

Dunstable Town Council
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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref

Our Ref: DA/RGS/C2

Date: 11 June 2018

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 18 June 2018 at 7.00 pm**, at the Council Chamber, Grove House, 76 High Street North, Dunstable, when the following business will be transacted.

AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 19 March 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 21 March, 18 April and 23 May 2019 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
5. Financial Monitoring Report — – Outturn 2017/18 – see page 10.
6. IT Improvements/Upgrades - see page 17.
7. Calendar of Meetings 2018 – see page 19.
8. Minutes of Personnel Sub-Committee held on 12 April 2018 – see page 23.
9. Central Bedfordshire Community Governance Review – see page 25.

Cont/d ...

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10. 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
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 John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Peter Hollick (Chairman), John Chatterley (Vice-Chairman), Sid Abbott, Terry Colbourne, Philip Crawley, Eugene Ghent, Liz Jones, Anne Kennedy, Gloria Martin, Claire Meakins, Mike Mullany, Patricia Russell, Ann Sparrow and Pat Staples 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 21 MARCH 2018

Present: Councillors Nigel Warren (Chairman), Peter Hollick (Vice-Chairman) John Kane and Terry Colbourne with Lisa Scheder (Finance Officer)

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included 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 regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 21 February to 20 March 2018 be approved (see Appendix 1)

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

iii) that cheque number 26431 be confirmed as cancelled

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 28 February 2018 and the Chairman signed the bank statements accordingly.

4. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 28 February 2018 which had formed the basis for the Financial Monitoring Report considered at the meeting of Finance and General Purposes Committee on 19 March 2018. Members noted variances against budget for the period and the explanations therefor.

Members raised questions regarding the current payroll arrangements and VAT partial exemption and the Head of Finance and Support Services would be asked to provide further information.

Further detailed information would be provided to the next meeting of the Sub-Committee in respect of the following items of expenditure:

The Pedestrian Footfall Survey in the town centre
Leased till at Priory House Tearooms
Fatstrippa servicing at Priory House Tearooms

*

ACCOUNTS SCHEDULED FOR PAYMENT 21ST FEBRUARY TO 20TH MARCH 2018

Invoices received as per Purchase Ledger Daybooks (Pages 2442 - 2461)	£109,944.58	
Invoices received on prior months Schedule - now due for payment (Cheeky Munkey Ltd) (Daybook Pages 2460 & 2461 = correction pages)	£124.80	£110,069.38

CHEQUE PAYMENTS

Cheque payments against invoices (Pages 5799 - 5801) Cheque Nos. 26436 - 26449	£2,917.88	£2,917.88
21.03.18 Cancelled Cheque No. 26431= incorrect payee- replacement included in above (Page 5779)	-£14.38	-£14.38

BANKLINE PAYMENTS

Bankline payments against invoices - Suppliers A-D (Pages 5780 - 5785)	£34,778.14	
Bankline payments against invoices - Suppliers E-H (Pages 5786 - 5788)	£22,804.09	
Bankline payments against invoices - Suppliers I-L (Pages 5789 - 5790)	£7,245.72	
Bankline payments against invoices - Suppliers M-P (Pages 5791 - 5793)	£6,463.31	
Bankline payments against invoices - Suppliers Q-T (Pages 5794 - 5795)	£7,080.17	
Bankline payments against invoices - Suppliers U-Z (Pages 5796 - 5797)	£2,483.01	
Bankline payment - Brookside Nursery (Page 5798) (Payment Page 5785 = correction page)	£44.91	£80,899.35
28.02.18 Confirmation Bankline Payment - Farmhouse Catering Ltd (Page 5769)	£376.00	
28.02.18 Confirmation Bankline Payment - Music & Me Ltd (Page 5770)	£187.50	
20.03.18 Confirmation Bankline Payment - Wider Plan Ltd (Page 5778)	£512.24	£1,075.74

DIRECT DEBIT PAYMENTS

Payments due by Direct Debit (P/of Pages 2448 & 2451 - 2453)	£22,190.85	
Payments entered in current month now paid (Page 5773 & p/of Pages 5774 - 5777) Page 5764 - 5768, 5771 - 5772 & p/of 5774 - 5777 relate to last months direct debits/credits due now paid/received	£2,999.94	£25,190.79

SUB TOTAL £110,069.38

CASHBOOK PAYMENTS

27.02.18 Confirmation BACS Payment - February Payroll	£77,494.66	
08.03.18 Confirmation Bankline Payments - February Payroll Costs	£44,609.21	£122,103.87
28.02.18 - Natwest - Monthly Bank Charges	£144.35	
15.03.18 - Natwest - Monthly Bankline Charges	£63.20	£207.55

CASH CHEQUE PAYMENT

Cash Cheque - Grove Corner Petty Cash Reimbursement	£28.09	
Cash Cheque - Grove Corner - Petty Cash - Wheelie Fantastic Project	£30.00	
Cash Cheque - OPDCS Petty Cash Reimbursement	£30.00	
Cash Cheque - OPDCS - Petty Cash - Easter Crafts	£60.00	
Cash Cheque - CPCFC Petty Cash Reimbursement	£99.49	
Cash Cheque - Priory House Petty Cash Reimbursement	£95.63	
Cash Cheque - Grove House Petty Cash Reimbursement	£38.23	
Cash Cheque - Long Term Service Award	£250.00	
21.03.18 Cash Cheque No. 26450 for the above		£631.44

TOTAL PAYMENTS FOR PERIOD 21ST FEBRUARY TO 20TH MARCH 2018 £233,012.24

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 18 APRIL 2018

Present: Councillors Nigel Warren (Chairman), Peter Hollick (Vice-Chairman) and Terry Colbourne with Lisa Scheder (Finance Officer)

Apologies Councillor John Kane

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included 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 regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 21 March to 17 April 2018 be approved (see Appendix 1)

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

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 March 2018 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 31 March 2018. 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 2017/2018.

