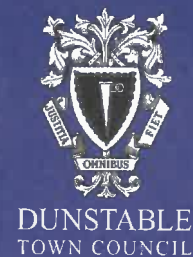


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**David Ashlee** Town Clerk and Chief Executive

Your Ref

Our Ref: DA/RGS/C2

Date: 15 January 2019

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 21 January 2019 at 7.00 pm**, at the Council Chamber, Grove House, 76 High Street North, Dunstable, when the following business will be transacted.

### AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 19 November 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Budget Proposals 2019/20 (see page 1 and separate enclosures). **(Copies of the Budget Proposals for 2019/20 have previously been circulated. Members are reminded to bring their copies with them to the meeting.)**
5. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 21 November and 19 December 2018 (see page). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
6. Financial Monitoring Report — see page 12.
7. Community Right to Bid – Consultation by Central Bedfordshire Council – see page 18.

Cont/d ...

- 2 -

DA/RGS/C2  
15 January 2019

8. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:

CAB Management Committee – Councillor Meakins  
Dunstable International Town Twinning Association – Councillors Kane and Warren  
Hospice at Home Management Committee – Councillor Jones  
Ashton Schools Foundation – Councillors Martin and Sparrow  
Ashton Almshouses Charity – Councillors Russell and Staples  
Chews Foundation – Councillor Chatterley  
Poor's Land Charity – Councillors Hollick and Staples

**NB: Those Members who are not members of this Committee but are representatives of organisations reporting thereto are reminded to provide a report in time for the meeting.**

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:  
Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Peter Hollick (Chairman), John Chatterley (Vice-Chairman), Sid Abbott, Terry Colbourne, Philip Crawley, Eugene Ghent, Liz Jones, Gloria Martin, Claire Meakins, Mike Mullany, Patricia Russell, Gladys Sanders, Ann Sparrow and Pat Staples and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 21 JANUARY 2019****BUDGET PROPOSALS FOR 2019/20**

**Purpose of Report:** For Members to consider and comment on budget proposals for 2019/20 taking into account comments and recommendations from the Community Services Committee and Grounds and Environmental Services Committee and to make recommendations to full Council accordingly

**1. ACTION RECOMMENDED**

- 1.1 For members to consider and comment on budget proposals (revenue and capital) and fees and charges for 2019/20 as shown on the separate enclosures previously circulated and make recommendations to full Council with reference to the proposed resolution shown at paragraph 11 of this report.
- 1.2 For members to consider the comments and recommendations of the Community Services Committee and Grounds and Environmental Services Committee as set out in paragraph 3 below.

**2. INTRODUCTION**

- 2.1 Members of the Council considered proposals for a draft 2019/20 revenue budget at the Council Meeting held on 3 December 2018.
- 2.2 At this meeting, members agreed a draft budget that accounted for:

**Increased Revenue Expenditure**

Increased revenue expenditure on existing revenue budget	£149,989
--	----------

**Revenue savings/additional income**

Identified revenue savings and increased income targets	£97,274
---	---------

- 2.3 This resulted in an anticipated revenue expenditure deficit of £52,715 that in turn would require an increase to the Dunstable Band D council tax of £4.11 for 2019/20. Members resolved that the 2019/20 revenue budget should be set at no more than a 2.4% per cent increase to the council tax charge. The enclosed draft budget papers reflect this decision.

**3. RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICES****Community Services Committee**

- 3.1 The Community Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2019/20 budget:

**RESOLVED:** the Committee recommend the draft Community Services budget as presented with no amendments or further

recommendations, to the Finance and General Purposes Committee.

### Grounds and Environmental Services Committee

- 3.2 The Grounds and Environmental Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2019/20 budget:

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

## 4. FINANCE AND SUPPORT SERVICES BUDGET

- 4.1 The following summarises movements in the proposed budget for the Finance and Support Services Department for 2019/20.

**Excluding staffing costs, the overall Finance and Support Services budget has increased by £4,629. This is explained as follows:**

Savings	Growth
<b>Corporate Costs</b>	
Additional income from tax base increase - £25,757	Overall increase in staffing costs - £58,016 <i>This figure is inclusive of &gt;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>
<b>SUB-TOTAL - £25,757</b>	<b>SUB-TOTAL - £58,016</b>
<b>TOTAL - £32,259</b>	
<b>Finance and Support Services</b>	
Postage - £750	IT software support - £1,000
Stationery - £500	Recharges - £560
Photocopier rental - £500	G/H gas - £1,000
G/H rates - £3,500	G/H waste - £300
G/H furniture and equipment - £1,000	6 months loss of income G/H house rentals - £12,921
Beds FA insurance recharge - £95	Corporate insurance - £3,000
Early pension costs - £1,000	Telephones - £675
DBS checks - £200	Bank charges - £5,000
External audit fees - £200	
HR related costs - £1,000	
Investment income - £4,500	
Mayoral transport - £1,000	
Civic regalia - £500	
WW1 Beacon ceremony - £4,000	
G/H loan charges - £1,082	
<b>SUB-TOTAL - £19,827</b>	<b>SUB-TOTAL - £24,456</b>
<b>TOTAL - £4,629</b>	

**5. CAPITAL PROGRAMME 2019/20**

- 5.1 The provisional year-end balances for 2018/19 are based on the provisional figures detailed in the financial monitoring report included elsewhere on this agenda.
- 5.2 The Council's Financial Regulations authorise the Town Clerk and Chief Executive and Heads of Service to incur expenditure of up to £10,000 against the agreed capital programme following consultation with the appropriate Committee Chairman.

