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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 23 November 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 3 December 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 1 October 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	29 October 2018	7
Grounds and Environmental Services	12 November 2018	10
Finance and General Purposes	19 November 2018	13
Dunstable Joint Committee	20 September 2018	16

Cont/d ...

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23 November 2018

8. Members Allowance Scheme – see page 19.
9. Draft Budget 2019/20 and Associated Considerations - see page 25.
10. Re-organisation of Community Governance Order 2018 – see page 32.

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 THE MEETING OF THE COUNCIL

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

ON MONDAY 1 OCTOBER 2018

Present: Councillors John Kane (Town Mayor), Sid Abbott, Lisa Bird, John Chatterley, Terry Colbourne, Philip Crawley, Jeannette Freeman, Eugene Ghent, Liz Jones, Gloria Martin, Patricia Russell, Ann Sparrow, Pat Staples and J Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), Rosemary O'Sullivan (Head of Finance and Support Services), John Crawley (Head of Grounds and Environmental Services), Becky Wisbey, Head of Community Services and Michele Markus (Mayoral and Democratic Services Officer)

Apologies for Absence: Councillors Peter Hollick (Chairman), Claire Meakins, Mike Mullany and Nigel Warren (Deputy Town Mayor)

Public Attendance: 3

Before the commencement of the meeting, the Town Mayor's Chaplain, Dr Johan Schoeman, led the Council in prayer

166 MINUTES

The Minutes of the meeting of the Council held 25 June 2018 were approved as a correct record and signed by the Town Mayor.

167 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

168 TOWN MAYOR'S REMARKS

a) Conclusion of Audit of Accounts 2017/18

The Town Mayor reported on the Conclusion of Audit for Dunstable Town Council, which had been received on 25 September 2018 and therefore not in time to be included in the Agenda pages.

The Council received the audited Annual Return for the 2017/18 accounts and accepted the External Auditor's Certificate and Opinion which stated that "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

The Town Mayor was pleased to advise that there were no matters arising or minor issues identified.

The Notice of Conclusion of Audit had been published on the Council's website with the certified copy of the Annual Return.

b) Mayoral Engagements

The Town Mayor referred to the report detailing his attendances at a variety of events since the last meeting of the Council, up to 20 September. He had been particularly pleased to visit the two organisations who were his chosen charities for the year, Dunstable and District Disabled Sports and Dunstable Sea Cadets.

169 PUBLIC QUESTION TIME

There were no questions put to the meeting.

170 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

171 COMMUNITY SERVICES COMMITTEE

a) Priory House (Minute 142/2018)

In answer to a question from Councillor Sparrow, the Chairman, Councillor Staples, advised that the meeting room was being renamed as the Jacobean Room to reflect the display of the Jacobean wall paintings. The refurbishment would include new flooring and furnishings to make the room more presentable for use, including as a wedding venue.

b) Reports from Outside Organisations (Minute 146/2018)

Councillor Martin reported that she had recently attended a meeting of South Bedfordshire Dial-a-Ride and the organisation was working well.

c) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Community Services Committee held on 3 September 2018 be received.

172 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

In proposing receipt of the minutes of Grounds and Environmental Services Committee, the Chairman, Councillor Liz Jones, advised that Minutes 152 and 153 included recommendations that should have been referred to Finance and General Purposes Committee but approval for which was now sought from Council.

a) Plans Sub-Committee (Minute 149/2018)

Councillor Freeman asked for consideration of the requirement for the Plans Sub-Committee and the possibility of delegating authority to officers. Members discussed whether alternative arrangements could be made and the Chairman suggested that this should be considered at a future meeting of Grounds and Environmental Services Committee.

b) Dunstable War Memorial (Minute 151b/2018)

Councillor Colbourne expressed his pleasure at the progress made on the refurbishment of the War Memorial and the inclusion of the three individual service emblems. He thanked John Crawley, Head of Grounds and Environmental Services for his work on this project.

c) Town Centre Flagpole

At Members' request, the Town Clerk and Chief Executive would investigate the possibility of installing a new flag pole on Ashton Square, possibly as part of the current town centre refurbishment works.

d) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 10 September 2018 be received and the recommendations contained therein be adopted.

173 FINANCE AND GENERAL PURPOSES COMMITTEE

a) Members' Allowances (Minute 160/2018)

Members expressed their differing views on the possible introduction of a members' allowance scheme. Councillor Chatterley reiterated that at this stage the recommendations of the remuneration panel were being sought and these would be reported to Finance and General Purposes Committee. Councillor Staples confirmed that the final decision would be taken by full Council.

b) Minutes

RESOLVED: that the Minutes of the meeting of Finance and General Purposes Committee held on 17 September 2018 be received.

174 CO-OPTION OF MEMBER TO REPRESENT NORTHFIELDS WARD

Following the resignation of Councillor Anne Kennedy, the Council had published notification of a casual vacancy. No petition had been received for a by-election and the Council had therefore published notice to co-opt. One nomination had been received from the South West Bedfordshire Conservative Association.

RESOLVED: that Gladys Sanders be co-opted to serve as a Member for Northfields Ward and be appointed to serve on the Finance and General Purposes and Grounds and Environmental Services Committees.

DUNSTABLE TOWN COUNCIL

MONDAY 3 DECEMBER 2018

CIVIC EVENTS AND MAYORAL ACTIVITIES

1. GENERAL INFORMATION

Purpose of Report: For information

1.1 Since the last meeting of the Council, the Town Mayor/Deputy Town Mayor have attended the following functions/events:

05.10.18	Weston Homes, Award presentation	The Town Mayor visited Ashton Grove to present their certificate for their winning Anglia in Bloom entry
05.10.18	Charity Bingo, Peter Newton Pavilion, Skimpot Road, Dunstable	Spicer & Co, Chartered Accounts, invited the Town Mayor to their charity evening in aid of the Level Trust charity
06.10.18	50th Anniversary, Little Theatre, High Street South, Dunstable	The Town Mayor was pleased to support the Anniversary event at which he was asked to give a short speech
07.10.18	Curry Lunch, Chicksands	The Army Benevolent Fund were delighted the Town Mayor could attend this event. Before lunch the Mayor attended a talk, namely Bomber Command – the Aircrew Experience by Steve Darlow, a military aviation author and television documentary consultant and contributor
07.10.18	Civic Service, St Swithun's Church, High Street, Sandy	The Mayor of Sandy held a service to commemorate his year in office.
08.10.18	CHUMS, The Rufus Centre, Flitwick	CHUMS is a Mental Health and Emotional Wellbeing Service for Children and Young People who were celebrating their 21st Birthday. The Town Mayor heard inspiring stories from young people the organisation has helped
12.10.18	Go Bowling, Court Drive	The Town Mayor was delighted to attend this fun evening which was to raise funds for Hospice at Home Volunteers
13.10.18	Charity Ball, Leighton Buzzard Golf Club	The Mayor of Leighton-Linslade Council held this event in aid of his charities Kids Out and Autism Bedfordshire.
14.10.18	Civic Service, St Andrews Church, Rectory Lane, Ampthill	The Town Mayor represented Dunstable at the Mayor of Ampthill's Civic Service