As requested at the previous meeting, the Head of Finance and Support Services had provided information to members of the Sub-Committee in respect of the current payroll arrangements. Explanatory information had also been provided regarding VAT partial exemption and how special arrangements for recovery of VAT apply to local authorities.

Having sought information from the relevant Head of Service, the Finance Officer, provided answers to queries raised at the previous meeting, as follows:

Town Centre Pedestrian Footfall Survey - this is funded by the Dunstable Joint Committee and completed annually. The 2018 Survey had been undertaken at various locations around the Town Centre at different times of the day.

Priory House Tearooms, Leased Till – at the time of requiring a new till system there was not the capital available to purchase a till outright.

Fatstrippa Equipment Servicing - this equipment is fixed to a sink and collects the fat and grease to prevent it entering the main waste pipes and is serviced twice yearly.

The Sub-Committee expressed their thanks to the Head of Finance and Support Services and the Finance Officer for their hard work in the administration of the Council's finances. The Sub-Committee were also pleased to note the predicted end of year revenue saving, particularly taking account of the unexpected additional costs incurred during the year.

ACCOUNTS SCHEDULED FOR PAYMENT 21ST MARCH TO 17TH APRIL 2018

Invoices received as per Purchase Ledger Daybooks (Pages 2462 - 2482)	£219,923.35	<u>£219,923.35</u>
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CHEQUE PAYMENTS

Cheque payments against invoices (Pages 5833 - 5835)	£6,363.72	
Cheque Nos. 26451 - 26464		<u>£6,363.72</u>

BANKLINE PAYMENTS

Bankline payments against invoices - Suppliers A-D (Pages 5817 - 5820)	£48,767.71	
Bankline payments against invoices - Suppliers E-H (Pages 5821 - 5823 & 5836)	£24,753.78	
Bankline payments against invoices - Suppliers I-L (Pages 5824 - 5825)	£10,338.95	
Bankline payments against invoices - Suppliers M-P (Pages 5826 - 5828)	£7,874.67	
Bankline payments against invoices - Suppliers Q-T (Pages 5829 - 5830)	£26,877.50	
Bankline payments against invoices - Suppliers U-Z (Pages 5831 - 5832)	£3,174.56	
Bankline payments against invoices - 5 Suppliers one-off payments (Page 5816)	£4,201.50	
		<u>£125,988.67</u>
09.04.18 Confirmation Bankline Payment - Quercus (UK) Ltd (Page 5812)	£426.00	
		<u>£426.00</u>

DIRECT DEBIT PAYMENTS

Payments due by Direct Debit (P/of Page 2463 & Pages 2470, 2473 & p/of 2475 - 2477)	£82,308.47	
Payments entered in current month now paid (Pages 5806 - 5807 & p/of Pages 5808, 5813 - 5815)	£4,893.97	
Invoices/Credits cancelled - adjustment billing received (p/of Page 5810)	£38.52	
Direct Credits Received - Plusnet - overcharged on previous invoices (Page 5811)	-£96.00	
Pages 5802 - 5805 & p/of 5807 - 5809 & 5813 - 5815 relate to last months direct debits/credits due now paid/received		<u>£87,144.96</u>

SUB TOTAL **£219,923.35**

CASHBOOK PAYMENTS

27.03.18 Confirmation BACS Payment - March Payroll	£76,854.26	
09.04.18 Confirmation Bankline Payments - March Payroll Costs	£44,583.81	
		<u>£121,438.07</u>
29.03.18 - Natwest - Monthly Bank Charges	£142.51	
(Monthly Natwest Bankline Charges included in Direct Debits due above)		<u>£142.51</u>

CASH CHEQUE PAYMENT

Cash Cheque - OPDCS Royal Wedding Celebrations Petty Cash	£120.00	
Cash Cheque - Splashside Float & Petty Cash	£700.00	
18.04.18 Cash Cheque No. 26465 for the above		<u>£820.00</u>

TOTAL PAYMENTS FOR PERIOD 21ST MARCH TO 17TH APRIL 2018 **£342,323.93**

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 23 MAY 2018

Present: Councillors Nigel Warren (in the Chair) and John Kane with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies Councillor Peter Hollick (for whom Councillor Kane was substituting) and Mike Mullany

1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN

RESOLVED: that Councillors Mike Mullany and Peter Hollick be appointed Chairman and Vice-Chairman of this Sub-Committee respectively for the ensuing Municipal year.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included 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 information regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 18 April to 22 May 2018 be approved (see Appendix 1)

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

iii) that Councillors' action in authorising payment on cheque numbers 26466-26468 be confirmed.

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 April 2018 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 2018 which had also been circulated to all members of the Council.