**6. TOTAL DEBT AND ASSOCIATED REPAYMENTS**

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

AREA	TOTAL LOAN OUTSTANDING AT 31.3.19	ANNUAL PAYMENT 2019/20	TERM
Luton Road Pavilion	9,031	1,852	Nov 2026
Grove House Gardens Performance Area/1st Cemetery Extension	37,398	7,400	Nov 2024
Priory House loans 1&2	250,000	28,590	Nov 2033
	67,806	7,677	May 2034
Grove House loans 1&2	110,400	12,280	Nov 2034
	275,000	28,719	May 2035
2nd Cemetery extension	300,000	29,161	Nov 2038
<b>TOTAL</b>	<b>1,049,635</b>	<b>115,679</b>	

**7. COUNCIL ASSETS**

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

**8. INCOME LIABILITIES ON REVENUE BUDGET**

- 8.1 The draft budget for 2019/20 relies on non-council tax income generation of **£835,882, which** is an increase of £1,390 on last year's income target of £834,492. This income is targeted to come from various sources and in terms of budget risk, this is the highest risk area. Appendix 1 shows a schedule of all income targets.

**9. THE DUNSTABLE TAX BASE**

9.1 The tax base used to calculate the precept demanded from Central Bedfordshire Council has increased from 12,665 for 2018/19 to 12,812 for 2019/20. This is an increase of 147, which is considerably lower than last year's increase.

**10. EXTERNAL CONTRACTS AND ASSOCIATED INCOME**

10.1 As members will be aware from information given within the budget papers, the Council has secured a number of income streams because of securing service contracts with external organisations.

10.2 Appendix 2 provides a schedule of all current external contracts and associated contract values.

10.3 Officers will continue to seek opportunities for securing external contracts using the Council's existing staffing capacity but members should be aware that reliance on such income would always carry a risk.

**11. FINANCIAL IMPLICATIONS**

11.1 If members approve the revenue budget and fees and charges submitted in the enclosed documents to this report, the following resolution is proposed:

**RECOMMENDED:** i) that the proposed budget for 2019/20 be presented to Council for approval (as enclosed)

ii) that the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations

iii) that the revised scale of fees and charges, set out in the report, be approved with effect from 1st April 2019 or the start of the 2019/20 winter playing season, as appropriate

iv) that, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,297,506, resulting in a Dunstable Town Council Tax (Band D) at the existing rate of £179.32.

**12. HUMAN RESOURCE IMPLICATIONS**

12.1 The draft budget accounts for an increase to the national Living Wage Foundation living wage and a minimum 2% wage increase for all other staff.

**13. POLICY AND CORPORATE PLAN IMPLICATIONS**

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

**14. HEALTH AND SAFETY IMPLICATIONS**

- 14.1 The draft general health and safety budget for 2019/20 has been maintained at the same rate set for 2018/19.
- 14.2 The draft budget and recommended initial savings will still ensure that the Council continues to operate its services safely.

**15. EQUALITIES AND LEGAL IMPLICATIONS**

- 15.1 There are none arising directly from this report.

**16. APPENDICES**

- 16.1 Appendix 1 – Schedule of income targets 2018/19  
Appendix 2 - Schedule of external contracts and associated values

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

- 17.1 Enclosure 1 - Draft budget 2019/20  
Enclosure 2 - Draft pricing schedule 2019/20

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

**18. BACKGROUND PAPERS**

- 18.1 Meeting of full Council, 3 December 2018 - *Draft Budget 2019/20*

**19. CONCLUSION**

- 19.1 There is no doubt that the pay settlement for 2018/19 and 2019/20 presents a challenge for the Council in terms of ongoing revenue funding. Members need to take a view on balancing the provision of quality of life services for the residents of Dunstable and ensuring that the council tax charge remains at an acceptable level for future years.

**20. AUTHOR**

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

**Schedule of all income targets for 2019/2020**

<b>Service area</b>	<b>Committee</b>	<b>Income target</b>
PH gift shop sales and room hire	Community Services	19,000
PH tea room sales	Community Services	135,000
PH tenancy income	Community Services	6,152
Events programme	Community Services	12,000
Grove Corner hire and rent	Community Services	8,000
CBC contract contribution for Older People's Service	Community Services	7,918
Fees for Older People's service	Community Services	14,200
Young People's Summer Activities Programme	Community Services	2,200
Special Market's	Community Services	4,000
	<b>SUB-TOTAL</b>	<b>£208,470</b>
Downside Community Centre lease	Grounds and Environmental Services	4,800
Grounds maintenance (various) on behalf of CBC	Grounds and Environmental Services	11,250
Recreation Grounds pitch hire (including croquet lawn)	Grounds and Environmental Services	14,500
Cemetery fees and charges	Grounds and Environmental Services	172,600
Allotments	Grounds and Environmental Services	7,300
Town Ranger Service	Grounds and Environmental Services	6,000
Creasey Park Community Football Centre	Grounds and Environmental Services (TC&CE)	324,000
Splash Park and associated cafe	Grounds and Environmental Services (TC&CE)	37,800
All Saints Academy ATP maintenance contract, Ladies Lodge Alms Houses grounds contract and Central Beds College contract	Grounds and Environmental Services	£20,400
	<b>SUB-TOTAL</b>	<b>£598,650</b>
Grove House tenancy income, room hire & recharges & Beds FA insurance	Finance and General Purposes	28,762
	<b>SUB-TOTAL</b>	<b>£28,762</b>
<b>TOTAL</b>		<b>£835,882</b>



DUNSTABLE TOWN COUNCIL

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

<b>Description of Contract</b>	<b>Client</b>	<b>Contract Annual Value</b>	<b>Length of Contract</b>	<b>Comments</b>	<b>Head of Service</b>
Management of Creasey Park Community Football Centre and associated land	Central Bedfordshire Council	£324,000 - Centre has to generate £324,000 of income per annum	10 years until April 1 2022		Town Clerk and Chief Executive
Maintenance of various town centre raised beds and areas of public open space	Central Bedfordshire Council	£11,250	9 years until 31 Jan 2025		Head of GES
Provision of elderly day care and lunch time drop-in on Mondays	Central Bedfordshire Council	£7,918	1 year until April 1 2019 (rolling annual contract)	Contract with CBC only part funds this scheme	Head of Community Services
Cleansing contract for Eleanors Cross shopping arcade	Trio Estates	£4,000	2 year contract until 31 March 2020		Head of GES
Maintenance of ATP at All Saints Academy	All Saints Academy	£7,850	3 years until 30 Sept 2020		Head of GES
Maintenance of land at Ladies Lodge Alms Houses	Dunstable Charities Trustees	£4,900	3 years until April 1 2020		Head of GES
Maintenance of land at the Incuba Centre and CB College	Central Bedfordshire College	£4,500	Re-tendering for 3 year contract		Head of GES
Maintenance of ATP at Beds FA	Beds FA	£2,400	1 year rolling		Head of GES
<b>Total annual value of contracted work = £366,818</b>					