17.10.18	Junior Wardens, St Augustine's Academy	The Mayor visited the Junior Wardens programme which is for children aged 7–11 years old
19.10.18	Quiz Night, The Gateway, Aylesbury	The Chairman of Aylesbury Vale Council held a charity event which the Mayor was pleased to attend
21.10.18	Flitwick Town Council, The Church of St Peter & St Paul, Flitwick	The Mayor attended the annual Flitwick Civic Service which was very well represented by local organisations and civic guests from around the county
27.10.18	Trafalgar Dinner, The Old Mill, West Street	Dunstable Sea Cadets were delighted the Mayor was able to attend this important occasion
29.10.18	Licensing Service, St Fremunds Church, Dunstable	The Mayor attended the Service for the Licensing of Reverend Tim Davis as Team Vicar in the Parish of Dunstable Team Ministry

1.2 The Town Mayor attended the following functions during November:

01.11.18	Quiz Night, L & D Hospital Social Club	The Deputy Mayor attended the Autumn Quiz Night which was in aid of the Helipad Appeal
01.11.18	Charity Curry Night, Stopsley Cuisine, Luton	The Mayor attended this charity event which was in aid of NSH Foundation Trust, UK Kotli Foundation and World Appeal which are the Mayor of Luton's charities
05.11.18	Dunstable Firework Display, Creasey Park Community Football Centre	The Mayor was delighted to open the annual Firework display which attracted attendance of around 15,000
06.11.18	Home-Start Central Bedfordshire, Astral Park, Leighton Buzzard	Home-Start is a children and family charity based in Dunstable, which supports many families in the town. The Mayor was delighted to attend the charity's open morning
09.11.18	iCaSH hub, Priory Health Centre, Dunstable	The Town Mayor attended the opening of the new integrated Contraception and Sexual Health Hub
09.11.18	Mayor's Charity Go Karting evening, Teamsport, Verey Road, Dunstable	The Town Mayor held a very successful fundraising evening which was enjoyed by all who attended
11.11.18	Remembrance Day Parade and Service	The Town Mayor was very proud and delighted so many attended this 100th Anniversary Remembrance Service which included the rededication of the recently refurbished War Memorial
11.11.18	Beacons of Light, Beacon Lighting, Dunstable Downs	A short ceremony commemorating the 100 th Anniversary of the end of WW1, held on Dunstable Downs when the Town Mayor and Deputy Lord Lieutenant lit the Dunstable Beacon.

16.11.18	Lancot Challenger Academy, School Visit	The children of the school had been focusing on different aspects of diversity and the Town Mayor was invited to visit and discuss the subject with pupils
16.11.18	Mayor, Harpenden Town Council, Charity Evening	The Town Mayor attended this Charity Wine Tasting event which was in aid of Harpenden Mencap and Herts Young Homeless
18.11.18	Road Victims Trust, Service of Remembrance	The Trust supports people in Bedfordshire, Cambridgeshire and Hertfordshire who have been affected by a road death. This was the sixth year that the Trust had held the Service of Remembrance for Road Traffic Victims.
20.11.18	Minds2ogether, The Market Cross, Dunstable	Charity fundraising event, including lights switch on and choir singing.
22.11.18	Christmas Concert, Hadrian Academy	Dunstable Trefoil Guild with Dunstable U3A Choir held the Concert in aid of Riding for the Disabled

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 THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 29 OCTOBER 2018

Present: Councillors John Kane (Town Mayor – left during item 5), Pat Staples (Chairman), Eugene Ghent (Vice Chairman), Lisa Bird, John Chatterley, Jeannette Freeman, Patricia Russell and Johnson Tamara (arrived at item 5)

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

Apologies: Councillors Nigel Warren (Deputy Town Mayor), Terry Colbourne, Claire Meakins, Mike Mullany,

Public: 2

175 MINUTES

The minutes of the meeting of the Community Services Committee held on 3 September 2018 were approved as a correct record and signed by the Chairman.

176 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

177 GROVE CORNER AND COMMUNITY ENGAGEMENT

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

A free family fun arts and crafts workshop with a Halloween theme took place at Creasey Park community football Centre over half term with 63 children attending.

Dunstable Men in Sheds won first prize in the Health and Wellbeing category of the Living Countryside Awards. They received a plaque and certificate from HM Lord-Lieutenant of Bedfordshire at an awards evening in Bedford.

Unfortunately, Queensbury School pulled out of the WW1 school project at the last minute so it could not go ahead. The money was subsequently returned to the Heritage Lottery Funders. Thanks were given to the Dunstable and District History Society and Friends of Dunstable Cemetery who had already undertaken research for the project.

Members noted their disappointment that the WW1 school project could not go ahead. Officers explained that although this particular project would not be taking place they were working with Manshead School to see about the delivery of a different project.

178 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.

Councillors had a discussion regarding the possibility of bringing back a charge for fireworks, but all agreed that to reintroduce a charge would not be well received. The discussion continued looking at the possibility of collecting for the Mayor's charities, this is something that could be looked at for future fireworks should there be volunteers from the individual charities who wish to collect the donations.

It was brought to Members' attention that the date previously agreed to hold the St George's Day event (20 April 2019) fell on Easter Bank Holiday weekend. Past events held on a bank holiday have had very poor attendance so it was recommended that the event be moved one week later to Saturday 27 April.

RESOLVED: that the 2019 St George's Day event take place on Saturday 27 April.

In line with most other town 'Switch On' events, it was recommended that future Christmas Tree Carols and Torchlight Procession event be held on the last Friday of November to enable a longer build up for the town towards Christmas.

RESOLVED: that all future Christmas Tree Carols and Torchlight Procession events be held on the last Friday of November starting from 2019.

179 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. In regards to the works to the Undercroft and the front of the building, Officers were waiting for Historic England to release their 2019 grant scheme before any further updates could be given. This means that the front of the building cannot be repaired until all funds are in place. Members asked if officers could write an article in a future edition of Talk of The Town explaining the required works at Priory House and why work has not yet started

The refurbishment of the Jacobean Room was now underway, with a verbal update from the Head of Community Services in regards to the 21 day notice that the registration service would now issue following a meeting that day regarding the wedding venue licence. New LED lighting had been fitted and orders had been placed for the decorating, flooring and new furnishings as well as a range of cutlery, crockery and tablecloths. It was anticipated that all improvements would be completed by November and would be in full use for Christmas Afternoon Teas and Christmas Pudding Nights.

