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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 19 June 2018

Dear Councillor

You are summoned to attend a meeting of Dunstable Town Council to be held in the Council Chamber, Grove House, 76 High Street North, Dunstable on **Monday 25 June 2018 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the meeting of the Council held on 21 May 2018 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 4).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

| <u>Committee</u> | <u>Date</u> | <u>Page</u> |
|------------------------------------|--------------|-------------|
| Community Services | 21 May | 6 |
| | 4 June 2018 | 7 |
| Grounds and Environmental Services | 21 May 2018 | 11 |
| | 11 June 2018 | 12 |
| Finance and General Purposes | 21 May 2018 | 15 |
| | 18 June 2018 | 16 |

Cont/d ...

-2-

19 June 2018

8. Annual Governance and Accountability Return for the year ended 31 March 2018 (see page 19 and separate enclosure).
9. Annual Report 2017//2018 (see page 42 and separate enclosure).

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council
Copies to: Central Bedfordshire Councillors for Dunstable for information

DUNSTABLE TOWN COUNCIL

MINUTES OF ANNUAL MEETING OF THE COUNCIL

HELD AT THE INCUBA, 1 BREWERS HILL ROAD, DUNSTABLE

ON MONDAY 21 MAY 2018

Present: Councillor Gloria Martin (Retiring Town Mayor); Councillor John Kane (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Eugene Ghent, Peter Hollick, Liz Jones, Mike Mullany, Patricia Russell, Ann Sparrow, Pat Staples, Johnson Tamara, and Nigel Warren with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Philip Crawley, Ann Kennedy, Claire Meakins, Emma Simmons and Jessica Woodward

Before the commencement of the meeting Reverend Nina Johnson led the Council in prayer.

88 ELECTION OF TOWN MAYOR

It was proposed by Councillor Mullany, seconded by Councillor Staples and

RESOLVED: that Councillor John Kane be and is hereby elected Town Mayor of Dunstable for the ensuing Municipal Year.

The newly elected Town Mayor thereupon made the statutory Declaration of Acceptance of Office and addressed the Council. He advised that his chosen charities for the year would be Dunstable and District Disabled Sports (DADDS) and Dunstable Sea Cadets

89 SPECIFIC DECLARATIONS

There were no specific declarations of interest.

90 APPOINTMENT OF DEPUTY TOWN MAYOR

It was proposed by Councillor Hollick, seconded by Councillor Russell, and

RESOLVED: that Councillor Nigel Warren be and is hereby elected Deputy Town Mayor of Dunstable for the ensuing Municipal Year.

The newly appointed Deputy Town Mayor thereupon made the Declaration of Acceptance of Office.

91 TOWN MAYOR'S CHAPLAIN

The Town Mayor reported that he had appointed Reverend Canon Richard Andrews of the Priory Church of St Peter as the Town Mayor's Chaplain for the ensuing Municipal Year.

92 APPOINTMENT OF STANDING COMMITTEES

RESOLVED: that the following Committees be appointed for the ensuing Municipal Year 2018/2019:

Finance and General Purposes Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Chatterley, Colbourne, Crawley, Ghent, Hollick, Jones, Kennedy, Martin, Meakins, Mullany, Russell, Sparrow and Staples

Grounds and Environmental Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Bird, Crawley, Freeman, Hollick, Jones, Kennedy, Martin, Simmons, Sparrow, Tamara and Woodward

Community Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Chatterley, Colbourne, Freeman, Ghent, Meakins, Mullany, Russell, Simmons, Staples, Tamara and Woodward

Dunstable Joint Committee

Town Mayor, Deputy Town Mayor and Chairmen of three Standing Committees
(Named substitutes: Vice-Chairmen of the three Standing Committees)

Personnel Sub-Committee

Councillors Hollick, Jones, Kane, Meakins, Staples and Warren

Accounts Sub-Committee

Councillors Hollick, Mullany, Tamara and Warren

Plans Sub-Committee

Councillors Abbott, Crawley, Jones, Freeman, Simmons, Sparrow and Staples

Appeals and Appointments Committee

Town Mayor and Chairmen of the three Standing Committees and Vice-Chairman of Finance and General Purposes Committee

93 MINUTES

The Minutes of the meeting of the Council held on 30 April 2018 were approved as a correct record and signed by the Chairman.

94 REPRESENTATIVES ON OUTSIDE ORGANISATIONS, ETC

It was moved by Councillor Hollick, seconded by Councillor Jones, and

RESOLVED: that the representatives to serve on outside organisations be as follows:

| <u>Body</u> | <u>Representative</u> |
|--|---|
| Observer at Development Committee (Central Beds) | Cllr Jones (named substitute Cllr Abbott) |
| Dunstable International Town Twinning Assoc. | Town Mayor, Cllr Warren (vacancy) |
| South Beds Dial-a-Ride Management Cttee | Cllr Martin |
| CAB Management Committee | Cllr Meakins |
| Hospice at Home Management Cttee | Cllr Jones |
| Dunstable Concert Ensemble | Town Mayor and Deputy Town Mayor |
| Dunstable District Scout Council Executive | Cllr Staples |
| Dunstable Town Band | Cllr Sparrow |
| Ashton Schools Foundation | Cllrs Sparrow and Martin (4 year term of office until June 2020) |
| Ashton Almshouses Charity | Cllrs Russell and Staples (4 year term of office until May 2019) |
| Chews Foundation | Cllr Chatterley and Canon T Beaumont (3 year term of office until May 2021) |
| Poor's Land Charity | Cllrs Hollick and Staples (4 year term of office until May 2019) |
| Lockington Charity | Mr T Owens and Mr J Bradley (4 year term of office until January 2020) |
| Marshe Charity | Mr T Owens and Mr J Bradley (term of office as Lockington) |

95 DISCLOSABLE PECUNIARY INTERESTS – DISPENSATION

It was proposed by the Town Mayor, seconded by Councillor Colbourne, and

RESOLVED: i) that the Council grants all members a dispensation from any Disclosable Pecuniary Interest (DPI) relating to decision making when setting the annual revenue and capital budget and associated precept and council tax charge

ii) that the Council grants all Councillors who are also Central Bedfordshire Councillors a dispensation from any DPI relating to decision making on matters that are associated with Central Bedfordshire Council.

DUNSTABLE TOWN COUNCILMONDAY 25 JUNE 2018CIVIC EVENTS AND MAYORAL ACTIVITIES1. GENERAL INFORMATION**Purpose of Report: For information**

- 1.1 The Annual General Meeting of Dunstable Town Council held at The Incuba on 21 May was well attended, with guests including the High Sheriff of Bedfordshire, Mayors from surrounding towns, Past Mayors and representatives from local organisations and charities.
- 1.2 The newly elected Town Mayor, Councillor John Kane, has attended the following functions since the Annual Council Meeting:

| | | |
|----------|---|--|
| 01.06.18 | Breakfast Meeting, Holiday Inn Express Dunstable | Networking Dunstable invited the Town Mayor to this meeting, which consists of local businesses at which he told the group of about 18 what he would be doing throughout his Mayoral year and a little about himself |
| 02.06.18 | Spring Concert, St Augustine's Church, Dunstable | Dunstable Ladies Choir performed a programme of old and new songs with some solo pieces which everyone who attended thoroughly enjoyed |
| 02.06.18 | Reception and Beating Retreat, The Priory, Chicksands | The Band of the Parachute Regiment performed the ceremony of Beating Retreat, which was an excellent performance. All profits from the event was in aid of "For Soldiers, For Life" |
| 03.06.18 | 50th Anniversary Service, Polish Church, Victoria Street, Dunstable | The Town Mayor was delighted to attend this service of thanksgiving of the consecration of the Polish Roman Catholic Church Our Lady of Czestochowa |
| 04.06.18 | Best Bar None Awards, Astral Park, Leighton Buzzard | The Town Mayor attended on behalf of all the Dunstable businesses which were nominated and was delighted to see so many local winners and accepted plaques on behalf of the White Lion and Gary Coopers |

| | | |
|----------|--|--|
| 06.06.18 | HQ Sportsbar, Client Summer Party | Spicer and Co, local Chartered Accounts were delighted the Town Mayor could attend their thank you event |
| 06.06.18 | The Store, Central Bedfordshire College, Awards Ceremony | The HNC and HND Photography students also exhibited work within the building from other students at various levels of Media, Graphics and Animation |
| 08.06.18 | HQ Bar, Grove Park | The Town Mayor was invited to celebrate the 3rd birthday party of Deakin-White Estate Agents |
| 09.06.18 | Classic Motor Rally, Priory Gardens | The Town Mayor made a welcome speech to open the event and then returned later in the afternoon to present trophies and rosettes to the winners |
| 10.06.18 | Dunstable Downs Rotary Club, Charity Concert, St Mary's Catholic Church, Dunstable | The Concert was performed by Caritas Harmony Choir and the Bedfordshire Flute Ensemble and all funds raised were donated to Hospice at Home Volunteers |
| 12.06.18 | Big Lunch, Grove House Gardens | The Town Council put on a lunch for 100 over 65 year olds with entertainment, which was WW1 themed to commemorate the end of this conflict, which affected so many. The event was to enable guests to spend some enjoyable time with old friends and help them make some new friends |
| 13.06.18 | Don't Let Dunstable Die, The Old Palace Lodge, Dunstable | The organisation wanted to thank everyone for their continued support and officially launch their new Website |
| 13.06.18 | Dunstable District Scout Council, 1st Dunstable Headquarters, Creasey Park Drive | The Town Mayor attend the Annual General Meeting of the Dunstable District Scout Council |
| 15.06.18 | Musical, Movies and More, Hockliffe Street Baptist Church | The Town Mayor of Leighton-Linslade organised this unmissable Concert performed by the Leighton-Linslade Band which was well received and attended |
| 16.06.18 | Dunstable Live, Performance Area, Grove House Gardens | The Mayor officially opened Dunstable Live the first of this year's Summer of Music events. This year the theme was "Late Greats" and was well attended and enjoyed by the thousands who attended |

The Town Mayor will report on other later attendances at the meeting.