## DUNSTABLE TOWN COUNCIL

### MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 21 NOVEMBER 2018

Present: Councillors Mike Mullany (Chairman), Peter Hollick (Vice-Chairman), Liz Jones (substituting for Johnson Tamara) and Nigel Warren with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: None given

#### **1. PAYMENT OF ACCOUNTS**

The Head of Finance presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

**RESOLVED:** i) that the schedule of accounts processed for payment for the period 24 October to 20 November 2018 be approved (see Appendix 1)

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

iii) that cheque number 26535 be confirmed as cancelled.

#### **2. BANK RECONCILIATIONS**

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

#### **3. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 31 October 2018, which had also been circulated to all members of the Council.

**ACCOUNTS SCHEDULED FOR PAYMENT 24TH OCTOBER TO 20TH NOVEMBER 2018**

Invoices received as per Purchase Ledger Daybooks (Pages 2629 - 2645)	£209,682.52	
B/Fwd from October Schedule- Invoices now due less 3 invoices still held pending adj (A/c 343)	£4,291.78	
		<b>£213,974.30</b>
<b>CHEQUE PAYMENTS</b>		
Cheque payments against invoices (Page 6115)	£1,247.80	
Cheque Nos. 26555 - 26560		£1,247.80
08.11.18 Cancelled Cheque No. 26535- Central Bedfordshire Council (Page 6092)	-£117.00	
		-£117.00
<b>BANKLINE PAYMENTS</b>		
Bankline payments against invoices - Suppliers A-D (Pages 6094-6099)	£85,211.77	
Bankline payments against invoices - Suppliers E-H (Pages 6100-6103)	£11,553.98	
Bankline payments against invoices - Suppliers I-L (Page 6104)	£7,424.23	
Bankline payments against invoices - Suppliers M-P (Pages 6105-6107)	£5,563.73	
Bankline payments against invoices - Suppliers Q-T (Pages 6108-6110)	£18,081.97	
Bankline payments against invoices - Suppliers U-Z (Pages 6111-6112)	£5,779.58	
Bankline payment against invoice - Payroll 'Wider Plan Ltd' (Page 6113)	£210.80	
Bankline payments - 6 x Suppliers (Page 6114)	£1,358.32	
		£135,184.38
06.11.18 Confirmation Bankline Payment - K Devereux (Page 6093)	£210.00	
		£210.00
<b>DIRECT DEBIT PAYMENTS</b>		
Payments due by Direct Debit (Pages 2633 & 2640 - 2642)	£72,795.63	
Payments entered in current month now paid (P/of Pages 6087-6090)	£4,653.49	
Pages 6079-6086, p/of 6087-6089 & 6091 relate to previous months direct debits/credits due now paid/received		£77,449.12
		<b>SUB TOTAL £213,974.30</b>
<b>CASHBOOK PAYMENTS</b>		
26.10.18 Confirmation BACS Payment - October Payroll	£81,690.33	
26.10.18 Confirmation Bankline Payments - October Payroll Costs	£100.00	
08.11.18 Confirmation Bankline Payments - October Payroll Costs	£51,554.57	
		£133,344.90
<b>CASH CHEQUE PAYMENT</b>		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£32.32	
Cash Cheque - Community Engagement - Wheelie Fantastic Project	£30.00	
Cash Cheque - OPDCS Petty Cash Reimbursement	£30.00	
Cash Cheque - OPDCS Petty Cash - Christmas Activities	£200.00	
Cash Cheque - CPCFC Petty Cash Reimbursement	£197.78	
Cash Cheque - Priory House Petty Cash Reimbursement	£192.91	
Cash Cheque - Grove House Petty Cash Reimbursement	£66.79	
Cash Cheque - Events Petty Cash - Torchlight	£150.00	
21.11.18 Cash Cheque No. 26561 for the above		£899.80
		<b>TOTAL PAYMENTS FOR PERIOD 24TH OCTOBER TO 20TH NOVEMBER 2018 £348,219.00</b>

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

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

**ON WEDNESDAY 19 DECEMBER 2018**

Present: Councillors Peter Hollick (in the Chair) and Johnson Tamara with Lisa Scheder (Finance Officer)

Apologies for Absence: None given

**1. PAYMENT OF ACCOUNTS**

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

**RESOLVED:** i) that the schedule of accounts processed for payment for the period 21 November to 18 December 2018 be approved (see Appendix 1)

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

**2. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 November 2018 and the Chairman signed the bank statements accordingly.

**3. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 30 November 2018, which had also been circulated to all members of the Council.