ACCOUNTS SCHEDULED FOR PAYMENT 18TH APRIL TO 22ND MAY 2018

Invoices received as per Purchase Ledger Daybooks (Pages 2483 - 2509) (Page 2509 = correction page)	£219,344.24	<u>£219,344.24</u>
CHEQUE PAYMENTS		
Cheque payments against invoices (Pages 5884 - 5886) Cheque Nos. 26469 - 26483	£1,916.87	£1,916.87
30.04.18 Confirmation Cheque Nos. 26466 - 26468 - Mayors Charities Donations (Page 5847)	£6,000.00	£6,000.00
BANKLINE PAYMENTS		
Bankline payments against invoices - Suppliers A-D (Pages 5858 - 5864)	£24,649.65	
Bankline payments against invoices - Suppliers E-H (Pages 5865 - 5868)	£20,349.69	
Bankline payments against invoices - Suppliers I-L (Pages 5869 - 5871)	£19,020.78	
Bankline payments against invoices - Suppliers M-P (Pages 5872 - 5875)	£20,359.42	
Bankline payments against invoices - Suppliers Q-T (Pages 5876 - 5879)	£20,217.08	
Bankline payments against invoices - Suppliers U-Z (Pages 5880 - 5882)	£14,912.99	
Bankline payment - Quinn Artistes Entertainment (Page 5883)	£663.00	
		£120,172.61
26.04.18 Confirmation Bankline Payment - Austin Ray Solicitors (Page 5845)	£2,700.00	
09.05.18 Confirmation Bankline Payment - Mr J A Corrigan (Page 5850)	£150.00	
16.05.18 Confirmation Bankline Payment - Projuice Ltd (Page 5849)	£39.60	
22.05.18 Confirmation Bankline Payment - Wider Plan Ltd (Page 5856) (Page 5857 = correction page)	£512.24	
		£3,401.84
DIRECT DEBIT PAYMENTS		
Payments due by Direct Debit (P/of Pages 2487 - 2488, 2500, 2501, 2505 & 2506)	£16,997.52	
Payments entered in current month now paid (P/of Pages 5841 - 5844, 5846, P/of 5848, 5851 - 5855) Pages 5837 - 5840, p/of 5841 & 5848 & 5851 relate to last months direct debits/credits due now paid/received	£70,855.40	
		£87,852.92
	SUB TOTAL	£219,344.24
CASHBOOK PAYMENTS		
27.04.18 Confirmation BACS Payment - April Payroll	£80,583.00	
09.05.18 Confirmation Bankline Payments - April Payroll Costs	£49,615.37	
		£130,198.37
CASH CHEQUE PAYMENT		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£14.77	
Cash Cheque - Grove Corner - Wheelie Fantastic Project	£150.00	
Cash Cheque - OPDCS Petty Cash Reimbursement	£30.00	
Cash Cheque - CPCFC Petty Cash Reimbursement	£161.24	
Cash Cheque - Splashside Petty Cash Reimbursement	£38.87	
Cash Cheque - Priory House Petty Cash Reimbursement	£196.64	
Cash Cheque - Priory House Float Increase	£200.00	
Cash Cheque - Grove House Petty Cash Reimbursement	£138.31	
Cash Cheque - Events Petty Cash - Dunstable Live/Priory Pictures	£150.00	
Cash Cheque - Long Term Service Award x 2	£200.00	
23.05.18 Cash Cheque No. 26484 for the above		£1,279.83
		£1,279.83
TOTAL PAYMENTS FOR PERIOD 18TH APRIL TO 22ND MAY 2018		£350,822.44

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

18 JUNE 2018

FINANCIAL MONITORING REPORT

Purpose of Report:	The purpose of this report is to: i) provide financial information for the year ending 31 March 2018 ii) provide detail of the Council's allocated reserves at 31 March 2018
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1. ACTION RECOMMENDED

- 1.1 For Members to note the financial reports for the period from 1 April 2017 to 31 March 2018.
- 1.2 For Members to note the balance of the Council's allocated reserves as at 31 March 2018.

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 25 June 2018 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 2017/2018 (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 2018 are summarised at Appendix 1 (subject to audit).
- 3.2 Members are reminded that previous financial monitoring reports firstly indicated a shortfall against budget due to the unanticipated elections costs. It was reported in April that these costs were considerably less than first indicated. Having exercised strict budgetary control to accommodate the original cost and this, together with other savings, has led to revenue savings and resulted in a contribution to the General Reserve of £28,851.
- 3.3 The full detail of variances will be reported to the meeting of the Council on 25 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)
2016/17	582,554	2,641	585,195
2017/18	585,195	28,851	614,046

4. RESERVES

- 4.1 Appendix 2 includes a summary of the contributions to and expenditure from Earmarked Reserves made in 2017/18, 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

DUNSTABLE TOWN COUNCIL	Agenda Item 5 - Appendix 1	
Year End Balances 2017-2018 (Subject to Audit)		
As at 31.03.18		
Petty Cash Admin	150.00	
Petty Cash Grove Corner	70.00	
Petty Cash Priory House	240.00	
Cash Float Priory House	300.00	
Cash Float Cemetery	40.00	
Petty Cash CPCFC	200.00	
Cash Float CPCFC	650.00	1,650.00
Cash in hand at 31.03.18		
Current Account	14,012.00	
less unpresented chques	-3,217.69	
Liquidity Select Account	1,637,534.48	
Fixed Rate Deposit Account (12mths)	93,891.56	
		1,742,220.35
TOTAL (Box 8 Annual Return)		1,743,870.35
Less:		
Creditors as per bought ledger (501)	-80,271.34	
Additional Creditors -		
Other Creditors	-426.00	
Accruals (510)	-57,399.29	
Retentions Payable (560)	-12,598.18	
Holding Account (570) - Joint Cttee	-16,063.84	
Other Holding/Control Accounts (516-538)	-60,111.89	
Accrued Loan Interest (512)	-19,823.34	-246,693.88
S106/Dvlprs Contributions monies held (380&385)	-74,006.79	
S106 CPCFC (381)	-88,490.91	
Deferred Grants - GHG (389)	-25,000.00	-187,497.70
Plus:		
Debtors as per sales ledger (101)	108,345.23	
VAT Refund Due (115)	29,513.99	
		137,859.22
Provisional Total Balance		1,447,537.99
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DUNSTABLE TOWN COUNCIL

CAPITAL/REVENUE RESERVE FUNDS
SUMMARY

	Year End Balance 2016/17	Contributions from Revenue (or other) 2017/18	Expenditure 2017/18	Balance of Funds at 31.03.18
	£		£	£
S106/DEVELOPERS CONTRIBUTIONS/EXTERNAL	308,045	17,731	122,216	203,560
CAPITAL PROJECTS RESERVES	1,549	15,000	0	16,549
ASSET REPLACEMENT RESERVES	78,057	35,000	27,060	85,997
OTHER EARMARKED RESERVES	792,066	291,102	335,145	748,023
	1,179,717	358,833	484,421	1,054,129
General Reserve	585,195	28,851	0	614,046
	585,195	28,851	0	614,046
Total Reserves - subject to audit	1,764,912	387,684	484,421	1,668,175

General Reserve figure includes stock values:

CPCFC	5,166
PH Tea Rooms	4,946
PH shop	6,963
	<u>17,075</u>

DUNSTABLE TOWN COUNCIL CAPITAL/REVENUE RESERVE FUNDS 2017/2018	Balance of funds at 01.04.17	Contributions 2017/18 from Revenue, etc +	Actual Expenditure 2017/18	Purpose	Balance of funds at 31.03.18 (subject to audit)
S106 MONIES/DEVELOPERS' CONTRIBUTIONS/EXTERNAL FUNDING					
Dunstable Joint Committee	18,979	17,731	20,646	Joint Cttee Priority Action Plan - as determined by DJC	16,064
Court Drive Landscaping	5,278	0	520	Funding from CBC, ongoing landscaping	4,758
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)	370	0	0	Priry Gardens - footpath improvements	370
Willoughby Play Area	47,645	0	17,516	Commuted sum for maintenance	30,129
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
Splashpark	83,534	0	83,534	Completed	0
Total	308,045	17,731	122,216		203,560
CAPITAL PROJECTS RESERVES					
Priry House (Exhibition)	1,549	15,000		Exhibition materials	16,549
Total	1,549	15,000	0		16,549
ASSET REPLACEMENT RESERVES					
IT Equipment Reserve	44,210	15,000	19,145	IT/Network upgrade including website	40,065
Vehicles Reserve	33,847	20,000	7,915	Vehicle/Plant Replacement	45,932
Total	78,057	35,000	27,060		85,997

DUNSTABLE TOWN COUNCIL CAPITAL/REVENUE RESERVE FUNDS 2017/2018	Balance of funds at 01.04.17	Contributions 2017/18 from Revenue, etc +	Actual Expenditure 2017/18	Purpose	Balance of funds at 31.03.18 (subject to audit)
OTHER EARMARKED RESERVES					
Corporate Plan Reserve	49,582	26,310	45,342	To be determined	30,550
Older People's Support Services Reserve	12,808	0	500	Cont to Revenue as required, transport costs	12,308
Events Programme Reserve	1,555	0	0	To be determined	1,555
Town Twinning	6,367	500	0	Provision for twinning visits	6,867
Elections	0	10,000	10,000	Reserve to meet cost of 2019 elections	0
Tree Reserve	25,234	5,000	5,440	Programme of works	24,794
Parks and Play Improvement Plan	20,867	15,000	0	Programme of works	35,867
Creasey Park Community Football Centre	29,084	0	16,210	Ringfenced sinking fund	12,874
Creasey Park Community Football Centre	5,160	242		Ringfenced for 3G pitch renewal (interest on funds held *)	5,402
Christmas Lighting	10,244	3,500		New/replacement lighting	13,744
Building Security Systems	5,357	0	0	Security systems as determined	5,357
				Programme of works, eg	
Building Maintenance Fund	403,120	119,938	33,979	Fencing/Pavilions/Priory House, Grove House, etc	489,079
Allotment Reserve	18,430	5,000	1,682	Allotment improvements	21,748
Skatepark Revenue Reserve	9,523	0	0	Cont to Revenue as required	9,523
Mayoral Reserve	3,000	0	0	Mayoral and transport costs as required	3,000
Priory Churchyard/Gateway	14,861	5,000	0	As determined - Priory closed churchyard	19,861
Cemetery Memorial Safety	3,000	0	2,700	As determined - Cemetery Memorial Safety	300
Cemetery Memorial Kerbs	0	3,242	0	As required for future purchases	3,242
Priory House Tea Rooms	2,125	1,500	2,125	Replacement kitchen equipment	1,500
Splashpark	0	10,000	1,467	As determined	8,533
Market Town Regeneration Fund	171,749	85,870	215,700	Completion of MTRF Projects (Priory Gateway and Architectural Lighting)	41,919
Total	792,066	291,102	335,145		748,023
Total Earmarked Reserves	1,179,717				1,054,129

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****18 JUNE 2018****INFORMATION/COMMUNICATION TECHNOLOGY IMPROVEMENTS**

Purpose of Report:	The purpose of this report is for Committee to consider and approve proposals for further upgrades/improvements to the Council's information and communication systems across all sites.
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1. ACTION RECOMMENDED

- 1.1 That this Committee approves proposals for further upgrades to the Council's information and communication systems as part of the lifecycle planning.
- 1.2 That the sum of up to £14,000 be released from the earmarked capital reserve fund to complete the necessary ICT upgrades.

2. BACKGROUND

- 2.1 The Council's existing IT system is based on a Microsoft Server at Grove House and 36 pcs spread across all Council sites, ie, Grove House, Priory House, Dunstable Cemetery, Grove Corner, Creasey Park Community Football Centre and Bennett's Splash.
- 2.2 Since April 2016, the Council has employed the services of Cheeky Monkey IT Support and all sites are linked by a private Local Area Network for Dunstable Town Council which is provided and managed under a direct contract with them. The contract is for a 3 year term and discounted rates are offered for hardware.
- 2.3 Cheeky Monkey provide and manage the internet, firewall, web and e-mail filtering, anti-virus monitoring, back-up and disaster recovery, 24/7 proactive support and maintenance for all workstations and server, as well as providing comprehensive reports by way of quarterly performance reviews.
- 2.4 Guidance is also provided on end of life, budget planning and technology overview.

3. DESKTOP LIFECYCLE PLANNING

- 3.1 In November 2017, 10 desktops and 2 laptops were replaced at various locations as they were out of warranty or nearing the end of warranty. This was authorised by the Chairman at the time and the cost was met from the earmarked reserve for IT.
- 3.2 There are currently a further 12 desktops and 1 laptop that are well over the recommended performance and reliability status and should ideally be replaced.
- 3.3 These are all on Windows 7 operating system which is now at the end of life and has been removed from the standard Microsoft support and development stage with

only basic security patching provided which will also stop in 2019. This will increase the risk and impact of Cyber security attacks.

- 3.4 Due to the age of the operating system there is no data, disk encryption features unlike the current Microsoft operating system, Windows 10. A desktop replacement project will also include this security feature and service being set up for the local hard drive and removal media.
- 3.5 The age of the equipment makes it prone to failure and performance degradation and could lead to unplanned down time and extended operational disruption.