The Committee wished to say a 'well done' to everyone at Priory House for their efforts, especially with service changes and during their busy summer as evidenced by their positive trading figures.

180 OLDER PEOPLE'S DAY CARE SERVICE

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

Eight sixth form students from Weatherfield Academy visited as part of their Health and Social Care course. Both the students and members found it an enjoyable experience, so much so, that this would now become a regular visit.

The last coffee morning held at St Mary's Social Club was a great success with over 40 people attending. The event was supported by Age UK, SAFFA and Edward Costello, Community Wellbeing Champion. Four people also requested application forms for the CPCFC over 55's lunch club.

181 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.

The MTRF had agreed to spend £70,000 on the Ashton Square toilets. Work would start by Christmas with major works being undertaken in the men's toilets including new flooring and new urinal system. The Head of Community Services was also able to update the Committee on the Town Council's recent success in the Loo of the Year Awards with the Ashton Square Toilets gaining a Gold Award. The Committee were also updated on the operational changes that would be taking place with the toilets at the end of November.

Members noted the current vacancy rates for the Town Centre.

The Shop Front Accreditation Scheme had 31 shops/businesses take part this year, which was the highest number to date. 17 golds were awarded.

As well as Mistletoe Magic and the Christmas themed market being held on 8 December, there would also be a Snow Globe on The Square for the weekend. The free event would enable families to have their photograph taken in the globe. Market stalls would surround the area to enhance the snow globe's appeal.

Members were keen to explore the use of The Square more once the highways improvements were complete. Officers explained that some of the issue had been the lack of footfall in the area, but that the new crossing point might improve things. Officers would continue to explore the use of this area for events and activities.

182 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Cllr Hollick reported that all was well with Dial-a-Ride, despite some concerns regarding a recent tendering process.

Dunstable Town Band:

No report.

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 12 NOVEMBER 2018

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor)
Lisa Bird (Vice-Chairman)(In the Chair), Philip Crawley, Peter Hollick, Gloria
Martin, Gladys Sanders, Ann Sparrow and Johnson Tamara

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 Liz Jones (Chairman), Sid Abbott and Jeannette Freeman

Public: None

183 MINUTES

The minutes of the meetings of Grounds and Environmental Services Committee held
on 10 September 2018 were approved as a correct record and signed by the Vice-
Chairman.

184 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

185 PLANS-SUB COMMITTEE

RESOLVED: that the minutes of the meetings of Plans Sub-Committee held
on 4 September, 25 September and 16 October 2018 be
received.

186 FUTURE PLANS SUB-COMMITTEE ARRANGEMENTS

Following the matter being raised at Council on 1 October 2018 Members discussed
whether there was still a need to continue to hold a three-weekly Plans Sub-
Committee meeting or whether the responsibility could be delegated to officers.

Members agreed that it was important for the Town Council to make their comments
and observations on local planning applications and to give residents the opportunity
to make representation. It was noted that no officers were qualified Planning Officers
and there was too long a gap between the Grounds and Environmental Services
Committee meetings to incorporate consideration of planning applications.

RESOLVED: that no changes be made to the Plans Sub-Committee meetings.

187 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

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

The Grounds Team had been awarded the Bedfordshire FA 'Grounds Team of the Year' award for their high quality maintenance of the main stadium pitch.

CPCFC had hosted the Dunstable Town FC Football Festival, with 160 teams attending over a weekend making this the largest tournament held at Creasey Park to date.

Creasey Park was successful in retaining Quest accreditation for the fifth year running.

It was noted there had been another break in and the intruders had gained entry to the office by removing the office window. Nothing was stolen but the office was completely ransacked and the office door was badly damaged when they tried to gain entry to the main building.

Bennett's Splash was now closed and decommissioned for the winter season. Officers and Members had held review meetings to discuss the service next year. The Committee were presented with the key points from the review meetings including opening dates and times and income generating ideas.

Now the splash park had been open for a full season and true costs were known, these would be taken account of in the budget setting process for 2019/20.

Members asked that their congratulations and thanks were passed on to all members of the grounds team for their hard work and winning the award.

188 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

The lights at the skate park were now operational again with timers set for the winter.

In conjunction with Bedfordshire FA, a regional pitch advisor attended Creasey Park to carry out in-depth assessments of all the pitches on site. A report of the findings and suggestions for improvements would follow shortly.

b) Town Centre Area

The winter/spring bedding plants were now being planted with Priory Gardens completed first to ensure that it was ready for Armistice Day.

The theme for the 2019 In Bloom campaign would be 'Plants for the Senses'. Individuals and organisations would be encouraged to create displays that stimulate the senses including sight, sound, smell, taste and touch.

Members thanked John Crawley for the incredible amount of work that he had put into the refurbishment of the War Memorial and agreed that it now looked amazing and that the project was a great success.

c) Town Ranger Service

The Rangers received good feedback from the open day they held in Grove House Gardens. They used this opportunity to promote the Ranger Service to the public, explaining the type of work they carried out across the town.

d) Dunstable Cemetery

Members received the burial figures for August to October 2018 along with the profiled income and expenditure figures as at the end of September 2018.

The Friends of Dunstable Cemetery had hosted an evening in the Cemetery Chapel where the public were invited to listen to a local Town Guide give a talk about some of the notable graves in the Cemetery. The evening was a success with seven new people signing up to join the group.

e) Allotments

There were currently 50 people on the waiting list, which was comparable to figures reported to the Committee in September 2018. Members received the detail of the waiting list.

189 BENNETTS' ADVENTURE PLAY AREA (Minute 116/2018)

The Head of Grounds and Environmental Services presented a report that sought Member approval to increase the budget allocation for the new Bennett's Adventure Play Area.

Members considered the allocation of a further £26,000 from the Parks and Play reserve to provide a total project budget of £200,000 for the Bennett's Adventure Play Area. This additional funding would allow the designers a greater flexibility and creativity with their designs.

Members noted that the additional funding would increase the scope for play companies to deliver a more dynamic adventure play area including play for children of all abilities.

RESOLVED: that the Committee recommend to Finance and General Purposes Committee the release of £26,000 from the allocated Parks and Play reserve.

190 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
No report received.