**4. AMENDMENT TO MEETING DATES 2019**

Members agreed the following changes to Accounts Sub-Committee meeting dates:  
17 April 2019 – amended to 24 April 2019  
17 July 2019 – amended to 24 July 2019

**ACCOUNTS SCHEDULED FOR PAYMENT 21ST NOVEMBER TO 18TH DECEMBER 2018**

Invoices received as per Purchase Ledger Daybooks (Pages 2646 - 2663)	£61,174.39	
B/Fwd from October Schedule- Invoices previously on hold now received (A/c 343)	£1,920.71	
		<b>£63,095.10</b>

**CHEQUE PAYMENTS**

Cheque payments against invoices (Page 6150)	£53.08	
Cheque Nos. 26562 - 26564		£53.08

**BANKLINE PAYMENTS**

Bankline payments against invoices - Suppliers A-D (Pages 6129-6134)	£24,912.96	
Bankline payments against invoices - Suppliers E-H (Pages 6135-6137)	£8,161.53	
Bankline payments against invoices - Suppliers I-L (Pages 6138-6139)	£2,683.26	
Bankline payments against invoices - Suppliers M-P (Pages 6140-6143)	£5,526.99	
Bankline payments against invoices - Suppliers Q-T (Pages 6144-6145)	£7,213.30	
Bankline payments against invoices - Suppliers U-Z (Pages 6146-6147)	£2,866.07	
Bankline payment against invoice - Payroll 'Wider Plan Ltd' (Page 6140)	£210.80	
Bankline payments - 7 x Suppliers (Pages 6148-6149)	£4,512.56	
		<b>£56,087.47</b>

**DIRECT DEBIT PAYMENTS**

Payments due by Direct Debit (P/of Pages 2647 - 2648 & 2651 - 2652)	£1,998.18	
Payments entered in current month now paid (P/of Page 6123 & p/of Pages 6126 - 6128)	£5,798.95	
Direct Debit invoices entered in previous months cancelled as adjusted invoices received (p/of Pages 6116-6117)	-£842.58	
Pages 6118-6122, p/of 6123, 6124-6127 & p/of 6128 relate to previous months direct debits/credits due now paid/received (Pages 6116-6117 = clearing pages)		<b>£6,954.55</b>

**SUB TOTAL** **£63,095.10****CASHBOOK PAYMENTS**

27.11.18 Confirmation BACS Payment - November Payroll	£81,952.56	
27.11.18 Confirmation Bankline Payments - November Payroll Costs	£100.00	
10.12.18 Confirmation Bankline Payments - November Payroll Costs	£50,373.15	
		<b>£132,425.71</b>

**CASH CHEQUE PAYMENT**

Cash Cheque - Grove Corner Petty Cash Reimbursement	£20.92	
Cash Cheque - CPCFC Petty Cash Reimbursement	£155.03	
Cash Cheque - Priory House Petty Cash Reimbursement	£136.46	
Cash Cheque - Quarterly Staff Award	£100.00	
Cash Cheque - Petty Cash - Christmas Shop Front Competition	£200.00	
19.12.18 Cash Cheque No. 26565 for the above		<b>£612.41</b>

**TOTAL PAYMENTS FOR PERIOD 21ST NOVEMBER TO 18TH DECEMBER 2018** **£196,133.22**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**21 JANUARY 2019**

**FINANCIAL MONITORING REPORT**

<b>Purpose of Report:</b>	<b>The purpose of this report is to:</b>  <b>i) provide a revenue budgetary control report for the period ending 31 December 2019</b>  <b>ii) provide detail of the Council's earmarked reserves at 31 31 December 2018</b>
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the revenue budget position for the period from 1 April to 31 December 2018
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 December 2018 and known commitments in the current financial year.

**2. INTRODUCTION**

- 2.1 Members will be aware that monthly Income and Expenditure reports are submitted for consideration by Accounts Sub-Committee and included with the agenda which is distributed to all Members.
- 2.2 The Income and Expenditure report provides the detail for this budgetary control report which summarises the net expenditure against the budget for each service area as at 31 December 2018. This forms the basis for the projected outturn at the end of this financial year taking account of the known monthly/seasonal variances.

**3. REVENUE BUDGETARY REPORT**

- 3.1 The Accounts Sub-Committee has previously received information in respect of the variances against budget and taken account of the seasonal fluctuations in income and expenditure.
- 3.2 The summary at Appendix 1 shows the net expenditure at 31 December per service area and an indication of the anticipated outturn against budget, taking account of seasonal variances and known commitments for the remainder of the financial year.
- 3.3 Members have previously received financial information regarding Priory House Tea Rooms, Dunstable Market, Dunstable Cemetery and Creasey Park Community Football Centre through reports to the relevant Committees when variances against the profiled budget as at November 2018 were reported.

- 3.4 The summary indicates a potential overall net revenue saving at the end of the financial year, albeit lower than the projected saving reported to Committee in November based on the income and expenditure as at 30 September.
- 3.5 The summary indicates the projected outturn against each service from which it will be noted that both Finance and Support Services and Grounds and Environmental Services are showing an overall revenue shortfall, offset by an overall saving shown for Community Services.
- 3.6 As previously reported the shortfall under Finance and Support Services is mainly attributable to increased expenditure under Central Services and Grove House, taking account of increased expenditure on Professional Services, increased Grove House building repairs and potential loss of income from tenancies.
- 3.7 The shortfall now reported under Grounds and Environmental Services takes account of a potential revenue shortfall against Creasey Park Community Football Centre which is mainly attributable to loss of income from facility hire and ATP bookings. The savings previously reported under this Service area have largely offset this shortfall, including increased income from burial fees.
- 3.8 Community Services indicates the majority of the overall saving as before, resulting from staffing changes and increased income from Priory Tea Rooms.
- 3.9 Budget Managers will continue to monitor and control budgets accordingly within their respective service areas.
- 3.10 The Revenue budget summary does not include additional expenditure on specific projects, the cost of which is to be met from in-year savings or the General Reserve. These are reported at Paragraph 5.

#### **4. RESERVES**

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from reserve funds in the current financial year as at 31 December.
- 4.2 The schedule also includes the detail of further agreed/known commitments from earmarked reserves in this financial year and indicates an estimated end of year balance, which is of course subject to any further agreed expenditure.