4. FINANCIAL IMPLICATIONS

- 4.1 The estimated cost for the replacement of 12 desktops and monitors and 1 laptop is in the region of £14,000, including set up and configuration.
- 4.2 The cost would need to be met from the Council's earmarked reserve set aside for IT which currently has a balance of £32,659, (having taken account of the commitment for the completion of the Cemetery BACAS Software system previously approved).

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The proposed improvements to the Council's ICT network would produce more efficient systems in line with the Council's priority as set out in the Corporate Plan, i.e.: *"continuing to improve the organisational management and efficiency of the Town Council"*.

6. CONCLUSION

- 6.1 By implementing the recommended desktop lifecycle planning, performance degradation will be avoided. It is crucial that IT and communication systems are kept as up to date as financial resources allow.

7. AUTHOR

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

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

18 JUNE 2018

DRAFT CALENDAR OF MEETINGS 2019

Purpose of Report:	To seek approval to the Calendar of Meetings for the calendar year 2019
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1. ACTION RECOMMENDED

- 1.1 That the Committee approves the Calendar of Meetings for the calendar year 2019 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, the Statutory Annual Meeting in an election year (as 2019) is to be held one week Monday following the day of the election.
- 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). As 2019 is an election year the Town Meeting will be held in early March to ensure it is held before the start of Purdah, the pre-election period when specific restrictions on communications activity are in place. The latest start date for this period is 27 March 2019.

3. DRAFT CALENDAR OF MEETINGS 2019

- 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 Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 (S1 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 The Incuba this year, arrangements for next year will be considered at a future meeting of this Committee
 - Town Meeting – held at Grove House this year, arrangements for next year will be considered at a future meeting of this Committee
 - Dunstable Joint Committee, meetings held at Watling House, 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 Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 (S1 234).

10. APPENDICES

- 10.1 Appendix 1 – Calendar of Meetings 2019.

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

DUNSTABLE TOWN COUNCIL - CALENDAR OF MEETINGS 2019					Agenda Item 7 - Appendix 1	
ALL MEETINGS COMMENCE AT 7.00 PM UNLESS OTHERWISE STATED						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07/01/2019	01/01/2019	02/01/2019	03/01/2019			
Community Services Ctee Grounds & Environmental Services Ctee	BANK HOLIDAY Plans Sub-Ctee					
14/01/2019	15/01/2019	16/01/2019	17/01/2019			
Finance & General Purposes Ctee			Personnel Sub Committee			
21/01/2019	22/01/2019	23/01/2019	24/01/2019			
		Accts Sub-Ctee 5.30 pm				
28/01/2019	29/01/2019	30/01/2019	31/01/2019			
	Plans Sub-Ctee					
04/02/2019	05/02/2019	06/02/2019	07/02/2019			
COUNCIL (Precept)						
11/02/2019	12/02/2019	13/02/2019	14/02/2019			
18/02/2019	19/02/2019	20/02/2019	21/02/2019			
	Plans Sub-Ctee	Accts Sub-Ctee 5.30 pm				
25/02/2019	26/02/2019	27/02/2019	28/02/2019			
Town Meeting 7.30 pm (VENUE T.B.C.)						
04/03/2019	05/03/2019	06/03/2019	07/03/2019			
Community Services Ctee	Plans Sub-Ctee					
11/03/2019	12/03/2019	13/03/2019	14/03/2019			
Grounds & Environmental Services Ctee						
18/03/2019	19/03/2019	20/03/2019	21/03/2019			
Finance & General Purposes Ctee		Accts Sub-Ctee 5.30 pm				
25/03/2019	26/03/2019	27/03/2019	28/03/2019			
01/04/2019	02/04/2019	03/04/2019	04/04/2019			
08/04/2019	09/04/2019	10/04/2019	11/04/2019			
	Plans Sub-Ctee		Personnel Sub Committee			
15/04/2019	16/04/2019	17/04/2019	18/04/2019			
		Accts Sub-Ctee 5.30 pm				
22/04/2019	23/04/2019	24/04/2019	25/04/2019			
EASTER						
29/04/2019	30/04/2019	01/05/2019	02/05/2019			
COUNCIL	Plans Sub-Ctee		ELECTIONS			
06/05/2019	07/05/2019	08/05/2019	09/05/2019			
BANK HOLIDAY						
13/05/2019	14/05/2019	15/05/2019	16/05/2019			
AGM 7.30 pm venue t.b.c						
20/05/2019	21/05/2019	22/05/2019	23/05/2019			
	Plans Sub-Ctee	Accts Sub-Ctee 5.30 pm				
27/05/2019	28/05/2019	29/05/2019	30/05/2019			
BANK HOLIDAY						
03/06/2019	04/06/2019	05/06/2019	06/06/2019			
Community Services Ctee						
10/06/2019	11/06/2019	12/06/2019	13/06/2019			
Grounds & Environmental Services Ctee	Plans Sub-Ctee					
17/06/2019	18/06/2019	19/06/2019	20/06/2019			
Finance & General Purposes Ctee		Accts Sub-Ctee 5.30 pm				
24/06/2019	25/06/2019	26/06/2019	27/06/2019			
COUNCIL						