2. AUTHOR

- 2.1 Michele Markus – Mayoral and Democratic Services Officer
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DUNSTABLE TOWN COUNCIL

MINUTES OF COMMUNITY SERVICES COMMITTEE

HELD AT THE INCUBA, 1 BREWERS HILL ROAD, DUNSTABLE

ON MONDAY 21 MAY 2018

Present: Councillor John Kane (Town Mayor); Councillor Nigel Warren (Deputy Town Mayor); Councillors Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Eugene Ghent, Mike Mullany, Patricia Russell, Pat Staples and Johnson Tamara

In Attendance: Councillors Sid Abbott, Peter Hollick, Liz Jones, Gloria Martin and Ann Sparrow, with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Claire Meakins, Emma Simmons and Jessica Woodward

100 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Pat Staples be appointed Chairman of this Committee for the ensuing Municipal Year 2018/2019.

101 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor Eugene Ghent be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2018/2019.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 4 JUNE 2018

Present: Councillors Nigel Warren (Deputy Town Mayor), Pat Staples (Chairman), Eugene Ghent (Vice Chairman), Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Mike Mullany, Patricia Russell and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Lisa Vincent (Events and Marketing Officer), Sandy Coyle (Community and Young People's Services Officer).

Apologies: Councillors John Kane (Town Mayor), Claire Meakins and Emma Simmons

Public: None

102 MINUTES

The Minutes of the meeting of the Community Services Committee held on 5 March 2018 were approved as a correct record and signed by the Chairman.

103 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

104 DUNSTABLE CHRISTMAS TREE CAROLS AND TORCHLIGHT PROCESSION

The Head of Community Services presented a detailed report requesting members to determine which option to deliver whilst ensuring the safe operation of the event.

After having a very successful light show, funded by the Dunstable Joint Committee, in 2016 and 2017, audience levels for this event had doubled. However, this now meant that both officers and the contractor for the light show have raised some serious health and safety concerns. The light show meant that there was now extensive equipment on site which could potentially cause trip hazards or damage to the equipment, impacting on the show, and leading to concerns for the audience being crushed against barriers and other equipment.

Members were informed that if there was to be a light show then changes would need to be made to ensure the safety of everyone involved. Officers suggested three options:

Option A – To hold the Torchlight event without a light show and restrict the number of school children who take part.

Option B – Keep the light show and restrict the amount of children taking part, but close the A5183 (High Street South) so people can spill into the road to increase audience capacity.

Option C – Switch the order of the procession. (To end up in Priory Gardens instead of the Square).

There were pros and cons to all the options, with Option B being the officers preferred choice but there was a risk that the Town Council might not get permission for a road closure.

RESOLVED: i) that Officers plan and deliver option B and submit a funding request to Dunstable Joint Committee to fund the light show. Members understood that if unsuccessful in closing the A5183 then officers would have to resort to option A

ii) that a Members area be provided at this event and be positioned next to the dais.

105 EVENTS AND MARKETING

The Events and Marketing Officer presented an update report on past events and the planning of future 2018 events. She also updated members on the Council's website and social media usage.

Both the St George's Day and WWI event had been a great success with a record number of families attending the St George's event. Feedback for both events had been very positive.

The seven-week tea and coffee concession for the Sunday Band Concerts was this year offered out to any charity or not for profit organisation. The Sea Cadets applied, as they were trying to raise funds for a new roof, and had been awarded the concession for 2018.

Members thanked all officers who were involved in the two recent events – St George's Day and WWI event.

106 PRIORY HOUSE

The Head of Community Services presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

The Royal Wedding Afternoon Tea Party had been fully booked and was very well received with some excellent reviews on TripAdvisor.

The Head of Community Services informed the Committee that Central Bedfordshire Council had been unsuccessful in their Heritage Lottery Bid, which would have seen £500,000 granted to Priory House for its much needed repairs. The Head of Community Services noted that at this point there had been communications with Historic England who were pursuing a possible grant from Highways England and that Members would be updated in due course in regards to the outcome of this. However, at this point Dunstable Town Council does not have the capital funding available to undertake the recommended repairs to Priory House.

107 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Community and Young People's Services Manager reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

As part of the WW1 event, the Community and Young People's team worked in partnership with the Event team, to put on a Peace Party in Priory House. Seventeen young people, who were nominated by local schools for overcoming adversity, attended.

108 OLDER PEOPLE'S DAY CARE SERVICE

The Community and Young People's Services Manager reported on attendances, activities and outings for the Good Companions Club and the Creasey Park Community Football Centre over 55s Lunch Club.

Dates and venues for all of this year's Coffee Mornings had been secured. Attendance was growing with each event. The next event was to take place at Southwood Road community lounge in June.

The Committee were updated on the loss of two long standing volunteers who had recently stopped volunteering for the Town Council's older people's service. The story of one volunteer in particular showed the immense support that had been given by officers in assisting this individual who had now successfully found employment. Members wished to thank all staff who had been involved in the support of this volunteer over the years.

109 DUNSTABLE TOWN CENTRE SERVICES

The Head of Community Services updated the Committee on Town Centre Services including Ashton Square Toilets and the themed and craft market trader figures.

A program of works had taken place in the Ashton Square Toilets by Central Bedfordshire Council. This included the installation of emergency and outside lighting and a drain survey.

Members noted the current vacancy rates for the Town Centre.

As the highways works in relation to the de-trunking of High Street North had not yet started officers sought approval from members to continue with Lamps and Tubes for the installation and maintenance of the 2018 Christmas lighting scheme. The Christmas lighting contract would then be re-tendered once the highway improvements were completed.

RESOLVED: that the contract continue with Lamps and Tubes to install and maintain the 2018 Christmas lighting scheme.

110 PETER NEWTON PAVILION – REPORT FROM BEDFORDSHIRE FA

Members received the annual report on the running and management of the Peter Newton Pavilion by the Bedfordshire Football Association.

111 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride: A written report had been submitted by Cllr Hollick which was read out by the Head of Community Services. The Mayor officially opened their new offices on West Street on 18 April, there had been a break-in in May which caused damage in the region of £2,000 and they would be holding their AGM on 13 June.

Dunstable Town Band: Cllr Sparrow updated the committee on the latest from the Town Band. There were a number of performances already planned for the summer, this included kicking off the Town Council's series of Sunday band concerts on 24 June and also performing at the Town Council's Priory Proms in the Park event.

DUNSTABLE TOWN COUNCIL

MINUTES OF GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

HELD AT THE INCUBA, 1 BREWERS HILL ROAD, DUNSTABLE

ON MONDAY 21 MAY 2018

Present: Councillor John Kane (Town Mayor); Councillor Nigel Warren (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, Jeannette Freeman, Peter Hollick, Liz Jones, Gloria Martin, Ann Sparrow, and Johnson Tamara

In Attendance: Councillors John Chatterley, Terry Colbourne, Eugene Ghent, Michael Mullany, Patricia Russell and Pat Staples with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Philip Crawley, Ann Kennedy, Emma Simmons, and Jessica Woodward

98 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Liz Jones be appointed Chairman of this Committee for the ensuing Municipal Year 2018/2019.

99 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor Lisa Bird be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2018/2019.

DUNSTABLE TOWN COUNCIL

**MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES
COMMITTEE**

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

ON MONDAY 11 JUNE 2018

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor)
Liz Jones (Chairman), Lisa Bird (Vice-Chairman), Sid Abbott, Philip
Crawley, Jeannette Freeman, Peter Hollick, Gloria Martin and Ann Sparrow

In Attendance: David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of
Grounds and Environmental Services), Mary Dobbs (Cemetery Manager),
Kelley Hallam (Office Administrator), James Slack (Sports and Leisure
Facilities Manager) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors Emma Simmons and Jessica Woodward

Public: None

112 MINUTES

The minutes of the meeting of Grounds and Environmental Services Committee held
on 12 March 2018 were approved as a correct record and signed by the Chairman.

113 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

114 PLANS-SUB COMMITTEE

RESOLVED: that the minutes of the meetings of Plans Sub-Committee held
on 24 April, 6 March, 27 March and 15 May 2018 be received.

115 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

The Sports and Leisure Facilities Manager presented a detailed report on recent
operations at the Centre including pitch and function hire and marketing.

Creasey Park had taken its first booking from Sainsbury's for a corporate update
meeting and had stated that they would book again.

Members were informed that the grounds depot building at Creasey Park had
suffered a ram-raid hit. There had been significant damage to the shutter but nothing
had been stolen. The costs were being recouped through CBC's insurance
arrangements. Members asked what action the Police had taken and were informed
that to date they had not been to visit the site or collected the CCTV footage of the
incident.

A start gate had been manufactured for the BMX track and quotations were being obtained to build the necessary platform to attach it to. CBC had advised this could be funded from part of the Section 106 funding from the Central Bedfordshire College development.

Bennett's Splash and the Splashside Café had been operating since 14 May. The opening fun day event had been very well attended with the help of Perfect Personalised Parties who had volunteered their services. Another event to celebrate the start of the school holidays was planned.

Recruitment for staff at the Splashside Café had not been as successful as hoped. Only one duty manager had been employed for a 19.5 hour post. Staffing had therefore been managed by using staff from Creasey Park and casuals.