#### **5. GENERAL RESERVE**

- 5.1 Members will be aware that the Council's current Treasury Management Policy provides that "A general balance is maintained to protect the Council from unforeseen events and to give time to respond to such events. The Council will work towards maintaining a general balance of £350,000 or 25% of the salary budget, whichever is the higher." It should be noted that the gross salary budget for this financial year is £1,670,225, 25% of which is £417,556
- 5.2 The table below summarises the movement in the General Reserve on the basis of the potential overall revenue saving, together with the previously agreed expenditure on specific projects to be met from in-year savings/the General Reserve.

<b>General Reserve Balance at 1 April 2018</b>	£614,046 (includes stock to the value of £17,076)		
<b>Potential revenue saving in 18/19</b>	£28,611		
<b>Potential General Reserve total at 31 March 2019</b>	<b>= £642,657</b>		
Specific projects agreed	Original amount agreed from General Reserve	Total expend/committed as at 31 December 2018	Notes
War Memorial – underwriting shortfall in third party contributions	50,000 contribution	48,280	Project completed. Total project costs £60,490 less funding of £12,210
Convert the existing building in Grove House Gardens into a bespoke store for events and community programmes equipment	30,000	30,000	£2,300 expenditure to date – tenders awaited
Improved entrance to Grove House Gardens to create better access and improved car parking	25,000	25,000	Preliminary work commenced – no expenditure to date
Recreation Grounds improvements to deter unauthorised encampments	22,500	22,500	Preliminary costings in progress – no expenditure to date
Priory Gardens Gateway – meet shortfall from MTRF funding	10,000	8,055	Project completed. All MTRF funding drawn down – balance met as agreed
Total	137,500	133,835	
<b>Provisional Balance at 31 March 2019</b>		<b>508,822</b>	

## 6. FINANCIAL IMPLICATIONS

6.1 These are inherent within the content of this report.

## 7. APPENDICES

Appendix 1 - Summary of Net Revenue Expenditure

Appendix 2 - Summary of Reserves

## 8. AUTHOR

8.1 Rosemary O’Sullivan – Head of Finance and Support Services  
E-mail: rosemary.osullivan@dunstable.gov.uk



DUNSTABLE TOWN COUNCIL SUMMARY OF NET EXPENDITURE		Item 6 Appendix 1			Variance against total budget per service area
		Budget 2017/18	Budget 2018/19	Actual 31-Dec-18	
<b>Finance and Support Services</b>					
Staff Costs	270,273	277,805	212,473	281,297	
Central Services	91,150	91,540	70,236	94,494	
Grove House	27,787	35,009	32,524	39,260	
Grants	6,900	6,900	6,900	6,900	
Corporate Management	100,970	92,467	75,438	91,937	
Democratic Management and Representation	17,750	21,250	11,815	18,324	
Capital & Projects (inc loan charges)	112,473	106,581	85,676	106,581	
	<b>£627,303</b>	<b>£631,552</b>	<b>£495,062</b>	<b>£638,794</b>	<b>-£7,242</b>
<b>Grounds and Environmental Services</b>					
Staff Costs	468,215	483,140	359,172	474,156	
* Allocations	683	467	-4,107	-771	
* Cemetery	-52,888	-53,718	-76,812	-73,451	
Recreation Grounds	36,100	35,900	37,066	42,961	
Town Centre and Gardens	43,350	45,550	28,032	46,158	
* Town Ranger Service	65,787	71,125	52,865	79,709	
* Creasey Park Community Football Centre	7,576	32,876	16,917	47,986	
* Bennett Memorial Recreation Ground Splash Park	22,703	21,909	24,234	25,001	
Capital & Projects	121,062	123,249	103,715	123,249	
	<b>£712,588</b>	<b>£760,498</b>	<b>£541,082</b>	<b>£764,998</b>	<b>-£4,500</b>

	Budget 2017/18	Budget 2018/19	Actual 31-Dec-18	Projection for year ending 31-Mar-19	Variance against total budget per service area
<b>Community Services</b>					
Staff Costs	215,754	221,879	162,928	215,187	
* Older People's Support Service	23,378	22,795	12,043	20,908	
* Community Engagement	8,407	13,707	10,997	13,793	
* Grove Corner	22,507	20,443	18,603	21,263	
* Events Programme	132,703	132,848	109,056	130,697	
Marketing	26,500	28,500	22,403	28,000	
* Priory House	208,669	220,868	151,813	212,893	
Town Centre Services	28,500	26,500	16,227	26,500	
* Special Markets	44,300	8,700	2,566	5,004	
* Public Conveniences (Ashton Square)	39,438	41,128	17,175	22,769	
Capital & Projects	91,689	92,664	74,147	92,664	
	<b>£841,845</b>	<b>£830,032</b>	<b>£597,958</b>	<b>£789,679</b>	<b>£40,353</b>
* Includes Direct Staff Costs only					Potential overall revenue saving
Total Net Expenditure	<b>£2,181,736</b>	<b>£2,222,082</b>	<b>£1,634,102</b>	<b>£2,193,471</b>	<b>£28,611</b>