Monday 2019	Tuesday	Wednesday	Thursday
01/07/2019	02/07/2019	03/07/2019	04/07/2019
08/07/2019	09/07/2019	10/07/2019	11/07/2019
			Personnel Sub Committee
15/07/2019	16/07/2019	17/07/2019	18/07/2019
22/07/2019	23/07/2019	24/07/2019	25/07/2019
29/07/2019	30/07/2019	31/07/2019	01/08/2019
05/08/2019	06/08/2019	07/08/2019	08/08/2019
12/08/2019	13/08/2019	14/08/2019	15/08/2019
19/08/2019	20/08/2019	21/08/2019	22/08/2019
26/08/2019	27/08/2019	28/08/2019	29/08/2019
02/09/2019	03/09/2019	04/09/2019	05/09/2019
09/09/2019	10/09/2019	11/09/2019	12/09/2019
16/09/2019	17/09/2019	18/09/2019	19/09/2019
23/09/2019	24/09/2019	25/09/2019	26/09/2019
30/09/2019	01/10/2019	02/10/2019	03/10/2019
07/10/2019	08/10/2019	09/10/2019	10/10/2019
14/10/2019	15/10/2019	16/10/2019	17/10/2019
			Personnel Sub Committee
21/10/2019	22/10/2019	23/10/2019	24/10/2019
28/10/2019	29/10/2019	30/10/2019	31/10/2019
04/11/2019	05/11/2019	06/11/2019	07/11/2019
11/11/2019	12/11/2019	13/11/2019	14/11/2019
18/11/2019	19/11/2019	20/11/2019	21/11/2019
25/11/2019	26/11/2019	27/11/2019	28/11/2019
02/12/2019	03/12/2019	04/12/2019	05/12/2019
09/12/2019	10/12/2019	11/12/2019	12/12/2019
16/12/2019	17/12/2019	18/12/2019	19/12/2019
23/12/2019	24/12/2019	25/12/2019	26/12/2019
30/12/2019	31/12/2019	01/01/2020	02/01/2020
			BANK HOLIDAY
			BANK HOLIDAY

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 12 APRIL 2018

Present: Councillors Peter Hollick (Chairman), Liz Jones, John Kane and Pat Staples

In Attendance: David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Claire Meakins

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. QUARTERLY STAFF AWARD SCHEME

The Sub-Committee noted that this was the second quarter when there had been no nominations submitted for the Quarterly Staff Award Scheme, although reminders were sent to all staff. Nevertheless, it was agreed that the Scheme would continue and nominations would be considered as and when received for any given quarter.

3. HR SUMMARY UPDATE

Members received a report that detailed a comparative summary of staff sickness records for 2015/2016 to 2017/2018. The summary showed that staff sickness within the Council had remained at acceptable levels and that there was no cause for any remedial action at this time. Members noted the current arrangements for those returning on a phased return from long term sick leave.

Members also received details of long term authorised leave of absences and staff resignations for the year 2017/18.

4. STAFF ESTABLISHMENT REPORT 2018

The Town Clerk and Chief Executive reported on the current staff establishment and the associated terms and conditions for all staff as of 1 April 2018.

It was noted that the number of Full Time Equivalent staff employed had reduced from 50 in 2017 to 46.7 in 2018. There were 71 established posts and members noted the breakdown of staff on specific salary bands from which it was noted the majority were on the lower Spinal Column Points ranging from Grade G to Grade F.

Members also received the detail of the National Employers proposed Pay Scales for 2018/19 which it was understood had now been agreed. Members were reminded that, as advised at the budget setting meetings this year, the proposed 2% pay award related

to spinal column points (SCP) 20 and above. SCPs 6-19 would be increased by considerably more than 2%. It was also noted that the pay offer addressed the pay scales for 2019/20 which would be 2% for the current SCP 28 and above with a higher percentage increase for those below.

5. HR POLICIES AND CONTRACT DOCUMENTATION

The Head of Finance and Support Services reported on work currently in progress with the Council's Consultant HR Advisors, Croner, to review the current standard contract of employment and the content of the staff handbook. Full details would be submitted to the June meeting of Finance and General Purposes Committee.

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 18 JUNE 2018****CENTRAL BEDFORDSHIRE COMMUNITY GOVERNANCE REVIEW**

Purpose of Report: The purpose of this report is to inform members of the outcome of the first stage of Central Bedfordshire Council's Community Governance Review and for members to make any further comments accordingly.

1. ACTION RECOMMENDED

- 1.1 That member's note the outcome of the first stage of Central Bedfordshire Council's Community Governance Review and make any further comments accordingly.

2. INTRODUCTION

- 2.1 In January this year, the Council determined its response to Central Bedfordshire Council's (CBC) Community Governance Review consultation. The Council recommended that following elections in 2019, councillor numbers on the Council reduce from 21 to 18 and that amendments be made to both the southern and northern Parish of Dunstable boundaries.
- 2.2 This response was considered by the CBC General Purposes Committee in March, the result of which was circulated to all members on 1 May 2018 and is given at appendix 1 of this report.
- 2.3 This report asks members of this Committee to respond formally to the decision of the CBC General Purposes Committee.

3. DETAILED CONSIDERATIONS

- 3.1 In summary, the decision of the CBC General Purposes Committee supports the Council's view that the number of councillors be reduced from 21 to 18 but does not support members view on the boundary extensions. Proposals to make slight alterations to the northern and southern boundaries have been suggested but not to the extent that members wanted. Members are requested if they wish to comment further on the boundary issue.

4. FINANCIAL IMPLICATIONS

- 4.1 None

5. HUMAN RESOURCE IMPLICATIONS

- 5.1 None

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 None

7. HEALTH AND SAFETY IMPLICATIONS

7.1 None

8. LEGAL IMPLICATIONS

8.1 The proposed reduction in Councillor numbers will still ensure that the Council can retain good governance structures and decision-making capacity.

9. APPENDICES

9.1 Appendix 1 – Minute of the Dunstable element of the CBC General Purposes Committee Meeting, 29 March 2018

10. BACKGROUND PAPERS

10.1 CBC consultation document – Community Governance Arrangements

Report to Special Council Meeting, 22 January 2018 – *Central Bedfordshire Community Governance Review*

11. AUTHOR

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

Dunstable

1 Background

Parish Ward	Seats	1 Sept 2017 Electorate	31 March 2023 Electorate	Ratio Electors to Seats	Forecast Ratio Electors to Seats	Variance from Average
Central	3	3775	3819	1258	1273	+299%
Icknield	5	6344	6847	1268	1369	+329%
Manshead	3	3883	3883	1294	1294	+306%
Northfields	5	7451	7777	1490	1555	+388%
Watling	5	7739	7739	1548	1548	+385%

1.1 Dunstable parish has a Town Council and is currently divided into 5 wards. Both the Central and Manshead wards have 3 councillors and the wards of Icknield, Northfields and Watling have 5 councillors each. The forecast development to March 2023 is estimated at a further 514 dwellings.