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 19 NOVEMBER 2018

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Peter Hollick (Chairman); John Chatterley (Vice-Chairman), Sid Abbott, Philip Crawley, Eugene Ghent, Gloria Martin, Mike Mullany, Patricia Russell. Gladys Sanders, Ann Sparrow and Pat Staples

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

Apologies for Absence: Councillors Terry Colbourne, Liz Jones and Claire Meakins

Public Attendance: None

191 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 10 September 2018 were approved as a correct record and signed by the Chairman.

192 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

193 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held 19 September and 24 October 2018.

194 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented a revenue budgetary control report for the period from 1 April to 30 September 2018. The summary of net expenditure showed a potential for an overall net revenue saving at the end of the financial year. Any such saving would be allocated to the General Reserve. Members noted the movement in the General Reserve accounting for the in-year savings and previously agreed expenditure on specific projects to be met from it. Further information would be provided on specific projects once final accounts were completed and all anticipated funding had been received where applicable.

Members also noted the current balance of the Council's allocated reserves as at 31 October 2018 and the estimated end of year balances having taken account of agreed/known commitments to date.

195 PERSONNEL SUB-COMMITTEE

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 18 October 2018 and adopted the recommendation contained therein.

196 BENNETT'S ADVENTURE PLAY AREA (Minute 189/2018)

The Committee considered a recommendation from Grounds and Environmental Services Committee that this Council agree to the allocation of a further £26,000 contribution to be met from the Parks and Play reserve, which in addition to the £174,000 previously agreed S106 funding, would provide a total budget of £200,000 for the Bennett's Adventure Play Area project.

Members noted that the additional funding would increase the scope for play companies to deliver a more dynamic adventure play area including play for children of all abilities.

Members recalled that a Member/Officer panel had been appointed to assess play companies' presentations and designs which would be based on the budget available. The successful design would be presented to a future meeting of the Grounds and Environmental Services Committee.

RESOLVED: that the recommendation be adopted and £26,000 be released from the allocated Parks and Play reserve.

197 GROVE HOUSE ACCOMMODATION

The Town Clerk and Chief Executive reported on issues in respect of the anticipated vacation of Grove House by Central Bedfordshire Council and the Citizens Advice Bureau, including the proposed refurbishment proposals recommended by the Council's letting agents. Both tenants would be expected to contribute to some dilapidations but it would be unreasonable to expect them to fund the complete decorations proposed.

RESOLVED: that the Council release up to £20,000 from the Grove House property reserve for the purposes of improving the soon to be vacant office space currently occupied by Central Bedfordshire Council and the Citizens Advice Bureau.

198 TOWN MEETING 2019

Members considered the venue and arrangements for the Annual Town Meeting to be held on 4 March 2019.

RESOLVED: i) that the 2019 Town Meeting be held at Grove House, as this year
ii) that no presentation be included in the meeting.

199 ANNUAL COUNCIL MEETING 2019

Members considered options for the venue for the Annual Council Meeting to be held on 13 May 2019.

RESOLVED: that the Annual Council Meeting be held at All Saints Academy and the facility booking and cost be confirmed accordingly.

Action: Head of Finance and Support Services

200 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

In receiving reports from representatives on outside organisations, it was noted that representation should be corrected to show:

Dunstable International Town Twinning Association – Councillors Kane (as Mayor) and Warren

Ashton Schools Foundation – Councillors Martin and Sparrow

- a) CAB Management Committee – Councillor Meakins had advised that the CAB continued to deal with a high number of debt cases and associated Debt Relief Order applications, as well as high levels of benefit related issues. In a client experience survey carried out by the National CAB, Dunstable had received a very positive report. New volunteers had been recruited and were currently being trained in order to become Gateway Assessors.
- b) DITA –the next meeting would be held on 20 November 2018
- c) Hospice at Home Management Committee – no report
- d) Ashton Schools Foundation – the next meeting would be held on 21 November 2018
- e) Ashton Almshouses – Councillor Russell reported on small repairs being carried out and the installation of improved location signage
- f) Chews Foundation – Councillor Chatterley reported that the next meeting would be held in December.
- g) Poors Land Charity – nothing to report.

201 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

202 DOWNSIDE COMMUNITY CENTRE – DISPOSAL OF A COMMUNITY ASSET (Minute 208/2015)

The Town Clerk and Chief Executive presented a detailed report on the current situation regarding the South England Conference of Seventh-Day Adventists (SECSDA).

Members noted that SECSDA continued to occupy the Community Centre by way of a licence whilst negotiations on the agreed 99 year lease continued. Members considered how the Council should proceed regarding a new offer SECSDA had made to secure the long term lease of the building, including the detail of the financial and legal implications.

RESOLVED: that the Town Clerk and Chief Executive be authorised to negotiate the revised offer as now agreed.

CENTRAL BEDFORDSHIRE COUNCIL
MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE
HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE
ON THURSDAY 20 SEPTEMBER 2018

- Present: Cllr C Hegley, Chairman
Cllr J Chatterly, Central Bedfordshire Council
Cllr N Young, Central Bedfordshire Council
Cllr Hollick, Dunstable Town Council
Cllr Staples, Dunstable Town Council
Cllr Ghent, Dunstable Town Council
Cllr Lisa Bird, Dunstable Town Council
- In Attendance: David Ashlee, Town Clerk and Chief Executive
Sarah Hughes, Central Bedfordshire Council
Sophie Sherwood, Central Bedfordshire Council
Steve Callow, Bedfordshire Police
Barry Groves, Central Bedfordshire College
Ed Harrison, Deakin-White
John Gelder, Community Action Bedfordshire
- Apologies: Cllr Warren, Dunstable Town Council
Hugh Garrod, Promoting Dunstable
Cllr Liz Jones, Vice Chairman
Sharon Knott, Don't Let Dunstable Die Trust
Sharon Worboys, Don't Let Dunstable Die Trust
Cllr A Sparrow, Dunstable In Bloom
Lisa Wright, Central Bedfordshire Council
Cllr John Kane, Dunstable Town Council
- Members of the Public: None

ELECTION OF CHAIRMAN

Cllr C Hegley was unanimously elected Chairman

ELECTION OF VICE CHAIRMAN

Cllr L Jones was unanimously elected Vice chairman

SPECIFIC DECLARATIONS OF INTEREST

Cllr Hegley and Cllr Staples declared members of their family held a street trading licence.

CHAIRMANS ANNOUNCEMENTS

None.

PUBLIC QUESTION TIME

None.

MINUTES OF THE MEETINGS OF THE DUNSTABLE JOINT COMMITTEE, HELD 18 MARCH 2018 AND 16 AUGUST 2018

The Minutes of the meeting held on 18 March 2018 were agreed as a true record of the meeting.

With a change to include John Gelder, Community Action Bedfordshire in the attendees to the meeting, the Minutes of the meeting held on 16 August 2018 were agreed as a true record of the meeting.