It was reported that the splash park had already experienced some incidents of anti-social behaviour and when the police were notified they had attended promptly.

116 BENNETT MEMORIAL RECREATION GROUND ADVENTURE PLAY AREA

The Head of Grounds and Environmental Services presented a report that updated members on the creation of a new adventure play area and to agree a member/officer panel to consider design and tender submissions from play companies.

The application to use the Section 106 Community Facilities contribution from Central Bedfordshire College to build an adventure play area had been approved by Central Bedfordshire Council. Of the £184,000, £174,000 would be used on the adventure play area and £10,000 would be used to build a platform at the BMX track at Creasey Park.

The Committee received an outline design brief and indicative timescales and were asked to appoint four of its Members to sit an appraisal panel along with officers, to assess the play companies presentations and designs.

Members discussed the outline design brief and it was suggested that once a final design was chosen there should be a public presentation.

- RESOLVED:**
- i) that Councillors Abbott, Bird, Jones and Martin be appointed to the appraisal panel
 - ii) that the Member/officer panel be authorised to determine the most suitable design and tender and present the successful design to a future meeting of this Committee
 - iii) that the Head of Grounds and Environmental Services be authorised to let a contract in accordance with the decision of the panel
 - iv) that design brief be approved.

117 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS

The Grounds Operations Manager and Cemetery Manager presented a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) Recreation Grounds

Three incidents of vandalism in play areas had occurred since the last report to the Committee, at Mentmore, French's Avenue and Ridgeway Avenue recreation grounds.

The initial renovations to the main pitch at Creasey Park had been completed. The recent rain and warm weather had meant the grass seed had germinated very quickly.

b) Town Centre Area

22,000 bedding plants had been delivered for the summer floral displays and would be planted out over the coming 2-3 weeks. Hanging baskets, hole-star planters, window boxes and three-tier planters had already been installed. Unfortunately the displays at Ashton Square car park had already been vandalised several times and had been removed. Members thanked the Town Rangers for their actions in dealing with the vandalism.

c) Town Ranger Service

It was reported that the Town Ranger Services were working from the refurbished depot buildings at Grove House Gardens.

The Ranger services had this year been treating weeds with pressurised hot water and steam thus reducing the need for chemical herbicide treatments. Both Priory and Grove House Gardens footpaths and surfaces were no longer treated with herbicide.

d) Dunstable Cemetery

Members received the burial figures for April to May 2018 to date along with the profiled income and expenditure figures as at the end of March 2018.

123 burials had now taken place in the lawn section of the cemetery extension. The Head of Grounds and Environmental Services will be organising a Member tour of the cemetery extension to review the remaining space and to discuss how future burial land might be provided.

e) Allotments

There were currently 36 people on the waiting list, which was comparable to figures reported to the Committee in March 2018. Members received the detail of the waiting list.

118 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee: Councillor Jones reported that there had been no Dunstable planning applications at any of the recent meetings.

DUNSTABLE TOWN COUNCIL

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD AT THE INCUBA, 1 BREWERS HILL ROAD, DUNSTABLE

ON MONDAY 21 MAY 2018

Present: Councillor John Kane (Town Mayor); Councillor Nigel Warren (Deputy Town Mayor); Councillors Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Peter Hollick, Liz Jones, Gloria Martin, Michael Mullany, Patricia Russell, Ann Sparrow and Patricia Staples

In Attendance: Councillors Lisa Bird, Jeannette Freeman and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Philip Crawley, Ann Kennedy and Claire Meakins

96 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Peter Hollick be appointed Chairman of this Committee for the ensuing Municipal Year 2018/2019.

97 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor John Chatterley be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2018/2019.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

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

ON MONDAY 18 JUNE 2018

Present: Councillors Nigel Warren (Deputy Town Mayor), Peter Hollick (Chairman); John Chatterley (Vice-Chairman), Terry Colbourne, Philip Crawley, Eugene Ghent, Liz Jones, Gloria Martin, Patricia Russell, Ann Sparrow 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: Councillors John Kane (Town Mayor), Sid Abbott, Claire Meakins and Mike Mullany

Public Attendance: None

119 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 19 March 2018 were approved as a correct record and signed by the Chairman.

120 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

121 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 21 March, 18 April and 23 May 2018.

122 FINANCIAL MONITORING REPORT – OUTTURN 2017/18

The Head of Finance and Support Services presented financial reports for year ending 31 March 2018 which would inform the Annual Governance and Accountability Return 2017/18 to be approved at the meeting of the Council on 25 June 2018.

All information was subject to audit but Members were pleased to note the positive outturn against the budget which would result in a contribution to the General Reserve.

123 IT IMPROVEMENTS/UPGRADES

The Head of Finance and Support Services presented a report giving background information on the Council's existing IT system and hardware and the requirements for further upgrades as part of the Council's IT lifecycle planning.

RESOLVED: that the sum of up to £14,000 be released from the allocated equipment reserve fund for provision of replacement desktops/laptops and associated upgrade to the Windows 10 operating system.

124 CALENDAR OF MEETINGS 2019

The Committee considered a draft calendar of meetings for the calendar year 2019. It was noted that the Council is required to hold 6 meetings of full Council during the year (including the Annual General Meeting) with the requisite cycle of Committee meetings reporting thereto.

RESOLVED: that the meeting dates set out in the Calendar of Meetings for 2019 be approved.

125 PERSONNEL SUB-COMMITTEE

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 12 April 2018.

In answer to a question from Councillor Martin, it was confirmed that the national 2018 pay award had been agreed and implemented.

126 CENTRAL BEDFORDSHIRE COMMUNITY GOVERNANCE REVIEW (Minute 25/2018)

The Town Clerk and Chief Executive presented a report informing members of the outcome of the first stage of Central Bedfordshire Council's Community Governance Review, having responded to the consultation in January.

The decision of the CBC General Purposes supported the Council's view that the number of councillors be reduced from 21 to 18 but did not support members' view on the boundary extensions. Proposal to make slight alterations to the northern and southern boundaries had been suggested but not to the extent that members wanted.

RESOLVED: that Central Bedfordshire Council be advised that this Council accepts the decision of their General Purposes Committee in respect of the Community Governance Review.

127 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – Councillor Meakins had advised that no formal meeting had been held in May but the time had been used to discuss new staffing arrangements for when the CAB relocated to the new Leisure Centre.
- b) DITA –Councillor Warren reported on the success of the Citizens visit from Porz-am-Rhein over the weekend of 18-21 May.
- c) Hospice at Home – Councillor Jones reported that the AGM would be held on 2 July and the organisation were currently applying for grants.
- d) Ashton Schools Foundation – Councillor Sparrow reported that the children of 66 families had been awarded grants for school uniforms. It was noted that a new Head had been appointed to Manshead School. Councillor Sparrow also advised that a new Clerk to the Charities had been appointed and there would be an opportunity

to recognise the work of Yvonne Beaumont who was retiring as Clerk in June. Reverend Canon Richard Andrews would be leaving in August and an interim chair for the Charity had been appointed.

- e) Ashton Almshouses – nothing to report.
- f) Chews Foundation – Councillor Chatterley advised that the second of the two meetings per year would be held the following day.
- g) Poors Land Charity – Councillor Staples advised that the Charity held four meetings per year – nothing to report.

MEETING OF DUNSTABLE TOWN COUNCIL

25 JUNE 2018

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018

| | |
|---------------------------|---|
| Purpose of Report: | i) To approve the Annual Governance Statement and Accounting Statements as included in the Annual Governance and Accountability Return for the year ended 31 March 2018 for submission to the Auditor. |
| | ii) To authorise the Chairman to sign the Return on behalf of the Council. |

1. ACTION RECOMMENDED

- 1.1 That the Council approves the Annual Governance Statement and the Accounting Statements as part of the Annual Governance and Accountability Return for the year ended 31 March 2018, for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234).
- 1.2 That the Chairman be authorised to sign the Annual Governance and Accountability Return for the year 2017/2018 on behalf of the Council.

2. ACCOUNTS AND AUDIT REGULATIONS 2015

- 2.1 The Regulations mean that Dunstable Town Council qualifies as a "smaller relevant body" being that its gross income or gross expenditure was not more than £6.5 million and can therefore prepare an income and expenditure account and a statement of balances in accordance with, and in the form specified in any Annual Return required by proper practices in relation to accounts, rather than a full set of accounts, prepared under FRSSE (Financial Reporting Standards for Smaller Enterprises).
- 2.2 The Regulations state that "A smaller relevant body must no later than 30th June – consider the accounting statements by the members meeting as a whole.

3. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2018

- 3.1 The Annual Return comprises:

Annual Internal Audit Report 2017/18
Annual Governance Statement 2017/18 (Section 1)
Accounting Statements 2017/18 (Section 2)
External Auditor Report and Certificate (Section 3)
- 3.2 The Annual Governance and Accountability Return is enclosed at Appendix 2 and will be submitted to the Auditor with the requisite Intermediate Audit Questionnaire and all supporting documentation.

Annual internal Audit Report

- 3.3 The Council should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- 3.4 The Council's Internal Auditor has duly completed the relevant part of the Annual Return, assigning positive assurances in all areas. (The signature has been redacted on the copy submitted.) This was completed on his visit on 14 June 2018 and in support of the assurances, the final update report is enclosed at Appendix 1.