1.2 The parish boundary adjoins the neighbouring parishes of Caddington, Houghton Regis, Kensworth and Totternhoe. The parish wards are coterminous within the 5 district wards of the same names.

1.3 The submission from the Town Council to reduce the number of councillors from 21 to 18 together with the proposal to extend the boundaries to the north, and south can be found on <http://www.centralbedfordshire.gov.uk/council/consultations/results.aspx> Further submissions from both the public and interested parties can also be seen via the same link. The proposed extension to the parish boundary to incorporate the anomaly of numbers 19 to 73 (odds) Norfolk Road and the new development at the former Empire Rubber Company site which are currently within the Caddington parish boundary is considered both practical and reasonable (map 6 refers). However, the proposal to extend into several fields in the northern quarter of Kensworth parish was rejected as it was considered contrary to the Terms of Reference. The proposal to extend the northern boundary to incorporate the hamlet of Sewell (currently within the parish of Houghton Regis) within the parish (16 properties and 39 electors) was also rejected on the grounds that it was not an anomalous development that straddled the two parish boundaries and therefore was contrary to the Terms of Reference.

1.4 The submissions from Totternhoe Parish Council to extend its boundaries into Dunstable can also be found at <http://www.centralbedfordshire.gov.uk/council/consultations/results.aspx> However, the proposal was rejected as being contrary to the Terms of Reference.

1.5 The development in Portland Ride built in the late 1990s extended across the parish boundary from Houghton Regis to Dunstable (as shown at map 7). It is therefore

recommended that this anomaly is corrected by formally moving the relevant properties, Numbers 21 to 33 Portland Ride into the parish of Houghton Regis.

1.6 Although the 2011 elections were contested in all 5 wards with 7 nominations for Central, 11 for Icknield, 9 for Manshead, 16 for Northfields and 11 for Watling and the 2015 elections were equally as competitive with 7 nominations for Central, 13 for Icknield, 9 for Manshead, 16 for Northfields and 13 for Watling it is noted that the submissions from both the Town Council and some members of the public that the number of councillors be reduced, is consistent with government advice that the conduct of parish council business does not usually require a large body of councillors.

1.7 The overall projected electorate growth over 5 years for the Central ward is 1.2%; for the Icknield ward 7.9% and 4.4% for the Northfields ward. No projected electorate growth over the 5 years is planned for the wards of Manshead and Watling.

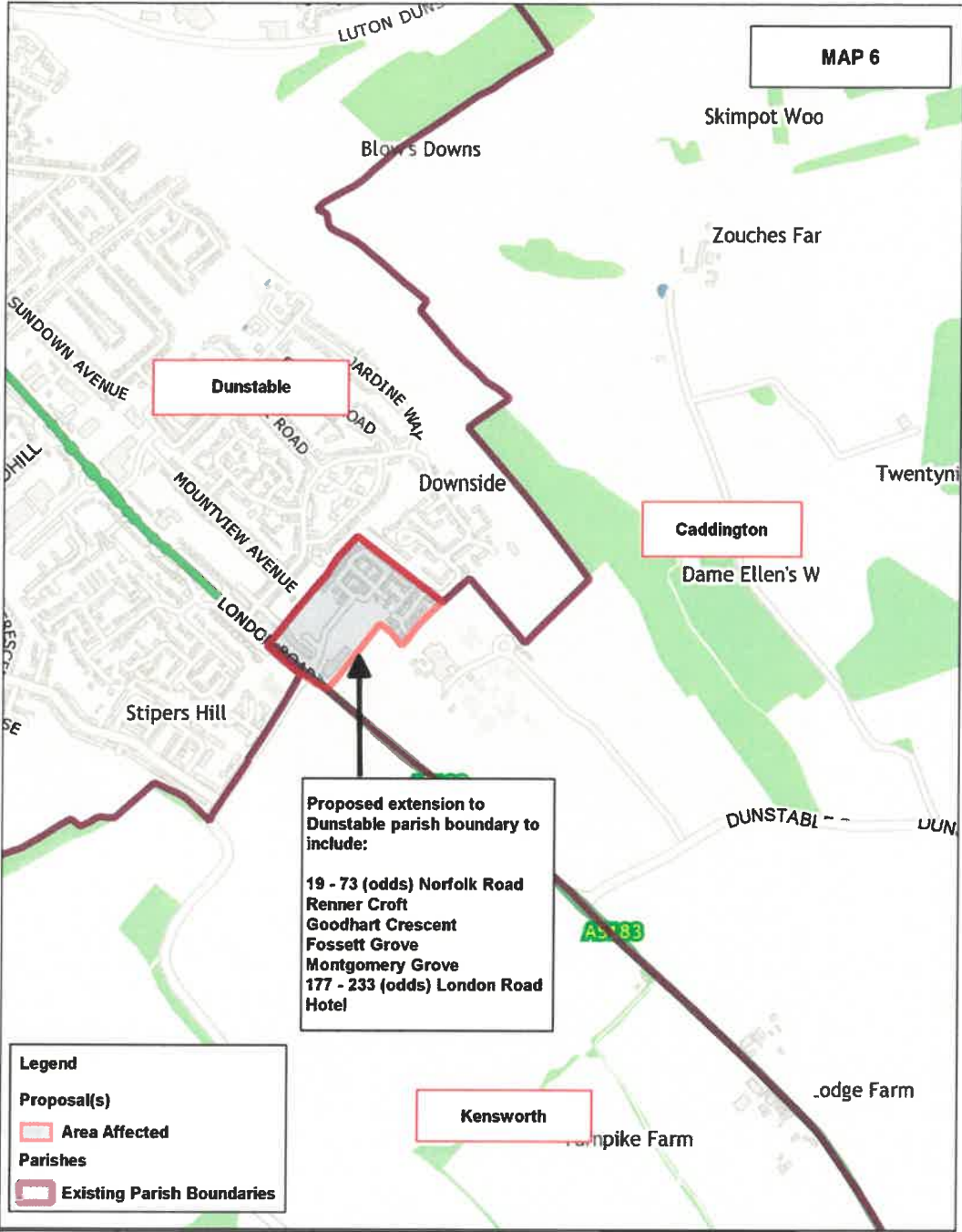
2 Draft Recommendations

2.1 That the parish name of Dunstable should remain unchanged;

2.2 That the number of parish councillors on Dunstable Town Council be reduced to eighteen (Central Ward 3, Icknield Ward 4, Manshead Ward 3, Northfields Ward 4 and Watling Ward 4);

