,500
320	NEW Priory House Tearooms Equip	£3,500			£3,500	Tearooms Kitchen Equipment	-£1,374	£2,126
						£22,290 digitisation of cemetery records, Website (£9,315) Town Ranger (£3,165) and vehicle replacement (£48,332) - to be determined		
321	Vehicle/Equipment Reserve	£91,297	£35,000	-£26,990	£99,307		-£22,290	£77,017
322	Older People's Day Care Svce	£12,308			£12,308	£3,687 for increased transport costs By elections in 2016. Future contributions to fund elections in 2019	-£3,687	£8,621
323	Election Reserve	£0	£8,000		£8,000		-£8,000	£0
324	Building Maintenance Fund	£358,407	£109,373	-£64,060	£403,720	To be determined		£403,720
326	Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	£1,449	£100		£1,549	to be determined		£1,549
328	NEW Priory Churchyard	£15,694	£10,682	-£11,515	£14,862	As determined by quinquennial report		£14,862
329	Events Reserve	£10,159		-£8,603	£1,556			£1,556
330	Town Twinning Reserve	£5,921	£500	-£54	£6,367	Retained for twinning activities to be determined		£6,367
331	Tree Reserve	£15,968	£10,000	-£734	£25,234	Agreed programme of tree works	-£17,000	£8,234
332	Parks & Play Improvement Plan	£27,470	£15,000	-£19,693	£22,777	Agreed programme of works Min 16/9/15 (£41,988 less expend to date)	-£2,799	£19,978
335	Capital Rec Reserve	£407			£407	residual sum		£407
338	Allotments Reserve	£13,430	£5,000		£18,430	Programme of works agreed GES Cttee March 14 £10,000 less exp to date	-£8,430	£10,000
339	Creasey Park 3G Pitch	£4,812	£266		£5,078	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£5,078
	<b>Earmarked Reserves Total</b>	<b>£667,089</b>			<b>£723,007</b>		<b>-£80,531</b>	<b>£642,475</b>
<b>S106/External Funding - Expenditure specified by funding body</b>								
315	'Our Place' Grant Fund	£1,907			£1,907	Outreach work on Downside	-£1,907	£0
380	Developers Contributions- CAP	£39,749			£39,749	Frenchs Avenue S106		£39,749
381	CPCFC Capital for 3G pitch	£88,491			£88,491	£15,000 agreed for kitchen extension. Balance to be retained for future repair/replacement (with 339 above)	-£15,000	£73,491
385	Development Contributions- REV	£53,916		-£345	£53,571	Court Drive Landscaping Works £5278; Willoughby committed sum £8,000; Priory Gardens Footpaths £647	-£13,925	£39,645
389	Grove House Gardens Highways Works (CBC)	£25,000			£25,000	To be returned to CBC	-£25,000	£0
570	Joint Committee Fund	£25,565	£18,894	-£21,833	£22,626	Expenditure determined by Joint Cttee	-£22,626	£0
	<b>S106/External Funding Total</b>	<b>£234,628</b>			<b>£231,344</b>		<b>-£78,458</b>	<b>£152,885</b>
		£901,717			£954,351		-£158,990	£795,361

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 23 JANUARY 2017**

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

**INFORMATION REPORT**

<b>Purpose of report:</b> - To update members on Market Town Regeneration Fund (MTRF) projects that relate to this Committee.
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**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 and includes completing the scheme at Priory House, which will see lighting added to the main House sign and the lighting of the soon to be designed new overthrust to the A5 entrance to the Gardens; and completing the scheme at Grove House which will include lighting the rest of the Grove House building as well as up-lighting the masonry pillars at the entrance to the Gardens.

**3. QUADRANT SHOPPING CENTRE REFURBISHMENT**

3.1 CBC officers are leading on this scheme and a verbal update will be given at the meeting.

**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 A5.



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

- 5.1 Officers are still working on this scheme with colleagues from CBC and three retail units are currently progressing to stage two of the application process with a number of other schemes going through stage one.

6. **AUTHOR**

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**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 23 JANUARY 2017**

**ANNUAL TOWN MEETING**

<b>Purpose of Report:</b>	For Members to note arrangements for the Annual Town Meeting to be held on 3 April 2017 and agree a topic for a presentation.
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**1. INTRODUCTION**

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

**2. VENUE**

- 2.1 The Town Meeting has been held at Creasey Park Community Football Centre for the last five years having proved to be a most suitable venue.
- 2.2 The Centre has been booked for this year's meeting.

**3. PRESENTATION**

- 3.1 It is customary for a presentation to be given at the Town Meeting on a topical issue and last year an update was given by The Head of Transport Strategy of Central Bedfordshire Council, on progress being made with the A5-M1 Link Road and the Woodside Connection.
- 3.2 Members are asked to consider and advise any suggestions for the topic of a presentation at this year's meeting.

**4. FINANCIAL IMPLICATIONS**

- 4.1 Use of Creasey Park Community Football Centre would be at nil cost to the Council as the hire charge would be met by way of an internal recharge from the Democratic Services budget credited to the income budget for Creasey Park Community Football Centre.

**5. AUTHOR**

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**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 23 JANUARY 2017**

**ARRANGEMENTS FOR MAYOR MAKING 2017**

<b>Purpose of Report:</b>	i) For Members to nominate a Town Mayor and Deputy Town Mayor for election at the Annual Council Meeting to be held on 15 May 2017
	ii) For Members to consider and agree the venue for the Annual Council Meeting and Mayor Making Ceremony.

**1. ACTION RECOMMENDED**

- 1.1 That the Committee consider nominations for Town Mayor and Deputy Town Mayor for election at the Annual Meeting and Mayor Making Ceremony to be held on 15 May 2017.
- 1.2 That the Committee agree the venue for the meeting.

**2. BACKGROUND INFORMATION**

- 2.1 As Members will be aware, last year's Mayor Making ceremony was successfully held at All Saints Academy.
- 2.2. At the time of agreeing the venue for 2016, Members did ask that alternative venues be considered for future years (Minute 71/2016 refers).

**3. VENUE FOR 2017**

- 3.1 The Mayoral & Democratic Services Officer has made enquiries of the suggested alternative venues to ascertain whether the AGM could be accommodated, with attendances of approximately 150 people.
- 3.2 Central Bedfordshire College is unable to accommodate more than 120 people.
- 3.3 Superdrug Conference Centre has ceased the hiring of meeting rooms
- 3.4 Incuba Centre could accommodate the AGM but are hosting a culinary conference from 15-19 May 2017.
- 3.5 Dunstable Conference Centre have availability and would be happy to host the AGM, at a cost of £1,000 hall hire with catering costs additional.
- 3.6 All Saints Academy could accommodate the AGM on the same basis as last year, which was at a cost of £1,672 which included hall/room hire, venue technician and buffet refreshments for 150 people at £6.50 per head (£975).

**4. FINANCIAL IMPLICATIONS**

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

**5. AUTHOR**

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