Dunstable Town Council - Reserves Summary 2018/19

Item 6  
Appendix 2

	Description	Balance as at 01.04.18	Contributions Revenue/Other	Expenditure in year	Bal to date as at 31.12.18	Commitments/Programme of works, etc	Committed Amount	Bal after committed
311	Corporate Plan Reserve	£30,550		-£200	£30,350			£30,350
313	CP Sinking Fund	£12,874	£5,000		£17,874	3 Year Sponsorship £5,000	-£5,000	£12,874
314	Christmas Lights Reserve	£13,744	£3,500		£17,244	New/improved lighting		£17,244
317	Skatepark Reserve	£9,523		-£9,523	£0	Tfrd to res 341		£0
318	Building Security Systems	£5,357			£5,357	To be determined		£5,357
319	NEW Cemetery Memorial Safety	£300	£1,000		£1,300	Memorial safety inspections due		£1,300
320	NEW Priory House Tearooms Equip	£1,500	£1,500		£3,000	Tearooms Kitchen Equipment		£3,000
321	Vehicle/Equipment Reserve	£85,997	£35,000	-£26,914	£94,083	IT/Website £55,064 (less exp in 18/19 to date); Vehicle Replacement £65,932	-£11,100	£82,983
322	Older People's Day Care Svce	£12,308			£12,308	£3,687 for increased transport costs	-£3,687	£8,621
323	Election Reserve	£0	£20,000		£20,000			£20,000
324	Building Maintenance Fund	£489,079	£100,373	-£21,536	£567,916	£15,000 for Meeting Room Refurb (less exp to date); FGP 19.11.18-Minute 197 - £20,000 Grove House vacant office space improvements	-£20,388	£547,527
326	Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	£16,549		-£1,549	£15,000	Exhibition		£15,000
328	Priory Churchyard	£19,862	£5,000		£24,862	As determined by quinquennial report		£24,862
329	Events Reserve	£1,555			£1,555	To be determined		£1,555
330	Town Twinning Reserve	£6,867	£500		£7,367	Retained for twinning activities to be determined		£7,367
331	Tree Reserve	£24,794	£5,000	-£585	£29,209	Agreed programme of tree works		£29,209
332	Parks & Play Improvement Plan	£35,867	£15,000		£50,867	GES 12.11.18-Minute 189- £26,000 Adventure play area	-£26,000	£24,867
338	Allotments Reserve	£21,748	£5,000	-£4,875	£21,873	To be determined		£21,873
339	Creasey Park 3G Pitch	£5,402	£416		£5,818	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£5,818
341	Splashpark/Skatepark/BMX Reserve	£8,533	£21,523	-£4,019	£26,037			£26,037
342	NEW Memorial Kerbs Reserve	£3,242			£3,242	for purchase of future supplies		£3,242
	<b>Earmarked Reserves Total</b>	<b>£808,649</b>			<b>£958,261</b>		<b>-£66,175</b>	<b>£892,086</b>

S106/External Funding - Expenditure specified by funding body

380	Developers Contributions- CAP	£38,750			£38,750	Frenchs Avenue S106 £34,464; Frenchs Avenue Fencing £4,286	-£20,300	£18,450
381	CPCFC Capital	£88,491			£88,491	Retained for future repair/replacement of All Weather Pitch		£88,491
385	Development Contributions- REV	£35,257			£35,257	Priory Gardens Footpaths £647 (less exp in 16/17 £277); Willoughy £47,645 (less exp in 17/18 £17,516 & £8,000 committed in 17/18 rev budget); Court Drive Landscaping £5,623 (less exp in 16/17 £345 and 17/18 to date £521);	£0	£35,257
389	Deferred Grants Unapplied	£25,000	-£25,000		£0			£0
570	Joint Committee Fund	£16,064	£16,722	-£6,940	£25,846	Expenditure determined by Joint Cttee	-£25,846	£0
	<b>S106/External Funding Total</b>	<b>£203,562</b>			<b>£188,344</b>		<b>-£46,146</b>	<b>£142,198</b>
		<b>£1,012,211</b>			<b>£1,146,605</b>		<b>-£112,321</b>	<b>£1,034,284</b>

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 21 JANUARY 2019**

**COMMUNITY RIGHT TO BID – BIRD IN HAND PUBLIC HOUSE, HIGH STREET  
NORTH**

<b>Purpose of Report:</b> For Members to consider the Council response to Central Bedfordshire Council's consultation regarding a submission for a 'Community Right to Bid' application for the Bird in Hand public house on High Street North.
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**1. ACTION RECOMMENDED**

- 1.1 For members to consider and determine the Council's response to Central Bedfordshire Council's consultation regarding a submission for a 'Community Right to Bid' application for the Bird in Hand public house on High Street North.

**2. INTRODUCTION**

- 2.1 As members will be aware, The Bird in Hand public house on High Street North closed down recently.
- 2.2 Submitted at appendix 1 is an application from a local community group to Central Bedfordshire Council (CBC) to list the Bird in Hand as a 'Community Asset'.
- 2.3 Submitted at appendix 2 is Central Bedfordshire Council's leaflet explaining what a 'community asset' is and what it means if a local asset becomes 'listed'.
- 2.4 As part of the listing process, CBC has to consult with the local parish council and this report seeks this Council's response to consultation process.

**3. FINANCIAL IMPLICATIONS**

- 3.1 None

**4. HUMAN RESOURCE IMPLICATIONS**

- 4.1 None

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 Responding to this consultation conforms to the Council's Corporate Priority '*to represent residents and businesses of Dunstable on key strategic issues facing the town*'. Supporting the application could conform to the Council's Corporate Priority of '*continuing to preserve and enhance the history and identity of the town*'.

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 None

**7. EQUALITIES AND LEGAL IMPLICATIONS**

7.1 None

**8. APPENDICES**

8.1 Appendix 1 – Application from the Dunstable North Community Group  
Appendix 2 – CBC Community Right to Bid leaflet

**9. AUTHOR**

9.1 David Ashlee – Town Clerk and Chief Executive

E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)



# Community Right to Bid for Assets of Community Value

## Nomination Form

Please read the attached notes before completing this form.