2.3 That the boundary of the parish be changed to add the properties at Numbers 19 to 73 (odds) Norfolk Road together with the properties at Fossett Grove, Goodhart Crescent, Montgomery Grove, Renner Croft and Numbers 177 to 233 (odds) London Road;

2.4 That the boundary of the parish be changed to effect the removal of the properties at Numbers 21 to 33 Portland Ride.



MAP 6

Proposed extension to Dunstable parish boundary to include:

- 19 - 73 (odds) Norfolk Road
- Renner Croft
- Goodhart Crescent
- Fossett Grove
- Montgomery Grove
- 177 - 233 (odds) London Road
- Hotel

Legend

Proposal(s)

- Area Affected

Parishes

- Existing Parish Boundaries



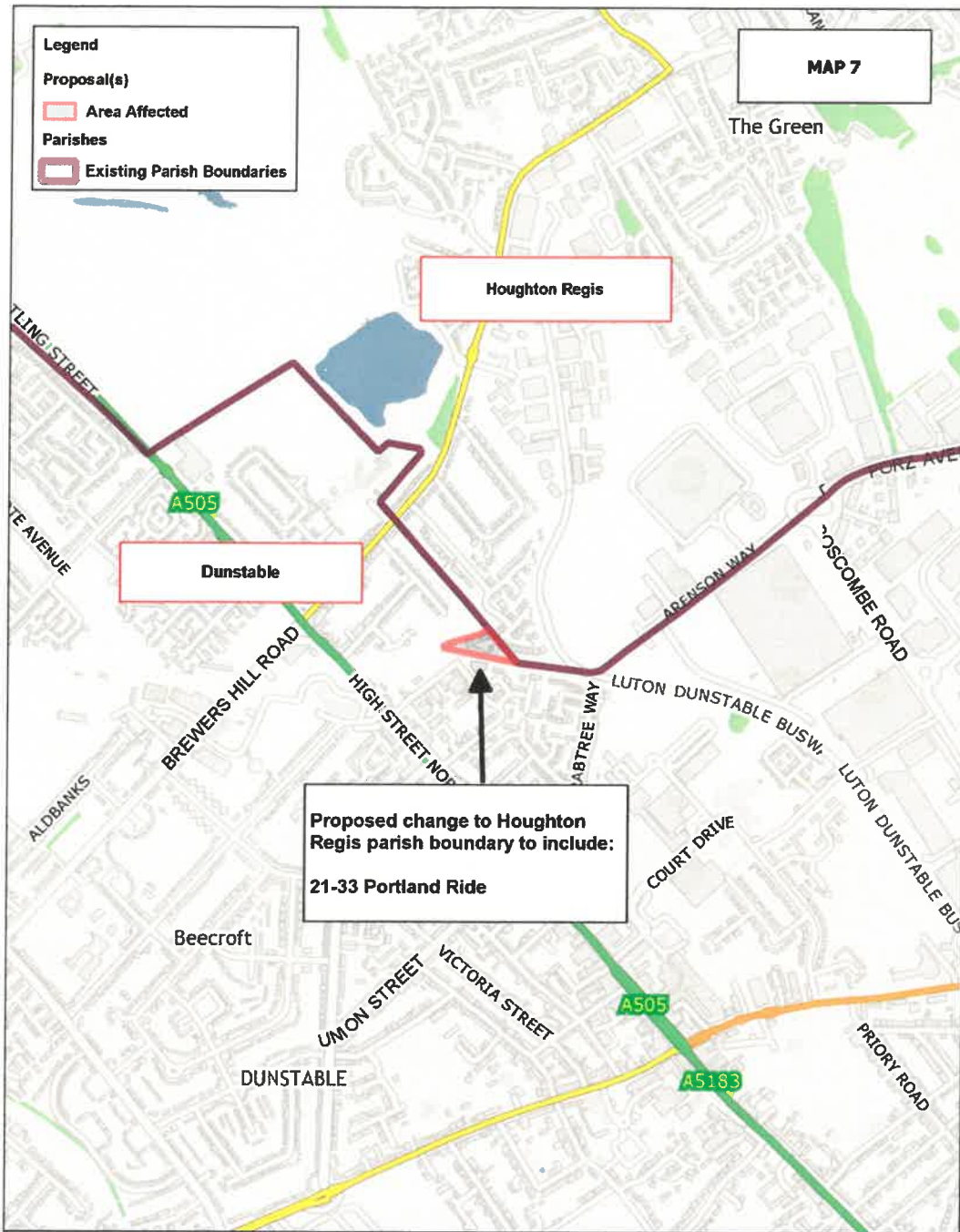
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Date Created
19-04-2018
by Anne Austin

COMMUNITY GOVERNANCE REVIEW
Proposed extension to Dunstable Parish boundary

Crown Copyright and database right. 2017
Ordnance Survey 100049029
Central Bedfordshire Council.
Cities Revealed Aerial photography copyright
The GeoInformation Group 2017





	1:10,000	COMMUNITY GOVERNANCE REVIEW Proposed extension to Houghton Regis Parish boundary	<small>Crown Copyright and database right. 2017 Ordnance Survey 100049029 Central Bedfordshire Council. Cities Revealed Aerial photography copyright The GeoInformation Group 2017</small>	 Central Bedfordshire Council
	Date Created 19-04-2018 by Anne Austin			