The Chairman asked that previous attendee Dr Hannan, should be added to the distribution list for future meetings.

Action: Add Dr Hannan to distribution List (Sophie)

POLICE REPORT

Steve Callow from Bedfordshire Police gave a report. Members discussed the following points:

- The recent success of Op Hilton.
- High levels of vehicle crime and tool thefts.
- Failure to report crimes to the police by members of the public.
- Staff turnover of Community Inspectors

After discussion, it was agreed that Members would lobby the Police Chief and the PCC in an effort to support the Community Inspector in bids for more resources for Dunstable.

Action: Lobby for extra police presence (All)

REGENT STREET CAR PARK

In clarification surrounding the proposed sale of Regent Street car Park, Stephen Mooring - Head of Place Delivery, sent the following statement: In the Masterplan 2011, Delivery Strategy, page 5, there is a proposal to redevelop Former Post Office Site & Regent Street Car Park. However, the Masterplan is a flexible strategy and proposals change, and I have been assured that there are no plans to redevelop this site currently.

WORK PLAN

It was agreed to arrange a workshop to discuss items for the workplan. It would centre around the adoption of new terms of reference that would cover all Joint Committees and should involve Community items specific to Dunstable.

Members were keen to increase the gravitas of the Joint Committee and open better communication with Central Bedfordshire Council.

Action: Arrange Workshop to consider new ToR and Agenda items (Sarah)

REPORTS FROM CO-OPTED OR OUTSIDE BODIES

A report from Cllr Sparrow was received detailing the recent success of Dunstable at Anglia in Bloom. Members noted the following:

- Dunstable was awarded gold in several categories.
- The group would like to get more pubs and businesses involved next year and also would like to invite a Central Bedfordshire Councillor to attend the Dunstable in Bloom Committee Meetings to explain where they can decorate the town next year.

REPORT FROM DUNSTABLE TOWN COUNCIL

A report from Dunstable Town Council was received. Members discussed the following:

- No contribution to the Ashton Square toilet refurb is required, this had been granted from Central Bedfordshire Council
- The Light Show should have its own item in the report to highlight DJC Funding.
- Members agreed a £100 donation for the shop front competition.

Action: Add Light Show as a report item (David)

REPORT FROM CENTRAL BEDFORDSHIRE COUNCIL

A report from Central Bedfordshire Council was received. Members discussed the following:

- After receiving CCTV crime statistics Members would like costs of re-deployable CCTV to consider at a future meeting.
- Central Bedfordshire Council will be launching Facebook communications relating to the reporting of HGVs in the area. There will also be a WhatsApp group set up for Members to report into. Cllr Young will add any Members who are interested in contributing to this.
- Members asked for the outcomes relating to the CCTV footage to be reported back to the next meeting.
- Members noted the positive feedback relating to the Thorn Turn Re-use Shop.

Action: Contact Steve Barrat and Jeanette Kite regarding CCTV costs (Sarah)

Action: Report back CCTV outcomes to next meeting (Sarah)

The Chairman closed the meeting at 21.00

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

MONDAY 3 DECEMBER 2018

**MEMBERS ALLOWANCE SCHEME – REPORT OF INDEPENDENT REMUNERATION
PANEL**

Purpose of Report: The purpose of this report is to present to members the result of the Independent Remuneration Panel's consideration of establishing an allowance scheme for members of Dunstable Town Council.

1. ACTION RECOMMENDED

- 1.1 For members to determine whether to establish a members allowance scheme for Dunstable Town Council.
- 1.2 If members agree to adopt an allowance scheme, members need to agree the value of the scheme having considered the recommendations of the report of the Independent Remuneration Panel as submitted at appendix 1 of this report.

2. INTRODUCTION

- 2.1 Both the Chairman of the Council and the Chairman of this Committee have requested this report.
- 2.2 Legislation allows councils to adopt a member's allowance scheme aimed at remunerating elected representatives. Schemes are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021).
- 2.3 Members considered the process required to adopt an allowance scheme at the meeting of the Finance and General Purposes Committee held on 17 September 2018. Having agreed that the process should be implemented, a meeting of the Independent Remuneration Panel (IRP) was held on 30 October and their report is submitted at appendix 1.

3. ESTABLISHING AN ALLOWANCE SCHEME

- 3.1 In order to determine whether to establish an allowance scheme, members have to consider the report of the IRP.
- 3.2 Members will note that the IRP have recommended an annual allowance of £330 per annum.
- 3.3 If members do determine to adopt an allowance scheme, it is recommended that the following procedure be followed:
 - The allowance will be paid monthly through the Council's normal pay roll

- The allowance will be subject to income tax and national insurance where applicable
- All members will need to submit their National Insurance numbers and declare whether or not they wish to claim the allowance
- The allowance will not be paid to any co-opted members
- The allowance will be payable from 27 January 2019
- A full explanation and details of the allowance scheme will be published on the Council's website

4. FINANCIAL IMPLICATIONS

- 4.1 If a scheme were to be agreed, it would be implemented immediately. At the moment, it would be payable to 20 elected representatives and regardless of what any payment may be, there is no budget allocation for this expenditure. It would have to be funded through any corporate revenue savings in the first instance and if this is not possible then through use of the General Reserve for 2018/19. If the scheme is agreed at £330 then the cost for 2018/19 would be £1,650 plus between 6 and 13% on-costs for National Insurance contributions.
- 4.2 The 2019/20 revenue budget setting process would have to accommodate the scheme on an ongoing basis and as a result, this would be a revenue growth item. If members agree the scheme at £330, the cost for 2019/20 would be £5,693 plus between 9 and 13% on-costs.

5. HUMAN RESOURCE AND HEALTH AND SAFETY IMPLICATIONS

- 5.1 None

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 None

7. LEGAL IMPLICATIONS

- 7.1 Member allowance schemes are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021).

8. APPENDICES

- 8.1 Appendix 1 - Independent Remuneration Panel report

9. AUTHOR

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

ITEM 8
APPENDIX 1

The logo for Central Bedfordshire is a grey circle containing the text "Central Bedfordshire" in a bold, sans-serif font. The word "Central" is on the top line and "Bedfordshire" is on the bottom line.