Section 1 – About you		
Your title: <b>Miss</b>	Forename: [REDACTED]	Surname: [REDACTED]
Address: [REDACTED] <b>Dunstable</b> <b>Bedfordshire</b>		
Postcode: [REDACTED]	Tel: [REDACTED]	
Email address: [REDACTED]		

Section 2 – About your voluntary or community group	
Name of organisation	<b>Dunstable North Community Group</b>
Address: ◆ <b>Houghton Road</b> <b>Dunstable</b> <b>Bedfordshire</b>	
Postcode: <b>LU5 5AD</b>	Tel: <b>07771833255</b>
Email address: <a href="mailto:dunstablenorthcommunity@gmail.com">dunstablenorthcommunity@gmail.com</a>	
Your position in the organisation: <b>Founder</b>	

What type of voluntary or community organisation do you belong to?			
Neighbourhood Forum	<input type="checkbox"/>	A company limited by guarantee	<input type="checkbox"/>
An unincorporated body with at least 21 members	<input checked="" type="checkbox"/>	An industrial and provident society	<input type="checkbox"/>
A charity	<input type="checkbox"/>	A community interest company	<input type="checkbox"/>
Town / Parish Council	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>



**What does your organisation do, and what are its main activities a) within Central Bedfordshire and b) outside Central Bedfordshire (if applicable)**

**Community groups are fundamental to creating sustainable communities. People coming together to form a group helps to improve a community and aides social inclusion, alleviates exclusion, and increases the amount of people directly involved in their community – all essential ingredients for any community striving to be sustainable.**

**Dunstable North Community is an informal group of local people who provide friendship and support to the diverse community our neighborhood.**

- **Frequented by many local tradespeople giving the community access to a hub for local independent and reputable workmen.**
- **Our community support local businesses frequenting local restaurants and fast food outlets**
- **The group includes fans of various team sports who gather to support their teams in a friendly and managed environment.**
- **The community group supports many people who live alone and would otherwise not have easily accessible community access.**

**The group has been set up specifically to support this application and to Save Our Pub, The Bird in Hand from change of use following a test of local support via online petition.**

**<https://www.change.org/p/planning-centralbedfordshire-gov-uk-keep-the-bird-in-hand-as-a-pub-for-dunstable-north-community>**

How many members does your organisation have?	24 member households from the local community of Dunstable North, and 600+ supporters of the online Petition to Keep the Bird in Hand a Pub
---	---

If your organisation has a Constitution or Articles of Association please attach a copy with this nomination form.

If your organisation is an unincorporated body please attach the names and addresses of 21 members who are registered to vote in Central Bedfordshire.

If your organisation is a registered charity, please provide your Charity Registration number here	
--	--

**Section 3 – About the property to be nominated and its use**

**Name and address of the property**

**The Bird in Hand (public house)  
219 High Street North  
Dunstable  
Bedfordshire  
LU6 1AZ**

**Please provide the following:**

**a) A description of the property, its proposed boundaries and its use. If possible please attach a site plan.**

**Public House. See attached Land Registry information.**

**b) The name(s) of the current occupants / users of the property (if known)**

**Milton Portfolio Property Limited**



c) The name(s) and current or last known addresses of all owners i.e. those holding a freehold or leasehold interest in the property (if known)

C/O Apriose Limited, 20 Balderton Street, London W1K 6TL

Are similar alternative facilities available in the area and do you know of any proposals to move the existing facilities to alternative premises?

Yes

No

(Tick one box)

If so, please provide details:

#### Section 4 - Information to support the nomination

Please state your reasons for thinking that the Council should conclude that the property is of Community Value and provide as much information as you can to support your application (to be continued on a separate sheet if necessary)

Please see separate sheet.





### Checklist of attachments

- Copy of your organisation's constitution (if it has one) or Articles of Association
- The names and addresses of 21 members who are registered to vote in Central Bedfordshire if the organisation is an unincorporated body
- A site plan showing the property and its boundaries if you have one



If electronically submitted please scan and email this form to [peter.fraser@centralbedfordshire.gov.uk](mailto:peter.fraser@centralbedfordshire.gov.uk), or post to **Peter Fraser**

### Head of Partnerships and Community Engagement

Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

### Declaration

I confirm that this nomination has been fully completed and that the information is, to the best of my knowledge, accurate to enable Central Bedfordshire Council to consider the nomination in accordance with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

<b>Signed:</b>	
<b>Print name:</b>	
<b>Date:</b>	09/01/19

### Data Protection Statement

Central Bedfordshire Council ensures any personal data collected will be retained securely for as long as necessary, and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Central Bedfordshire Council's Data protection policy is available at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk) or by writing to the Corporate Data Protection Officer at Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.

## **The Bird in Hand – An Asset of Community Value**

- There are no other facilities in the area that provide the array of activities that this specific pub does.
- The pub enables local people to meet and socialise in a welcoming environment which, individually, they find rewarding and enjoyable. Such social interaction is also in the interests of the locality as a whole as it encourages community cohesion and a collective sense of well-being.
- This is the only family friendly pub and easily walkable in the North Dunstable area. This area of the town already has plans and developments in progress for hundreds of new houses to be built and therefore additional patrons would be expected.

### **Facilities available**

- There is a beer garden attached to the pub which is used and enjoyed by local people including families. This is particularly enjoyed in the summer months and brings different groups of people together.
- The pub is close to Creasy Park and users share the pub's facilities. Local teams have been created in the pub for squash and 5 aside football. This not only encourages community residents to take pride in their local area, but also provides more custom for the pub and allows people from different backgrounds to mix together.
- The pub has a great food menu enjoyed by the local community. The stone fired pizzas are very popular and available for take away collection, encouraging people to use the facilities at the end of the working day and then take away to eat at home.
- Free wifi is available for customers which allows people to access the internet that otherwise would not be able to. The pub therefore provides a vital facility for people wanting to use the pub for more than just a social event.
- There is free parking available which is accessed by the wider community. This allows people to get to/from the pub safely when transport systems may be down. It also means that families can access the pub easily. The car park is also used by patrons of the local restaurants, with people often meeting in the pub for a drink before family and friends celebration dinners.
- There is good access for disabled people at the pub. This provides an easily accessible and inclusive space to meet with other members of the local community and provides a safe and enjoyable environment to be in furthering the persons individual wellbeing. There is a disabled toilet also available.
- Meeting spaces are available for local community groups and charities to use – a private room can be reserved for family events at no extra charge.
- The pub offers games such as a dart board, quiz machines, a pool table and board games which are enjoyed by the community.