Annual Governance Statement

- 3.5 The Council is required to consider and approve the Annual Governance Statement at Section 1 of the Annual Return, in which members acknowledge their responsibility for ensuring that there is a sound system of internal control.
- 3.6 The statement can be evidenced by the Internal Audit Programme agreed in 2013, Internal Audit Reports throughout the year and the final Internal Audit Report referred to above, from which it will be noted that there are no issues arising which require Members' attention. .
- 3.7 Other evidence includes budgetary control reports submitted to Accounts Sub-Committee and quarterly Financial Monitoring reports submitted to Finance and General Purposes Committee.
- 3.8 The Town Clerk and Chief Executive produces a Corporate Risk Log each year with the Annual Report. The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 3.9 The Council has adopted a Corporate Plan detailing the Council's achievements during the year with a suite of performance indicators which are regularly monitored. The outcomes for 2017/2018 are included in the Annual Report to be considered later on the Agenda.
- 3.10 If approved in the affirmative, the Annual Governance Statement will be signed by the Chairman and Town Clerk and Chief Executive.

Financial Statements

- 3.11 At the meeting of Finance and General Purposes Committee held on 18 June 2018, Members received the detail of the end of year balances (subject to audit), together with the detail of contributions to and expenditure from the Earmarked Reserves, the latter is also now included in the Annual Report at Agenda item 9.
- 3.12 The following financial statements are enclosed as Appendices to provide Members with further information:

Annual Return Boxes and worksheet reconciling all entries (Appendix 3)

Summary of Net Expenditure against Budget by Service Area and summary of significant variances against budget (Appendix 4)

Schedule of Loans and Long Term Liabilities (Appendix 5)

Financial Statements for the year ended 31 March 2018 (separate enclosure – not subject to audit). (As indicated at 2.1 above there is not a requirement to produce financial statements in full FRSSE format and they are therefore not subject to audit but deemed to be in line with best practice.)

- 3.13 Members are reminded that recent financial monitoring reports had indicated anticipated revenue savings, mainly attributable to savings in salary costs and increased income in some service areas. These savings have offset the previously agreed unbudgeted expenditure, including by election costs, and increased expenditure/reduced income in some service areas.
- 3.14 The table below summarises the movement in the General Reserve with a contribution at year ended 31 March 2018 of £28,851, as also indicated at Appendix 4.

| | 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 | (Subject to Audit) 28,851 | 614,046 |

- 3.15 The total saving against the 2017/18 budget therefore equates to £28,851 and included at Appendix 4 is a schedule of the most significant variances against budget.

External Auditor Report and Certificate

- 3.16 Section 3 of the Annual Return is for completion by the External Auditor on completion of the audit.

4. EXERCISE OF PUBLIC RIGHTS

- 4.1 The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July.
- 4.2 The exercise of public rights commences on 27 June 2018 and will end on 7 August 2018.
- 4.3 All statements will be published from 27 June 2018 together with a summary of Electors Rights.
- 4.4 All financial documents will be available for inspection on reasonable notice from that date.

5. SUBMISSION OF ANNUAL RETURN

- 5.1 The Annual Return is to be submitted to the Auditor by 6 July 2018.
- 5.2 The Council's appointed auditors are Mazars of Durham.

6. FINANCIAL IMPLICATIONS

- 6.1 These are inherent in the nature of this report.

7. APPENDICES

- Appendix 1 - Internal Audit Final Report
- Appendix 2 - Annual Governance and Accountability Return
- Appendix 3 - Annual Return Worksheet
- Appendix 4 - Summary of Net Expenditure and significant variances against budget
- Appendix 5 - Schedule of Loans and Long Term Liability
- Appendix 6 - Financial Statements – separate enclosure (not subject to Audit)

8. AUTHOR

- 8.1 Rosemary O'Sullivan – Head of Finance and Support Services (and Responsible Financial Officer)
E-mail: rosemary.osullivan@dunstable.gov.uk

Dunstable Town Council

Internal Audit Report 2017-18: Final update

Adrian Shepherd - Roberts

For Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2017-18 financial year, during our visit on 24th and 25th October 2017 and 28th February and 14th June 2018, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the financial ledger remains in balance at the present date;
- Ensured that the closing balances reported in the Statement of Accounts and certified Annual Return for 2016-17 have been correctly rolled forward as opening Omega balances for the current year;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres remains in place;
- Checked and agreed transactions in the Council's main Current and Reserve account cashbooks to the relevant NatWest bank account statements for April and September 2017 and January and March 2018; and
- Checked detail on all active bank account reconciliations as at 30th April and 30th September 2017 and 31st January and 31st March 2018 to ensure that no long-standing uncleared cheques or other anomalous entries exist and we can confirm that no such items have been identified.

Conclusions

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

Review of Corporate Governance

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have completed our review of expenditure selecting a total sample of payments including those individually in excess of £5,000 plus a more random selection of cashbook transactions, irrespective of value, for the year to 31st March 2018 for compliance with the above criteria which totals £836,626 and equates to 37% of non-pay related payments.

Conclusions

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

Assessment and Management of Risk

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

- Full Council reviewed and adopted its Corporate Governance Arrangements in June 2017, including those relating to Financial Risk Control; and
- The Council's primary insurance cover continues to be provided by Zurich and we have examined the schedule for the current year (to 31st March 2018) to ensure that appropriate cover is in place. Both Employer's and Public Liability stand at £10 million, Fidelity Guarantee cover at £2.5 million with Loss of Revenue / Business Interruption cover also in place at £285,000, all of which we consider adequately meets the needs of the Council at present.

Conclusions

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

Budgetary Control and Reserves

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

We have noted that consideration of the budget and precept for 2018-19 was approved on 6 February 2018 by Full Council with the precept to be adopted at £2,219,034.

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

We have also examined the March 2018 budget outturn report generated by Omega, reviewing its content and identifying appropriate explanations for any significant variances existing by reference to the detailed Omega transaction reports.

Conclusion

No issues arise in this area warranting formal comment.

Review of Income

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

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

At the interim update visit we reviewed the management controls and office procedures for the accounting and banking of the fees from Priory House, Creasey Park and the Cemetery. We have been advised that there has been a review of the procedures for all the income generating areas. This was implemented due to a reported discrepancy in the cash deposited at the bank from the Creasey Park operation. We discussed the issues with the Head of Finance & Support Services and subsequently additional control measures were put in place. At our final visit we again discussed this issue and are pleased to note that further recommendations have been considered and will be implemented. We will review this area again at future visits

We have also reviewed the Sales Ledger, as at the 31st March 2018 and are pleased to report that no significant or long-standing debts are in existence.

We have also reviewed the fees and charges applied to the Cemetery and Creasey Park in accordance with the requirements of the approved Financial Regulations.

Conclusions

We are pleased to report that no additional issues have been identified in this area of our review. We will undertake further work at future visits to include the banking procedures.

Petty Cash Account

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

Petty cash accounts are operated at a number of locations: we have at the interim visit in February we examined the procedures in place for the main petty cash account holding at Grove House, which is effectively operated on an Imprest basis with a float of £150. We have examined the relevant records comprising a hand written daily ledger with a separate cashbook in the accounting software. Our test sample covered transactions for the period from 1st September to 25th October 2017 and are pleased to report that all were appropriately supported by a copy invoice or till receipt. We have also verified the physical cash holding with no issues arising.

We have also undertaken a further sample check of Fuel Card and Credit Card payments and processes, examining the relevant statements and subsequent repayments by direct debit to 31st January 2018.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2017 in relation to employee percentage bandings.

To meet that objective, we have examined the payroll procedures in place and the computations undertaken for the payments to staff in 2017-18 by reference to the September 2017 payroll documentation produced by the Council's bureau provider (Payroll Options Ltd in Milton Keynes). At the interim visit in February we completed our review to include coverage in the following areas:

- Ensuring that the Council had applied the approved employee pay rates for the financial year:

- Checking to ensure that appropriate PAYE tax codes are being applied in 2017-18, following the government's budgetary changes effective from April 2017 and that tax is being deducted appropriately for a sample of employees;
- Checking to ensure that the correct national insurance deduction tables were being utilised dependent on whether the employee contributes to the pension scheme or not, similarly examining and agreeing detail of the employee's NI deduction; and
- Ensured that Tax and NIC deductions in respect of employer's contributions have been calculated appropriately and been paid over to HMRC in an accurate and timely manner.

Conclusions

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

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

- As indicated in the first section of this report, we have reviewed and agreed detail of transactions on all accounts holding surplus funds for the year;
- We have examined the bank statements of Reserve account for the year, together with the CCLA Public Sector Deposit Fund; and
- We have checked and agreed the two half-yearly PWLB loan instalment repayments made in 2017-18 to the PWLB third party "notification / demand" notice as part of our above expenditure review and ensured that the balances are correctly recorded in the Annual Governance and Accountability Return.

Conclusions

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

Annual Governance and Accountability Return

This return now forms the Council's statutory Statement of Accounts subject to external audit examination and certification: our objective is to ensure the accuracy of information disclosed in the Annual Governance and Accountability Return and that it is consistent with the detail contained within the Council's financial and other supporting records.