Central
Bedfordshire

**Report of the
Parish Remuneration
Panel
on Members' Allowances
for Dunstable Town
Council**

1 INTRODUCTION

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) make provision for the establishment of Parish Remuneration Panels (consisting of those persons on the Independent Remuneration Panel) to make recommendations in respect of which the establishing authority (the District Council) is the responsible authority.
- 1.2 Regulations state that a Parish Council may pay an allowance each year ("parish basic allowance") to its Chairman only or to each of its members and that the amount of that allowance payable to its Chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each member.
- 1.3 Regulations also make it clear that where a Parish/Town Council proposes to pay a "basic allowance" it must have regard to the recommendation of its Independent Parish Remuneration Panel. Moreover, the Panel must express the level of the allowance for any Parish/Town as a monetary sum, as well as a percentage of the principal Council's basic allowance.
- 1.4 Dunstable Town Council submitted a request to Central Bedfordshire Council's Independent Remuneration Panel (IRP) in September 2018 for them to consider the establishment of a members' allowances scheme. The Town Council were informed that the IRP were due to meet in October 2018 to consider the Central Bedfordshire Council Allowances Scheme and that following this the Panel would meet to consider the Town Council's request. Dunstable Town Council were content with this timescale.

2 MEMBERSHIP OF THE PANEL

- 2.1 The Independent Parish Remuneration Panel for Central Bedfordshire comprises the following members:
- 2.2 Mr Christopher Bell (Chairman), Mr Philip Hubbard, Mr Geoff Lambert, Dr Roy Tipping and Mr John Shipman.

3 REVIEW PROCESS

- 3.1 The Panel had been provided with the following background information:
 - Email request from the Town Clerk & Chief Executive of Dunstable Town Council to establish a Members Allowances Scheme.
 - The current Town Council: committee structure, calendar of meetings and the attendance record.
 - Email from the Leader of the Town Council identifying the Councillors responsibilities.
 - A listing of current allowances paid to other Town Councils.
- 3.2 In addition to considering the above, the Panel interviewed the Town Clerk & Chief Executive.

4 PRINCIPLES

4.1 The basis on which the Panel considered representations and other related matter is:

- The Parish Basic Allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local Councillors.
- Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage.
- That Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles.
- The system should be transparent, simple to operate and to understand.

5 REGULATORY CONTEXT

5.1 It is useful to note those types and applications of allowances that are not permitted under the Regulations.

- It is not permitted to pay an attendance allowance to councillors.
- It is not permitted to pay different Parish Basic Allowance levels to elected councillors (other than the Chairman of the Council) or withhold the Basic Allowance from an elected member, except where a councillor has been suspended for misconduct.
- It is not permitted to pay Special Responsibility Allowance (for example to committee chairmen, political group leader etc)
- The Parish Basic Allowance and Chairman's allowance can only be paid to a member of a parish council, who is elected

5.2 (The definition of an elected member for the purpose of the regulations covers any member elected (contested or uncontested) as a parish councillor. It does not include those members who were co-opted by the parish council or appointed by the district council as a parish councillor.)

6 CIVIC DIGNITARIES ALLOWANCE

6.1 The Local Government Act 1972 permits the payment of an allowance to the Chairman and Vice-Chairman (or Mayor and Deputy Mayor) by a parish council to meet the expenses of the office.

6.2 The civic dignitaries falls outside of the remit of the panel as the relevant sections of the Local Government Act 1972 are still in force and therefore the Panel will not be making any recommendation in respect of it.

7 SCHEME OF ALLOWANCES

7.1 Parish Basic Allowance

- 7.1a The Basic Allowance is a discretionary allowance intended to recognise the time commitment of councillors, including such inevitable calls on their time at meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.
- 7.1b In considering whether to set a Parish Basic Allowance the Panel considered the time commitment in being a parish councillor as well as the application of a voluntary component principle. This is the principle that an important part of being a Councillor is the desire to serve the public and as a consequence, the allowance scheme should not recompense an elected Member for 100% of his or her time.
- 7.1c It is the view of the Panel that by requiring a voluntary component in the Parish Basic Allowance it maintains the principle that public service is an overt part of being a parish councillor and goes some way to prevent the situation of people standing as parish councillors for purely monetary reasons.

8 RECOMMENDATIONS

- 8.1 The Panel recognises that Dunstable Town Council is a large parish council with a varied range of services and amenities and accepts the need to recommend a Parish Basic Allowance to recognise the role of its members
- 8.2 The panel makes the following recommendations.
- 8.3 That the Parish Basic Allowance is set at £330 per annum (3% of the District Basic).

9 ELECTION TO FORGO ALLOWANCE

- 9.1 The regulations provide that a Member may, by notice in writing, given to the proper officer (the Town Clerk) elect to forgo any part of his or her entitlement to an allowance under the scheme.

DUNSTABLE TOWN COUNCIL**MEETING OF FULL COUNCIL****3 DECEMBER 2018****DRAFT BUDGET SUMMARY 2019/20**

Purpose of Report:	The purpose of this report is to present to members a draft, revenue budget summary for the Council for 2019/20 and for members to consider the strategy they would like to adopt in order to determine a balanced budget at the Council meeting planned for 4 February 2019.
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1. ACTION RECOMMENDED

- 1.1 That the Council consider the draft revenue budget summary enclosed with this report and agree the strategy for adopting a balanced budget at the meeting of the Council on 4 February 2018.

2. INTRODUCTION

- 2.1 The Council's finances have changed considerably over recent years as the Council has grown and developed new services and taken on additional responsibilities. It is perhaps worth reflecting that over the past eight years the Council's gross expenditure budget has increased by over 40%. This increase has been mainly driven by increased income generated from trading activities as the Council's budgeted non-council tax income has more than doubled from £400,000 in 2010/11 to £835,000 in 2018/19.
- 2.2 During this phase of growth, the Council has had to identify year on year cost efficiency savings whilst maintaining a focus on 'growing the business' resulting in continued added value to the Dunstable Council tax payer. Again, it is worth reflecting that the Dunstable Town Council Band D council tax charge has increased by an average of just 69 pence or 0.6% per year over the past five years. An illustration of council tax and precept rises is shown below:

Year	Band D Council Tax Charge (£)	Precept (£)
2014/15	171.78 (0.8% increase)	1,984,627
2015/16	171.78 (0% increases)	2,024,084
2016/17	175.21 (1.96% increase)	2,117,238
2017/18	175.21 (0% increase)	2,178,736
2018/19	175.21 (0% increase)	2,219,034

- 2.3 It is also worth noting that the majority of properties in Dunstable are not band D. The highest number falling within Band C and as a result, most households in Dunstable pay less than the Band D charges shown above.
- 2.4 The draft budget summary for 2018/19 is submitted as an appendix to this report.