## **DUNSTABLE NORTH COMMUNITY GROUP**

- The pub enables local people to enjoy a range of drinks (and food) in a pleasant, convivial atmosphere, which furthers their individual well-being.
- There are good transport links available to/from the pub. This means that elderly members of the community can easily and safely get to/from the pub. It also means that people from surrounding areas can easily access and enjoy the pub's facilities. There is a close link to bus stops and the busway to Luton.

### **General Use of Facilities**

- There are multiple televisions screening sporting events enjoyed by patrons, as well as a large screen for key events. Access to Sky and BT Sports channels in the pub enable those who cannot afford those subscriptions at home to still enjoy their favourite sports with friends. Allowing people in the community to come together to enjoy specific sporting events provides a safe place to enjoy a drink and a specific sporting event for vulnerable members of society.
- The pub hosts a regular quiz night which brings people together from a variety of different backgrounds; furthering the recreational interests of the community. The quiz night is always fully booked and most teams arrive early to enjoy a meal before the game, further enhancing their team spirit.
- The pub hosts a regular karaoke night which is enjoyed by many people in the community who would otherwise be living alone without access to such entertainment.
- The pub takes part in events which raise money for local charities – including Cancer Research, Keech Hospice and various local schools.

### **Extra Uses**

- Live music events are often hosted at the pub which brings the community together. This also provides a platform for local music artists and contributes to the local area's culture.
- The pub hosts advertising for local events which encourages the community to come together to support local businesses.
- The pub hosts a team in 5 a side sports leagues furthering the sporting interests of the community.

### **Awards**

- The pub has won local awards for the pub's services to the community.
- The pub has won local awards for the pub's participation in Dunstable in Bloom.
- The pub has been included in tourist and local pub guides, which attracts more people to the pub from surrounding areas and communities which helps boost the local economy. It also puts the pub on the map as a pub worthy of recognition from the Council.

Other ways the pub adds value to the community

- The pub has special value to local heritage and culture which should be protected. The pub's heritage forms an important part of the community's historic and cultural identity dating back to 1930's. This furthers the cultural interest of the community, as traditional pubs of architectural value are becoming rarer.
- Central Bedfordshire Council employees often use the pub for lunches, celebrations and meetings given that their offices are next door to this pub.
- The pub provides training and development for employees which increases individual wellbeing and supports people's professional development.

**Pubs and Wellbeing report**

- New research from Oxford University shows that people who have a 'local' pub are happier, are more satisfied with their life and have a wider network of friends.

Central  
Bedfordshire

**great**  
communities

# Community right to bid

Advice for local community groups about nominating a building or piece of land for listing as an asset of community value and bidding to buy listed assets.

**A great place to live and work.**

Find us online  [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

# About the Community Right to Bid

**The Community Right to Bid gives community groups a fairer chance to ensure that buildings and facilities that are important to them stay available for the local community to use.**

This could include a:


- village shop
- pub
- community centre
- children's centre
- allotment
- library

They can do this by asking to have a property or public space listed as an **asset of community value**. If this happens, when the owner wants to sell it, local community groups will have a right to make a bid and buy it on the open market.

The Community Right to Bid covers private as well as public property.

However the following properties are excluded from the Community Right to Bid scheme:

- residential property including gardens, outbuildings and other associated land in the same ownership as the associated residence;
- land licensed for use as a residential caravan site and
- operational land of statutory undertakers.



To nominate an asset and for further advice go to [www.centralbedfordshire.gov.uk/community-rights](http://www.centralbedfordshire.gov.uk/community-rights)

# How it works

1. Local community groups such as parish councils, charities, voluntary organisations and social enterprises can contact Central Bedfordshire Council and nominate a building or other land for listing.
2. We will check that the property can be judged to be of community value and the nominating group fits one of the categories in the Localism Act 2011.
3. We will inform the local parish or town council and the owner or any lawful occupant of the property or land of the nomination.
4. **The council will give a written decision to the nominating group within eight weeks.** If we can't accept a nomination, we will say why.
5. If we accept the nomination the property will go on the List of Community Assets published on the Central Bedfordshire Council website. The property will remain on the List for at least five years.
6. We will tell the owner that their property has been listed and explain the grounds for appeal.
7. The council will maintain the List of Community Assets and a list of unsuccessful nominations. They will be available for anyone to inspect.
8. If property on the List comes up for sale the Council will notify the nominating group. If they want to bid to buy the asset the owner will have to give them six months to raise money for a bid before putting the property up for sale.

## How does the council decide whether an asset is of community value?

Property is seen to be of community value **if currently used to further the social wellbeing or social interests of the local community (or has been in the last five years)** and it is realistic to think it will continue to do so in the future (whether or not in the same way).

The full definition for listing is contained in Section 88 of the Act, which can be

accessed on the following government website: [www.legislation.gov.uk](http://www.legislation.gov.uk) (type in 'Land of community value' as key words in the Advanced Search.).

To nominate an asset and for further advice go to [www.centralbedfordshire.gov.uk/community-rights](http://www.centralbedfordshire.gov.uk/community-rights)

# Guidance for Asset Owners

If a nomination has been made on your asset you will need to respond to the Assets Team within 28 days to let them know if you have any comments about the nomination.

## What happens if my asset is listed?

Once an asset has been listed nothing further will happen unless you decide to dispose of it.

When a listed asset comes up for sale the community group that nominated the asset for listing must be informed. There is then an initial holding period that gives community groups up to six weeks to request in writing that they want to be treated as a potential bidder for the asset. If no request

is received, the owner is free to sell the asset at the end of the six week period. If a community group does make a written request during this six week period, then the sale will need to be put on hold for the full period of six months to enable the community group to raise the money to put in a bid.

Once the asset goes on sale the owner is free to sell the asset to whomever they choose and at whatever price.

For more information go to [www.centralbedfordshire.gov.uk/community-rights](http://www.centralbedfordshire.gov.uk/community-rights) Under "Community Right to Bid for assets of Community Value" you will find the "Process Guide".

### Find out more

For more information about this publication, further copies, or a large print copy, get in touch.

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