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

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

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

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes have been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', is an explanation provided? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been provided? | | |
| | The bank reconciliation as at 31 March 2018 is agreed to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed. | | |

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

DUNSTABLE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|---------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |

| K. (For local councils only) | Yes | No | Not applicable |
|---|-----|----|----------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/25/10/17 28/2/18 14/6/18

Name of person who carried out the internal audit

A Shepherd-Roberts
For Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

14/06/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A <i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

DD/MY/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

www.dunstable.gov.uk

Section 2 – Accounting Statements 2017/18 for

DUNSTABLE TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 1,251,550 | 1,456,867 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 2,117,238 | 2,178,736 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 1,034,230 | 1,318,949 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | -1,504,633 | -1,569,598 | <i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i> |
| 5. (-) Loan interest/capital repayments | -123,269 | -120,341 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | -1,318,249 | -1,799,998 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 1,456,867 | 1,464,615 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 1,620,276 | 1,743,870 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 6,945,404 | 7,528,423 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 1,180,971 | 1,115,438 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

19/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

DUNSTABLE TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**Dunstable Town Council
Annual Return 31st March 2018**

| | 2017 £ | 2018 £ |
|--|-------------|-------------|
| Box 1 Balances brought forward | 1,251,550 | 1,456,867 |
| Box 2 (+) Annual Precept | 2,117,238 | 2,178,736 |
| Box 3 (+) Total other receipts | 1,034,230 | 1,318,949 |
| Box 4 (-) Staff costs | (1,504,633) | (1,569,598) |
| Box 5 (-) Loan interest/capital repayments | (123,269) | (120,341) |
| Box 6 (-) Total other payments | (1,318,249) | (1,799,998) |
| Box 7 (=) Balances carried forward | 1,456,867 | 1,464,615 |
| Box 8 Total Cash & Investments | 1,620,276 | 1,743,870 |
| Box 9 Total Fixed assets | 6,945,404 | 7,528,423 |
| Box 10 Total Borrowings | 1,180,971 | 1,115,438 |

Reconciliation Of Boxes 7 & 8

| | | |
|-------------------------------|------------------|-----------|
| Total Cash & Investments | 1,620,276 | 1,743,870 |
| Add: Debtors & Stock | 315,293 | 154,935 |
| Less: Creditors etc | (189,633) | (246,693) |
| Less: Grant Income in Advance | (289,069) | (187,498) |
| | S106 monies, etc | |
| | 1 rounding | |
| | 1,456,867 | 1,464,615 |

Box 7 =

| | | |
|-----------------|-----------|-----------|
| General Reserve | 585,195 | 614,046 |
| EMR | 871,672 | 850,569 |
| Capital Receipt | | |
| | 1,456,867 | 1,464,615 |

Summary of Accounts

Annual Return Statement of Accounts

2017/18

| Consolidated Revenue Account | Net | Expenditure | Income |
|----------------------------------|----------|-------------|----------|
| Net Cost of Services | 1800562 | 2770208 | -969646 |
| Interest Payable | 54809 | 54809 | |
| Interest Receivable | -1340 | | -1340 |
| Asset Sale Proceeds | 0 | | 0 |
| Movement in Reserves | -21103 | | |
| Capital Expenditure (tfr to CFA) | 251425 | 251425 | |
| Loan Repayments (tfr to CFA) | 65532 | 65532 | |
| Depreciation | 0 | | |
| Deferred Grants | 0 | | |
| Precept | -2178736 | | -2178736 |
| Surplus Deficit for the Year | -28851 | 3141974 | -3149722 |
| Deduct | | | |
| Loan Charges | -120341 | | Box 5 |
| Staff Costs (Note:) | -1569598 | | Box 4 |
| Precept | | | Box 2 |
| Add | | | |
| Capital Receipts/Expended | 0 | | 2178736 |
| Loan Receipts/Expended | 0 | | 0 |
| Defrd Grants/Expended | 347963 | | -347963 |
| Rounding | | | |
| | | 1799998 | -1318949 |
| | | Box 6 | Box 3 |

| | |
|-----------------------|---------|
| Balance Sheet | |
| Fixed Assets | 5005495 |
| Add back depreciation | 2522928 |
| | 7528423 |
| | Box 9 |

| | |
|-----------------------|----------|
| Intangible Assets | |
| Investments | 0 |
| Current Assets | |
| Cash/Bank/Inv | 1898805 |
| Other | 1743870 |
| Liabilities | |
| Loans | -312496 |
| Other | -65803 |
| Long Term Liabilities | -246693 |
| Deferred Grants | -1049635 |
| | -2327162 |
| | 3215007 |
| | 1743870 |
| | -1115438 |
| | Box 8 |
| | Box 10 |

| | |
|------------------------------------|---------|
| Represented by: | |
| Council Investment in Fixed Assets | |
| ARR | |
| CFR | 1750392 |

| | |
|---------------------|---------|
| Expendable Reserves | |
| CRR | 0 |
| EMR | 850569 |
| Gen Fund | 614046 |
| | 1464615 |
| | Box 7 |
| | 3215007 |

| Last Year | This Year |
|-----------|-----------|
| £ | £ |
| 1251550 | 1456867 |
| 2117238 | 2178736 |
| 1034230 | 1318949 |
| -1504633 | -1569598 |
| -123269 | -120341 |
| -1318249 | -1799998 |
| 1456867 | 1464615 |
| 1620276 | 1743870 |
| 6945404 | 7528423 |
| 1180971 | 1115438 |
| | Check |

| | | |
|--------------------------------------|--------|---------|
| 1 Balances brought forward | | |
| 2 (+) Annual Precept | 2.90% | 61498 |
| 3 (+) Total other receipts | 27.53% | 284719 |
| 4 (-) Staff costs | 4.32% | -64965 |
| (-) Loan interest/capital repayments | -2.38% | 2928 |
| 6 (-) Total other payments | 36.54% | -481749 |
| 7 (=) Balances carried forward | | |
| 8 Total Cash & Investments | | |
| 9 Total Fixed assets | 8.39% | 583019 |
| 10 Total Borrowings | -5.55% | -65533 |
| Reconciliation Of Boxes 7 and 8 | | |
| Total Cash & Investments | | 123594 |
| Add: Debtors & Stock | | -160358 |
| Less: Creditors etc | | -57060 |
| Less: Unspent Loan Funds | | 101571 |
| Less: Grant Income in Advance | | 1 |
| Rounding | | 0 |
| | | 1456867 |
| | | 1464615 |

| DUNSTABLE TOWN COUNCIL SUMMARY OF NET EXPENDITURE | | | | |
|--|---------------------------|---------------------------|------------------------------|---|
| | Budget 2016/17 | Budget 2017/18 | Actual at 31/3/18 | Variance against total budget per service area |
| Finance and Support Services | | | | |
| Staff Costs | 265,188 | 270,273 | 272,417 | |
| Central Services | 78,150 | 91,150 | 91,698 | |
| Grove House | 32,723 | 27,787 | 28,906 | |
| Grants | 3,500 | 6,900 | 6,900 | |
| Corporate Management | 100,970 | 90,914 | 98,191 | |
| Democratic Management and Representation | 17,750 | 17,750 | 35,325 | |
| Capital & Projects (inc loan charges) | 183,115 | 112,473 | 112,074 | |
| | £681,396 | £617,247 | £645,511 | -£28,264 |
| Grounds and Environmental Services | | | | |
| Staff Costs | 455,606 | 468,215 | 456,448 | |
| * Allotments | 1,126 | 683 | -1,060 | |
| * Cemetery | -52,149 | -52,888 | -79,259 | |
| Recreation Grounds | 34,500 | 36,100 | 43,644 | |
| Town Centre and Gardens | 43,500 | 43,350 | 38,039 | |
| * Town Ranger Service | 31,901 | 65,787 | 62,004 | |
| * Creasey Park Community Football Centre | 6,277 | 7,576 | 37,782 | |
| * Bennett Memorial Recreation Ground Splash Park | 0 | 22,703 | 9,883 | |
| Capital & Projects | 125,968 | 121,062 | 120,641 | |
| | £646,729 | £712,588 | £688,120 | £24,468 |
| Community Services | | | | |
| Staff Costs | 210,038 | 215,754 | 202,021 | |
| * Older People's Support Service | 21,515 | 23,378 | 18,369 | |
| * Young People's Activities Programme | 8,407 | 8,407 | 4,371 | |
| * Grove Corner | 25,295 | 22,507 | 18,706 | |
| Mayfield Centre | 0 | 0 | 0 | |
| * Events Programme | 102,903 | 132,703 | 115,141 | |
| Marketing | 26,500 | 26,500 | 25,455 | |
| * Priory House | 203,652 | 208,669 | 241,579 | |
| Town Centre Management | 28,500 | 28,500 | 23,731 | |
| * Dunstable Market | 38,864 | 44,300 | 39,067 | |
| * Ashton Square Public Conveniences | 38,225 | 39,438 | 29,446 | |
| Capital & Projects | 91,214 | 91,689 | 91,310 | |
| | £795,113 | £841,845 | £809,197 | £32,648 |
| * Includes Direct Staff Costs only | | | | |
| Total Net Expenditure | £2,123,238 | £2,171,680 | £2,142,829 | Contribution to General Reserve £28,851 |
| | | | | As per Financial Statements (page 8) |