3. **REVENUE BUDGET SETTING PROCESS AND EXPLANATION OF DETAIL**

- 3.1 Every year the Council's Management Team hold a full day's budget setting exercise that results in the preparation of the initial draft budget. This year the budget-setting day was held in October in order to prepare a draft budget for consideration at this Council meeting and included all service managers as well as the senior management team.
- 3.2 Having to do this inevitably means that whilst a full outturn of financial figures from 2017/18 is available only a half-year outturn is available for 2018/19. As a result, there is always an element of 'educated forecasting' that is required to establish budget proposals for the following year and therefore budget setting is never an exact science.
- 3.3 **In addition to the normal exercise undertaken by the Senior Management Team, all Council Chairmen and Vice-Chairmen were invited to a briefing meeting held on 21 November to go through the draft budget proposals in detail.**
- 3.4 Every line of the revenue budget is challenged in this process and as this Council relies more and more on revenue gained from non-council tax sources; i.e. income gained from various services, this challenge focuses not only on expenditure efficiency but also on achieving greater levels of trading income. The proposed draft gross budget illustrates that this Council relies on approximately one third of its income from sources other than the council tax (an unusual and impressive statistic for any level of local government).
- 3.5 Members will note that many of the changes illustrated at appendix 1 reflect a fine tuning exercise in budget savings and growth and many of the main increases to the revenue budget are for reasons beyond direct control such as staffing cost increases, waste costs, H&S issues and member requests, etc. Proposed variations to the revenue budget are illustrated at appendix 1. Notwithstanding increases to staffing costs, the main areas of revenue growth and savings include the following:

Growth

- **New P/T Compliance and Projects Officer - £21,300** – This has been fully funded through a staff re-organisation agreed earlier in the year
- **Loss of income form Grove House rentals - £27,840** – This figure illustrates a full year's loss of income but it is hoped that some of this loss will be mitigated if new tenants can be found within 12 months
- **Corporate Insurance costs - £3,000** – This is an unavoidable increase in premiums
- **Members allowance scheme - £5,940** – This figure reflects the outcome of the independent remuneration panel considered elsewhere on this agenda
- **Additional contribution to election reserve - £5,000** – This reflects the ongoing costs for the number of by-elections held during this council period
- **New Assistant Ranger post - £26,000** - This has been fully funded through a staff re-organisation agreed earlier in the year
- **New Cemetery reserve – £20,000** - This reflects a decision taken earlier this year by the Grounds and Environmental Services Committee to start saving for future new cemetery space. It does not have to be funded from 2019/20
- **Downside lease income – £7,200** - This reflects the loss of income anticipated from the Downside lease to SECSDA

- **New P/T Town Centre Services Officer - £25,570** - This has been fully funded through a staff re-organisation agreed earlier in the year
- **Light show, Events programme - £5,000** – This is additional expenditure as funding may not be available through the Dunstable Joint Committee
- **SORTED rent income – £6,800** - This reflects full loss of income from SORTED for use of Grove Corner as per their recent request

Savings

- **Additional income from tax base increase - £25,756** – This is determined on existing DTC council tax charge
- **Grove House rates - £3,500** – This is due to a rate reduction
- **Beacon ceremony - £4,000** – This was additional money last year to part fund the Beacon Event
- **Grant to SORTED - £3,400** – This helps off set the loss of income shown above
- **Additional income, burial fees and charges - £12,500** – This reflects improved fees and charges from the Cemetery
- **Additional income, curbs and sanctums - £4,500** – This reflects anticipated new income from cemetery extension
- **Removal of Town Centre Manager role - £46,270** – Part of restructure that helped fund new posts shown above
- **Removal of Town Centre Janitors - £37,800** - Part of restructure that helped fund new posts shown above
- **Additional income, Priory House tea Rooms - £10,000**- This reflects improved trading at the tea Rooms

- 3.6 Whilst the above explains a number of variations in the budget, there is no doubt that by far the largest impact on the year on year budget is the overall increase in staffing costs. The figure is larger this year than previous years, mainly because of the nationally negotiated pay award. Whilst the headline figure for the pay award is 2%, the actual award on pay bands below spinal column point 29 ranges from 6.3% to 2.5%. Most of the Council's staff are paid below spinal column point 29 resulting a far greater than 2% increase in the Council's overall wage bill.
- 3.7 In summary the table shown at appendix 1 shows identified budget growth items totalling **£199,099** and identified revenue savings of **£96,179** giving an overall deficit figure of **£102,920**. The Dunstable tax base has increased from 12,665 to 12,812 (an increase of 147) securing additional income through the council tax charge of £25,756 assuming the Band D council tax charge remains at £175.21. This means that as things stand, there is a revenue budget deficit of **£102,920**. This would require an increase of £8.03 on the current Band D council tax charge in order to balance the budget.
- 3.8 Members should note that the proposed budget is only draft at this stage and there may be forthcoming unforeseen budget pressures between now and February when the final Council revenue budget is agreed for 2019/20. In addition, members may also want to consider the list of potential further savings that could be included in the budget as illustrated on the enclosed budget summary. These can be discussed further at the Council meeting.

4. FINANCIAL IMPLICATIONS

- 4.1 As set out above, at this draft budget stage an annual increase of £8.03 on the Band D council tax charge will be required to balance the budget at this stage. However,

members should note that the budget summary presented above is only draft at this stage and members have a number of options to determine or otherwise before the final budget is agreed next February.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The proposed draft budget continues to support the Council's Corporate Priorities as set out in the Corporate Plan 2017-19.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The proposed draft budget makes a revenue contribution to the Council's approach to managing health and safety requirements.

7. HUMAN RESOURCE AND LEGAL IMPLICATIONS

- 7.1 There are none arising directly from this report.

8. APPENDICES AND ENCLOSURES

- 8.1 Appendix 1 –Summary of growth and savings proposed for the 2019/20 revenue budget

9. AUTHOR

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

DUNSTABLE TOWN COUNCIL

ITEM 9
APPENDIX 1

BUDGET 2019/20

SAVINGS	GROWTH
Corporate Costs	
Additional income from tax base increase - £25,757	Overall increase in staffing costs - £63,000 <i>This figure is inclusive of >than 2% pay award, Living Wage Foundation pay award, additional employers contribution to pension scheme, salary increments where applicable, outcome of recent staffing review and new entrants to pension scheme</i>
SUB-TOTAL - £25,757	SUB-TOTAL - £55,284
Finance and Support Services	
Postage - £750	IT software support - £1,000
Stationery - £500	Recharges - £560
Photo-copier rental - £500	G/H gas - £1,000
G/H rates - £3,500	G/H waste - £300
G/H furniture and equipment - £1,000	Loss of income G/H house rentals - £27,840
	Corporate insurance - £3,000
Early pension costs - £1,000	Telephones - £675
DBC checks - £200	Bank charges - £5,000
External audit fees - £200	Members allowances - £5,940
HR related costs - £1,000	Contribution to election reserve - £5,000
Investment income - £4,500	
Mayoral transport - £1,000	
Civic regalia - £500	
Beacon ceremony - £4,000	
Grants (SORTED) - £3,400	
G/H loan charges - £1,082	
SUB-TOTAL - £23,132	SUB-TOTAL - £50,315
Grounds and Environmental Services	
Allotment fees - £300	Allotment water charges - £300
Burial fees and charges - £12,500	Cemetery utilities - £1,200
Income from kerbs and sanctums - £4,500	Pre-purchase of kerbs and sanctums - £2,500
	Memorials income - £2,500
	Recreation grounds security - £500
	Income from football pitches - £1,000
Town centre repairs and maintenance - £4,000	Town Ranger repairs and maintenance - £4,000
CBC maintenance contract - £450	New public realm budget - £3,500
Income for Eleanor's Cross contract £3,000	New cemetery reserve - £20,000
Loan charges - £836	Downside lease income - £7,200
SUB-TOTAL - £25,586	SUB-TOTAL - £42,700

SAVINGS	GROWTH
Creasey Park Community Football Centre	
Offices supplies - £600	Utilities - £3,500
Contents insurance - £100	Licences - £100
	Maintenance contracts - £1,000
SUB-TOTAL – £700	SUB-TOTAL - £4,600
Bennett Recreation Ground Splash Park	
Repairs and maintenance - £500	Rates - £1,500
Catering stock and sundries - £1,780	Utilities - £2,000
Ice cream concession - £800	Cleaning £1,900
Facility hire - £2,000	Waste £450
	Telephone links £3,300
	Maintenance contracts - £3,500
	Catering income - £5,700
SUB-TOTAL – £5,080	SUB-TOTAL – £18,350
Community Services	
SAVINGS	GROWTH
P/H telephones - £500	Light show, Events programme - £5,000
P/H Tea Rooms sales - £10,000	P/H cleaning - £1,500
Market portering - £2,000	P/H waste disposal - £700
Market rates - £1,000	P/H licences - £600
Market waste - £700	P/H standing maintenance contracts - £1,000
Toilets cleaning materials and telephone - £700	P/H Tea Room sundries - £1,000
P/H loan charges - £1,024	P/H Tea Rooms supplies - £4,000
	P/H train ticket concessions - £500
	Market electricity, telephone, insurance - £1,000
	Market equipment - £2,500
	Toilets repairs and maintenance - £250
	Income from Eleanors Cross - £3,000
	SORTED rent income – 6,800
SUB-TOTAL - £15,924	SUB-TOTAL - £27,850
TOTAL - £96,179	TOTAL - £199,099
Overall = £102,920	

NB

- 2018/19 Band D council tax = £175.21
- 2018/19 tax base = 12,665
- **2019/20 tax base – 12,812**
- **Increase of £8.03 = £183.24 Band D council tax charge = £102.880 additional income**
- **A balanced budget will be achieved with £8.03 added to the Band D council tax charge which is equivalent to 15p per week or 4.6% on council tax charge**

Potential additional savings for consideration

- Additional contribution to election reserve which could be funded from general Reserve - **£5,000**
- New reserve contribution to future Cemetery fund that could wait until 2020/21 - **£20,000**
- Budget for only 6 month loss of Grove House offices rental income instead of the 12 months shown - **£13,920**
- Do not adopt a new members allowance scheme - **£5,940**
- Fund the Torch Lights light display from Joint Committee funding - **£5,000**
- £49,860**

This would result in overall growth of £53,060 that in turn results in:

- **Increase of £4.14 = £179.35 Band D council tax charge = £53,042 additional income**
- **A balanced budget will be achieved with £4.14 added to the Band D council tax charge which is equivalent to less than 8p per week or 2.4% on council tax charge**

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

MONDAY 3 DECEMBER 2018

OUTCOME OF RECENT CENTRAL BEDFORDSHIRE COUNCIL GOVERNANCE REVIEW

Purpose of Report:	The purpose of this report is to present to members the outcome of the recent Central Bedfordshire Council Governance Review and to recommend associated changes to the Council's Constitution and Standing Orders.
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1. ACTION RECOMMENDED

- 1.1 That members note the outcome of the recent Central Bedfordshire Council Governance Review.
- 1.2 That members agree the amendment to the Council's Constitution and Standing Orders as shown at appendix 1 of this report.

2. INTRODUCTION

- 2.1 Members will be aware that Central Bedfordshire Council has recently completed a local Governance Review that focused on parish boundaries, councillor numbers and parish names. The full results of the Governance Review can be found at http://www.centralbedfordshire.gov.uk/Images/final-recommendations_tcm3-30302.pdf . The relevant Dunstable pages are 27 - 30.
- 2.2 The Council considered its response to the boundary review at the special meeting of full Council held on 22 January 2018. The Council recommended changes to the parish boundary, north and south and a reduction in councillor numbers from 21 to 18.
- 2.3 The final outcome of the Governance Review agreed to change councillors numbers from 21 to 18 but did not agree to this Council's proposals for boundary changes although minor changes to the parish boundary has been made to the north and south of Dunstable as referenced in the final Governance Review report.
- 2.4 This outcome from the review requires the Council to adopt a change to the Constitution and Standing Orders as shown at appendix 1 of this report. This change to the Constitution and Standing Orders will be effective from the elections due to be held in May 2019.

3. FINANCIAL IMPLICATIONS

- 3.1 None

4. HUMAN RESOURCE AND HEALTH AND SAFETY IMPLICATIONS

- 4.1 None

5. LEGAL AND POLICY AND CORPORATE PLAN IMPLICATIONS

5.1 None

6. APPENDICES

6.1 Appendix 1 - Amended extract from the Council's Constitution and Standing Orders

7. AUTHOR

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

Amended Extract from the Council's Constitution and Standing Orders

4. Constitution

- (a) The Council shall consist of:
- (i) ~~24~~ 18 Members elected by the electors of the Parish of Dunstable or such other number as may be specified by the District Council which shall not be less than five
 - (ii) Such co-opted Members as the Council may determine.
- (b) For the purposes of the election referred to in (a(i)) above the area of the Council shall be divided into five wards each electing Members as specified below:
- | | |
|------------------|-------------------------------|
| Central Ward | 3 Members |
| Icknield Ward | 5 <u>4</u> Members |
| Manshead Ward | 3 Members |
| Northfields Ward | 5 <u>4</u> Members |
| Watling Ward | 5 <u>4</u> Members |
- (c) All Councillors shall retire together in every ordinary year of election of such Councillors on the fourth day after the ordinary day of election of such Councillors and the newly elected Councillors shall come into office on the day on which their predecessors retire.