| ACTUAL TO BUDGET 2017/18 SUMMARY OF SIGNIFICANT VARIANCES | | |
|--|-------------------------|--|
| | £ | |
| Contribution to General Reserve as per Financial Statement | 28851 | |
| Total saving against budget | 28851 | |
| Savings across the board: | | |
| | | Vacancies (PH, Grove Corner, Rec Grounds temps) longterm sickness resulting in half or zero pay, restructure at PH, cessation of managing Dunstable Market . |
| Salaries | 70776 | Community Services - Maternity leave x2 (1 unpaid April-July) (1 Dec-March covered by reduced hours on lower SCP) |
| Vehicle Fuel and Maintenance | 2562 | |
| Loan Interest | 1199 | |
| | 74537 | |
| Other significant variances within specific service areas: | | |
| | Savings | Reason |
| Grove House | 4894 | Reduced Rates |
| | 1362 | Reduced expenditure on Repairs and Maintenance |
| | 2168 | Reduced expenditure on Furniture and Equipment |
| Corporate Management: | 2700 | Reduced expenditure on recruitment advertising |
| | 10000 | Contingent budget for Unclaimable VAT |
| Democratic: | 1266 | Mayor's Transport |
| | 1300 | Mayor's Allowance |
| | 975 | Members' training not expended |
| | 1177 | Reduced printing costs |
| Allotments | 1043 | Increased income |
| Cemetery: | 18386 | Increased income from burial fees |
| | 12120 | Increased income from memorial fees |
| Town Centre and Gardens | 2619 | Reduced expenditure on Skatepark |
| | 15000 | Reduced expenditure on bus shelter maintenance |
| Town Ranger Service | 1747 | increased income from external contracts |
| Creasey Park Community Football Centre | 1158 | Reduced Rates |
| | 2258 | income from sponsorship unbudgeted |
| Splashpark | 7363 | Delayed opening of facility - (reduced expenditure-reduced income) |
| Older People' Day Care Services | 2743 | Increased income from lunch clubs |
| Young People's Activities Programme | 3615 | Increased income/reduced cost of programme |
| Central Marketing | 1045 | Reduced cost of publication Talk of Town |
| Priory House | 3449 | Increased shop sales |
| Events | 6000 | Income from sponsorship unbudgeted |
| | 104388 | |
| | Increased expend | Reason |
| less | | |
| Increased expenditure across the board: | | |
| Utilities | 8497 | Includes additional costs for Market Clock, new irrigation system at CPCFC |
| Waste disposal | 12822 | Increased volume/cost of disposal including Town Centre, Cemetery and Recreation Grounds |
| | 21319 | |
| Other significant +variances within specific service areas: | | |
| Grove House | 2613 | Reduced income from Rent/Rates |
| Corporate Management | 3597 | Increased insurance premium |
| | 11500 | Additional contribution to Corporate projects reserve - unbudgeted but applied from overall saving |
| Democratic Management | 24026 | By Election costs (£34,026 offset by £10,000 from Reserve) |
| Cemetery | 994 | Increased Rates |
| | 2531 | Increased expenditure on tools and equipment |
| Recreation Grounds: | 4074 | Increased expenditure on repairs and maintenance |
| | 1308 | Reduced income from football pitch hire |
| | 8000 | Not applied from commuted sum |
| Town Centre Management | 2000 | Additional contribution to Christmas Lightin Reserve |
| Creasey Park Community Football Centre | 1699 | Reduced income from facility hire/functions |
| | 4916 | Reduced income from ATP hire |
| | 1472 | Reduced income from bar takings |
| Grove Corner | 1121 | Increased expenditure on repairs and maintenance |
| Events | 3120 | Increased expenditure on equipment (radios) from additional income |
| Priory House | 8601 | increased expenditure on repairs and maintenance (inc new boiler) |
| | 3599 | Increased expenditure on shop stock |
| | 15000 | Additional contribution to Priory House Reserve for refurbishment of Meeting Room |
| | 15000 | Additional contribution to Priory House Exhibition Fund - for future programme of renewals |
| Dunstable Market | 14,107 | Reduced income from Market stall hire |
| | 129278 | |

| DUNSTABLE TOWN COUNCIL - SCHEDULE OF LOANS - PUBLIC WORKS LOAN BOARD | | | | | | | | | |
|--|--------------|-------------------|----------|---------|------------------|-----------------|-----------------------------|--------------------------------|--|
| PWLB | Nominal Code | Amount | Term | Type | Annual Principal | Annual Interest | Total payable | Amount Outstanding o/s 31.3.18 | |
| | | o/s 1.4.17 | | | | | | | |
| Luton Road | 401 | 11,156.25 | | | 1,062.50 | 980.16 | 2,042.66 | 10,093.75 | |
| Performance Area/ Cemetery Extension | 402 | 47,393.67 | 25 years | annuity | 4,861.91 | 2,540.73 | 7,402.64 | 42,531.76 | |
| Priory House Part 1 | 403 | 283,333.16 | 30 years | EIP | 16,666.68 | 13,539.58 | 30,206.26 | 266,666.48 | |
| Priory House Part 2 | " | 76,554.75 | 30 years | EIP | 4,374.58 | 3,735.32 | 8,109.90 | 72,180.17 | |
| | | | | | | | 38,316.16 | | |
| Grove House Part 1 | 404 | 124,200.00 | 30 years | EIP | 6,900.00 | 6,062.51 | 12,962.51 | 117,300.00 | |
| Grove House Part 2 | | 308,333.18 | 30 years | EIP | 16,666.68 | 13,535.41 | 30,202.09 | 291,666.50 | |
| | | | | | | | 43,164.60 | | |
| Cemetery Loan 2008 | 405 | 330,000.00 | 30 years | EIP | 15,000.00 | 15,594.75 | 30,594.75 | 315,000.00 | |
| | | 1,180,971.01 | | | 65,532.35 | 55,988.46 | 121,520.81 | 1,115,438.66 | |
| | | | | | | | Box 10 Annual Return | 1,115,438.66 | |

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

25 JUNE 2018

**ANNUAL REPORT 2017/18 AND REVIEW OF CORPORATE GOVERNANCE
ARRANGEMENTS**

| | |
|---------------------------|--|
| Purpose of Report: | The purpose of this report is for the Council to agree the Annual Report for 2017/18. As well as reporting on the Council's performance from last year, this report also provides details of improvements made to the Council's governance arrangements and updates Members on the Council's Corporate Risk Log. |
|---------------------------|--|

1. ACTION RECOMMENDED

- 1.1 That the Council approves the draft Annual Report for 2017/18 (text version included as appendix 1 enclosed separately).
- 1.2 That the Town Clerk and Chief Executive be authorised to make any final amendments to the document in liaison with the Town Mayor following discussions at the Council Meeting.
- 1.3 That the Council notes the improvements made to the Council's governance arrangements as listed in paragraph 4 below.
- 1.4 That the Council notes the Council's Corporate Risk Log given at appendix 2.
- 1.5 That the Council reviews and recommends any updates deemed necessary to the Council's Health and Safety Policy and Environment and Sustainability Policy given at appendices 3 and 4.

2. INTRODUCTION

- 2.1 The Council has previously agreed that an Annual Report should be prepared each year that sets out detail as to how the Council performed in the previous financial year. This is not a statutory requirement but is considered to be best practice.
- 2.2 Enclosed with the Agenda at appendix 1 of this report is a draft Annual Report for 2017/18. The draft document is in text version, a full colour; printed version will be presented on the evening of the meeting if it is available.
- 2.3 If the document is approved, it is recommended that the Council adopt the document ready for publication on the Council's website and to be made available at other usual public distribution outlets.

3. THE DRAFT ANNUAL REPORT 2017/18

- 3.1 The format of the draft Annual Report is the same as that agreed for last year's report.

- 3.2 Section 1 provides a foreword by the Chairman of the Council and Town Mayor, the Town Clerk and Chief Executive and the Chairmen of each of the Council's service Committees.
- 3.3 Section 2 sets out the Council's adopted vision, mission statement and values.
- 3.4 Section 3 sets out a summary of the Council's activities and achievements over last year illustrated as 'A Year in Dunstable'.
- 3.5 Section 4 sets out how the Council is performing in relation to its stated aims contained within the Corporate Plan. The objectives for this section are from the Corporate Plan adopted in December 2016.
- 3.6 Section 5 reports on the outturn relating to all of the Council's adopted performance indicators
- 3.7 Section 6 reports on end of year financial information.

4. CORPORATE GOVERNANCE ISSUES

- 4.1 During 2017/18 the Council made further progress regarding Corporate Governance arrangements. The following actions were completed:
 - The Standing Orders and Constitution were updated
 - The Financial Regulations were updated
 - New process adopted for reviewing Senior Management Team pay and conditions of employment
- 4.2 In addition the following actions were implemented in response to the Council's Environment and Sustainability Policy:
 - Use of peat free compost for all bedding plants
 - Ceased use of herbicides for eradication of weeds in Grove House Gardens and Priory Gardens
 - Ongoing monitoring of energy usage at CPCFC
 - Introduction of specific waste containers at CPCFC and Bennett's Splash thereby increasing re-cycling rates
- 4.3 It is important that the Council remains focused on Governance issues and as a result further reviews will take place during 2018/19.

5. CORPORATE RISK LOG

- 5.1 Appendix 2 of this report provides a draft Corporate Risk Log as compiled by the Town Clerk and Chief Executive and Senior Management Team.
- 5.2 The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 5.3 Each identified risk has been given a risk rating multiplied by the likely probability of the risk happening. The same process is then undertaken to determine the residual risk once interventions have taken place.
- 5.4 The result is each risk is given a residual rating from 4 to 16 where 16 is high and 4 is low.

- 5.5 In most cases the identified risks have been given a residual risk rating of either 8 (medium) or 4 (low). In these cases the risk simply has to continue to be managed or minor interventions still need to be taken. Where the risk has been identified as higher than 8 then further actions are required to bring the risk rating down.
- 5.6 Members will note that the main identified areas of strategic risk are income generation and property management. Income generation has been identified as high risk because of the current economic downturn and property management arrangements have been identified as high risk due to the high cost of maintaining Council property that includes listed buildings.

6. FINANCIAL IMPLICATIONS

- 6.1 The Annual Report itself has no financial implications. The design, print and distribution of the document will be carried out in line with budgeted expenditure.

7. POLICY AND CORPORATE PLAN IMPLICATIONS

- 7.1 The production of the Annual Report allows the Council to report back on progress being made on the implementation of the Corporate Plan. It is pleasing to note that progress is being made on implementing the service development priorities of the Council and members should be assured that such focus will continue throughout 2018/19.

8. HEALTH AND SAFETY IMPLICATIONS

- 8.1 The Council's Health and Safety Policy has been reviewed and updated and is included in this report for approval by Council.

9. HUMAN RESOURCE IMPLICATIONS

- 9.1 None arising directly from this report.

10. LEGAL IMPLICATIONS

- 10.1 Whilst there is no legal duty for the Council to prepare an annual report it is considered good practice and follows a decision taken by the Council in 2008.

11. APPENDICES

- 11.1 Appendix 1 – Draft Annual Report (text version) 2017/18 (separate enclosure)
Appendix 2 – Corporate Risk Log
Appendix 3 - Health and Safety Policy
Appendix 4 – Environment and Sustainability Policy

12. CONCLUSION

- 12.1 The Annual Report is an important document for the Council and to the residents of Dunstable. It not only provides an evidence source to residents as to the quality of services provided by the Council, but serves as an important planning tool for the organisation to ensure that it can demonstrate continuous service improvement.

13. AUTHOR

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

DUNSTABLE TOWN COUNCIL

CORPORATE RISK LOG 2018/19

AN ASSESSMENT OF THE COUNCIL'S ORGANISATIONAL STRATEGIC RISKS

| RISK | ASSESSMENT OF RISK | | | RESOURCES REQUIRED | CONTROLS | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|--|--------------------------------------|--------|-------------|--------------------|--|------------------------------------|--------|----------------------|------------------|---------------------|--------------------------------|
| | <i>(Assume NO controls in place)</i> | | | | | <i>(Control measures in place)</i> | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Appropriate decision making at Political level | 4 | 4 | 16 | None at this stage | The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice on various issues when necessary | 4 | 1 | 4 | Annually | 2018 | Town Clerk and Chief Executive |

| RISK | ASSESSMENT OF RISK | | | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|----------------------|-------------------------------|--------|-------------|---|--------|----------------------|------------------|---------------------|---|
| | (Assume NO controls in place) | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Financial management | 4 | 4 | 16 | 4 | 1 | 4 | Annually | 2018 | Town Clerk and Chief Executive and Head of Finance and Support Services |
| | | | | RESOURCES REQUIRED | | | | | |
| | | | | The Council is subjected to both internal and external financial audits and retains the assistance of a qualified accountancy firm and the use of an accounts management IT package. There is an appointed Financial Officer who is the Council's Head of Finance and Support Services who in turn is supported by a Finance Officer. | | | | | |
| | | | | Already identified in revenue budget | | | | | |
| | | | | The Council improved its reserves position at the end of 2017/18 | | | | | |
| | | | | The Dunstable tax base used for calculating the precept is forecasted to continue rising over the next few years | | | | | |

| RISK | ASSESSMENT OF RISK | | | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|---------------------------------------|-------------------------------|--------|-------------|--|-----------------------------|--------|-------------|--|---------------------|---|
| | (Assume NO controls in place) | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | SEVERITY | L'HOOD | RISK RATING | | | |
| General approach to health and safety | 4 | 4 | 16 | Health and safety is an area the Council needs to take very seriously and additional resources may need to be identified from time to time in future budgets | 4 | 2 | 8 | Health and Safety Policy to be reviewed annually within the annual governance report presented to the June Council meeting | 2018 | Town Clerk and Chief Executive and Senior Management Team |
| | | | | The Council has an officers Health and Safety Advisory Group. The Council has an agreed Health and Safety Policy and the Senior Management Team is improving the focus on H&S. The Council also retains the services of professional health and safety support through Croner Consulting. The Council is also implementing a rolling programme of health and safety related training for all staff | | | | | | |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|---|-------------------------------|--------|-------------|--|--|-----------------------------|--------|----------------------|------------------|---------------------|---|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Personnel and management of human resources | 4 | 4 | 16 | The Council is continually updating the Staff Handbook. The Council has also created a personnel support role focusing in the first instance on administrative support. The Council has retained the services of a specialist HR company and all members of staff have their own handbook. The Council is a bronze accredited Investors in People Organisation | As staffing numbers grow personnel issues will become more prevalent and complex. A Personnel Sub-Committee was created during 2012 and the sub-committee will adopt a programme of issues to be considered throughout 2018/19 | 4 | 1 | 4 | Annually | 2018 | Town Clerk and Chief Executive and Head of Finance and Support Services |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|--|-------------------------------|--------|-------------|---|--------------------------------------|-----------------------------|--------|----------------------|---|---------------------|---|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Insurance, legal and public protection | 4 | 3 | 12 | The Council makes provision for public, employers, fidelity, building, contents and equipment etc insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision is identified. The Council retains the services of a legal advisor. | Already identified in revenue budget | 4 | 1 | 4 | Insurances are reviewed on an ongoing basis and formally on an annual basis | Ongoing | Town Clerk and Chief Executive and Head of Finance and Support Services |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|--|-------------------------------|--------|-------------|--|--------------------------------------|-----------------------------|--------|----------------------|---|---------------------|----------------------------|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Care of children and young people (child protection) | 4 | 3 | 12 | The Council has adopted and reviewed its child protection policy. All staff and volunteers that may come into contact with young people are subject to a DBS check. Seasonal staff undertake specific training on child protection issues and permanent staff are able to access regular training updates. The Council has employed a senior qualified youth worker. | Already identified in revenue budget | 4 | 1 | 4 | The child protection policy was recently reviewed and updated | Ongoing | Head of Community Services |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|---------------------------|-------------------------------|--------|-------------|--|---------------------------------------|-----------------------------|--------|----------------------|------------------|---------------------|----------------------------|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Care of vulnerable adults | 4 | 2 | 8 | The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check. | Already identified in revenue budget. | 4 | 1 | 4 | Ongoing | Ongoing | Head of Community Services |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|-------------------|-------------------------------|--------|-------------|---|---|-----------------------------|--------|----------------------|--|---------------------|------------------------|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Income generation | 4 | 4 | 16 | Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors. | The Council relies on nearly £900,000 of income to part fund the revenue budget. It needs to focus on ensuring that this income is secured into the future especially at the Creasey Park Community Football Centre, Dunstable Cemetery, Priory House Tea Rooms and the Splashside Cafe | 4 | 3 | 12 | Ongoing and annually through the budget setting process. | Ongoing | Senior Management Team |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|--|-------------------------------|--------|-------------|---|---|-----------------------------|--------|----------------------|------------------|---------------------|------------------------|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Service continuity and succession planning | 4 | 2 | 8 | The Council has a clear management structure and all staff have relevant job titles and clear job descriptions. Increased numbers of service based meetings are now taking place and new wider management team meeting has now been established and cross service working is encouraged | Further skills based training is required in a number of areas but resources are identified in the training budget. | 4 | 2 | 8 | Ongoing | Ongoing | Senior Management Team |

| RISK | ASSESSMENT OF RISK | | | CONTROLS | RESOURCES REQUIRED | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | OWNER |
|---------------------|-------------------------------|--------|-------------|--|---|-----------------------------|--------|----------------------|------------------|---------------------|--------------------------------|
| | (Assume NO controls in place) | | | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | | | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Property Management | 4 | 4 | 16 | The Council has retained the services of a property expert and has made considerable progress on completing a backlog of work that was required on Council property. The Council now needs to look at its property strategy and at some point determine the most cost effective means of owning property | Considerable additional resources need to be identified in the revenue budget and reserves need to be built up to serve as a 'sinking fund' for the Council's property especially Priority House. It is anticipated that the PH reserve may well be called upon soon now the feasibility study is completed. Members will need to consider creating a new Cemetery allocated reserve in the near future | 4 | 3 | 12 | Ongoing | 2018 | Town Clerk and Chief Executive |

| RISK | ASSESSMENT OF RISK | | | ASSESSMENT OF RESIDUAL RISK | | | REVIEW FREQUENCY | DATE OF NEXT REVIEW | REVIEW OWNER |
|---------------------|-------------------------------|--------|---|---|--------|----------------------|------------------|---------------------|--|
| | (Assume NO controls in place) | | | (Control measures in place) | | | | | |
| | SEVERITY | L'HOOD | RISK RATING | SEVERITY | L'HOOD | RESIDUAL RISK RATING | | | |
| Cemetery Management | 4 | 3 | 12 | 4 | 2 | 8 | Ongoing | 2018 | Head of Grounds and Environmental Services |
| | | | <p>CONTROLS</p> <p>The Council employs a cemetery team including grounds staff and a new managerial post was created in 2014. The Cemetery Manager is undertaking the ICCM certificate in cemetery management. There are established cemetery rules and regs. that have been reviewed and updated. Additional burial land has been secured to ensure space for future needs. The Service Head will ensure that this area is further improved</p> | <p>RESOURCES REQUIRED</p> <p>Already identified in revenue budget</p> <p>The Council achieved silver standard for the ICCM Charter for the Bereaved</p> <p>The Council will need to consider establishing an allocated new Cemetery reserve in the near future</p> | | | | | |

Dunstable Town Council

Health and Safety Policy

Dunstable Town Council is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended), and associated protective legislation, both as an employer and as an organisation. To assist achieve those objectives it has retained the services of a specialist health and safety advisory company (Croner Consulting) to advise on the Council's approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Council and its Councillors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

This advisory role is supported through the Council's bi-monthly Health and Safety Advisory Group meetings which are chaired by the Town Clerk and Chief Executive and attended by all Service Heads and all other staff with line management responsibilities.

The main responsibility for health and safety lies with the Council who is in turn advised by the Town Clerk and Chief Executive. The Council is bound by any acts and/or omissions of the Town Clerk and Chief Executive and his staff, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Council business.

To comply with its statutory and common law duties, the Council has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Council.

Council employees agree, as part of their contract of employment, to comply with their individual duties under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and

Safety Executive, in addition to its statutory duty to provide an Accident Book at all work place locations. The Council will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations as far as are reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Council's premises and activities, the Council will pay strict attention to its duties under the **Health and Safety at Work, etc. Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all Councillors, the Town Clerk and Chief Executive, Heads of Service and employees, in the interests of employees and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Dated:

Town Clerk and Chief Executive

Signed:

Dated:

Chairman of the Council

Organisation - Duties, Roles and Responsibilities

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

Councillors

The Councillors have the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, and that effective structures are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

Town Clerk and Chief Executive

The Town Clerk and Chief Executive has the responsibility for ensuring that policy objectives are achieved and that the Council is kept fully informed of changes and developments with regard to health and safety legislation and regulations. He will also ensure that Council policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure that the Council is informed of the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

Heads of Service

Heads of Service are accountable to the Town Clerk and Chief Executive for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

With regard to the departmental activities under their general control, all such Heads of Service will ensure that necessary consideration is given at all times to the requirements of the Council's Health and Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the storage and use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise and assist with safety training of personnel.

All Heads of Service will be specifically responsible for the following within their own areas of responsibility:

- Ensuring that all activities carried out by Council employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, nor members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Council procedures are adhered to at all times.

- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that supervisors and line reports are properly trained and receive the support they need to perform their duties.

In fulfilling these responsibilities, all Heads of Service will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons' responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Council's health and safety adviser.
- Safe systems of work are implemented and are adhered to, with such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, etc.
- All relevant statutory records are regularly maintained and inspected.
- Heads of Service are also responsible for the health and safety of all employees for whom they have an operational responsibility.

Supervisors

Supervisors are accountable to their Heads of Service for the day-to-day implementation of the Council's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

They will also liaise with the departmental Heads of Service concerning any queries raised by visitors or subcontractors on health and safety matters.

Employees' Responsibilities

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Council in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate line manager.
- When local management cannot resolve a hazardous situation they must raise it with a relevant Service Head who will then address the issue through the Health and Safety Advisory Group (HASAG).

- During the course of their normal duties, employees will use all equipment and facilities for the intended purpose in a safe, correct manner.

Competent Persons

The Council will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have been sufficiently trained and/or have experience or knowledge and other qualities to enable them to properly assist in undertaking such measures.

The following members of staff have been designated competent persons for the responsibilities shown:

| | |
|--|--|
| Council health and safety: | Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services |
| Manual handling assessment: | Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services |
| COSHH assessments: | Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services |
| Administration of all other risk assessments: | Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services |
| Vetting of subcontractors' health and safety policies: | Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services |
| Auditing of health and safety compliance at all work sites: | Retained health and safety advisers – Croner Consulting |

In addition the Town Clerk and Chief Executive and Heads of Service will assume the following responsibilities

- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and Council policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used by the Council conform to statutory health and safety requirements.
- Arranging for the provision of appropriate Personal Protective Equipment (PPE) based on risk assessment.
- Arranging for the provision of written procedures for contractors.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Council.
- Ensuring that all employees of the Council receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.

Council's Health and Safety Adviser

The Council's Health and Safety Adviser has been retained in order to provide and disseminate advice and information to the Town Clerk and Chief Executive, and staff. He/she will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He/She will be retained to ensure the effectiveness of the safety policy, safety procedures and practices in relation to Council premises, carrying out regular audits and monitoring activities as necessary. The results of such monitoring will be recorded and corrective action, if required, will be undertaken.

In fulfilling these general responsibilities, the Health and Safety Adviser is retained to assist the Senior Management Team with specific responsibilities for:

- Ensuring the Council is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring the provision of first aid, fire safety and emergency procedures.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.

First-Aiders

There is a nominated first aider for all Council premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended**. The nominated first aider is responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The nominated first aider is responsible for the maintenance of the contents of all first aid kits and will ensure that only items specified will be retained in the kits.

A number of key staff across all departments have been given first aid training to assist with any unforeseen accidents to Council staff or users of Council services. All large scale Council events are attended by a fully qualified first aid organisation such as St John's Ambulance.

Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

Risk Assessments

All premises and activities are subject to risk assessments and must be assessed in accordance with the relevant legislation using the Council documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the relevant Service Head. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventive measures. The Council shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

Specific Operational Policies and Procedures

- All Council policies and procedures issued in the interests of health and safety will be regarded as supplementary to this Policy. These will be included within all Council Health and Safety Manuals and will be available to all members of staff.

Specific procedures will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements
- That any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.

- That all subcontractors who are to work on or in any of the Council's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- That the fire procedure is displayed and reviewed at frequent intervals with regular tests of the procedure.
- That no new chemicals/substances will be purchased or brought into the premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- Any other specific policy required under relevant regulations and Approved Codes of Practice.

Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, no matter how minor, will be reported on the HSE Accident Report Form with copies being sent to the relevant Head of Service.

- All accidents, dangerous occurrences and near misses will be reported immediately to the Heads of Service responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant Heads of Service.
- Where an employee of another Council or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

Training

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- Repeat training at regular intervals.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Heads of Service at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained by the Head of Finance and Support Services.

Consultation

Consultation will take place via the Health and Safety Advisory Group (HASAG) to discuss matters of health and safety.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to a member of the Health and Safety Advisory Group

(HASAG) who may make representations to the supervisor concerned. This must be in writing.

The advice of the Health and Safety Adviser should be sought if agreement cannot be reached with the supervisor.

If still dissatisfied, the employee may seek an early meeting with the appropriate Heads of Service. Failing resolution at this stage, the matter may be entered on to the Agenda of the next meeting of the Health and Safety Advisory Group (HASAG) at the Chairman's discretion.

Review

Notwithstanding the above, this Policy will be reviewed on an annual basis.

Last Update: 25 June 2018 – Town Clerk and Chief Executive

(Minute)

Appendix 4

Dunstable Town Council Environmental and Sustainability Policy

Introduction

This document sets out Dunstable Town Council's policy for ensuring the ongoing improvement in the environmental sustainability of our activities and core functions. We recognise that our activities have the potential to impact both positively and adversely on our environment and we are duty bound to ensure that the adverse impacts are minimised.

Legal Obligations

There is a substantial body of legislation in the UK and Europe that relates to the protection and care of the environment. The Council is duty bound to comply with all relevant legislation relating to its wide ranging activities. The Council will conduct its business at all times in line with applicable legislation and where necessary will seek specialist advice and support to ensure adequate compliance.

Definitions

Environment

The immediate context is the local environment in which our services operate within Dunstable and surrounding districts including both indoor and outdoor environments. However, it is recognised that our organisation can have an impact on wider regional, national and global environments.

Sustainability

Ensuring our plans, actions, processes and consumption accommodate our residents and community aspirations for the longer-term care of the environment.

Aims and Objectives

The Council will work towards maximising the environmental sustainability of its services within the practical considerations of its corporate and service plans, financial plans, risk strategy and available resources. This policy will aim to achieve the following objectives:

- **Material and Water Resources** - maximise efficient use, re-use and recycling of materials and water resources with safe and sustainable waste disposal.

- **Pollution** - reduce the use of toxic and environmentally damaging materials and processes and put steps in place to reduce unnecessary pollution generation.
- **Energy** - promote with staff and partners energy efficiency to reduce waste and CO2 emissions
- **Procurement** - encourage the purchase of locally sourced products and where possible ensure that products and materials originate from sustainable sources and accredited sustainable companies.
- **Management** - ensure that all operations and activities carried out by us or on our behalf comply with or exceed statutory obligations.
- **Ecology** - minimise any negative ecological impact of our activities and those of contractors and suppliers working on our behalf.
- **Technology** – Utilise technological advances, where appropriate, to drive and inform change.

Policy Statement

Dunstable Town Council will:

- Embrace sustainability, where applicable, within new and emerging policies, strategies and plans.
- Raise environmental awareness and responsibility among staff, volunteers and partner organisations.
- Seek to mitigate the impacts of any major construction and refurbishment projects under its direct control on the wider environment.
- Manage its waste in line with the established principles of the waste hierarchy namely to prevent, minimise, reuse, recycle, energy recover and lastly dispose of waste.
- Engage with its contractors to establish a commitment to sustainability policies and practices, especially with regard to recycling and waste management, either through accredited systems or contractual obligations.
- Require that, where feasible, materials incorporated in design, construction and maintenance shall be from accredited sustainable or safely recycled sources.
- Ensure that all new external lighting is designed to minimise the effects of light pollution.
- Reduce, where possible, the general consumption of water, gas and electricity.
- Design all new developments and major landscape improvements with due regard for the protection of local habitats and biodiversity.

Responsibilities

This policy will be implemented by the Council its elected Members, its Senior Management Team and second tier mangers. However, all staff and volunteers within the organisation will contribute to reducing the Council's environmental impact and increasing sustainability through utilising working practices that:

- Minimise waste and maximise efficiency.
- Minimise travel.
- Minimise energy consumption.
- Promote greater use of new sustainable technologies.
- Keep material consumption to a minimum.
- Encourage residents to make environmentally sustainable choices.

Training and Investment

The Council is committed to ensuring that its Members and officers are provided with sound training and knowledge to support the implementation of this policy.

Monitor and Review

The Council will record, monitor and review its impact on the environment through a series of service specific baseline assessments and the establishment of action plans designed to progress change.

Name: David Ashlee

Signature:

Position: Town Clerk & Chief Executive Officer

Date:

Name: Cllr John Kane

Signature:

Position: Town Mayor

Date: