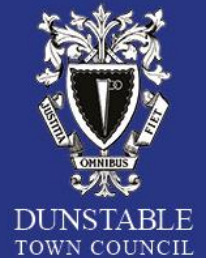


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Notice of a Meeting of the Finance and General Purposes Committee

Paul Hodson Town Clerk and Chief Executive

Date: 8 September 2023

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 18 September 2023** at **Grove House in the Council Chamber following an informal presentation regarding the proposed development of Vernon Place, which will take place from 7.00 pm**. Members of the public and press are welcome to attend, either online via Teams or in person. Anyone wishing to attend is asked to inform the Council beforehand by emailing democratic@dunstable.gov.uk or calling the Council office by 15 September 2023.

Yours faithfully,

Paul Hodson
Town Clerk and Chief Executive

This meeting will be filmed by the Council and broadcast live on the Internet and will be capable of repeated viewing. If you are seated in the Council Chamber it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.

If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.

AGENDA

1. Apologies for Absence
2. To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 12 June 2023 (copy previously circulated)
3. Specific Declarations of Interest

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

4. Referral Reports – to consider any referral reports from other Committees.
 - 4.1. Grounds and Environment – Cemetery Development - Report (to follow)
 - 4.2. Other as required.
5. Finance Report - Report (see page 3)
 - 5.1. Revised Treasury Management Policy
6. Marketing and Communications Report (see page 13)
7. Carbon Neutral Working Group – Report (see page 16)
8. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:
 - Citizen’s Advice Management Committee – Councillor Atwell
 - Dunstable International Town Twinning Association – Town Mayor and Councillors Hollick and Kenson Gurney
 - Hospice at Home Management Committee – Councillor Jones
 - Ashton Almshouses Charity – Councillors O’Riordan and Alderman
 - Ashton Schools Foundation – Councillors Hollick and Alderman
 - Chew’s Foundation – Councillors Brennan and Kenson Gurney
 - Poor’s Land Charity – Councillors Hollick and Jones
 - Lockington Charity and Marshe Charity – Councillors Kenson Gurney and Jones
 - Dunstable and District Scout Council Executive – Councillor Kotarski

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

To: All Members of Finance and General Purposes Committee:
Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Peter Hollick (Chairman), Gregory Alderman (Vice-Chairman), Nick Kotarski, Mark Davis, Richard Attwell, Michelle Henderson, John Gurney, Matthew Brennan, Wendy Bater, Phillip Crawley, Robert Blennerhasset, Johnson Tamara and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****18 SEPTEMBER 2023****FINANCE REPORT**

Purpose of Report	To: <ul style="list-style-type: none"> 1) provide a revenue budgetary control report for the financial year until 31 July 2023 1.2) provide detail of the Council's earmarked reserves as of 31 July 2023 1.3) provide detail on current investments 1.4) propose an updated Treasury Management Policy 1.5) provide detail on current Direct Debits
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1 ACTION RECOMMENDED

- 1.1 For Members to note the revenue budget position for the period from 1 April 2023 to 31 July 2023.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 August 2023.
- 1.3 For Members to note the current investments.
- 1.4 For Members to adopt the updated Treasury Management Policy, which includes the recommendation to maintain the general balance (reserve) of £553,042 or 25% of the salary budget, whichever is the higher, to protect the Council from unforeseen events and to give time to respond to such events.
- 1.5 For Members to confirm the current Direct Debits as at August 2023.

2 INTRODUCTION

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as at 31 July 2023. This forms the basis for the projected outturn at the end of this financial year taking account of current known variances.
- 2.2 Members should note that this early in the year we are still faced with substantial unknowns, including the national pay agreement being finalised; planned pay review; impact on services due to weather (particularly Creasey Park) as well as the ongoing works at Priory House and imminent works required to Grove House due to water ingress for which a report is awaited.

3 REVENUE BUDGETARY REPORT

- 3.1 The summary at Appendix 1 shows the net expenditure at 31 July 2023 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.

- 3.2 The summary shows an overall net revenue underspend at the end of the financial year of **£77,242**, which takes account of the overachievement forecast for Creasey Park Community Football Centre (CPCFC) being transferred to the specific reserve.
- 3.3 Within the **Town Clerk and Chief Executive's Office** the overall variance is forecast to be £55,208 underspent. Significant variances to the budget are as follows:
- *Grove House* to be overspent by £3,079, due to the business rates' unknown increase for this financial year.
 - *Corporate Management* income is due to overachieve by £58,287 due to an increase in investment and bank interest received to date and forecast to achieve throughout the year.
- 3.4 Within **Grounds and Environmental Services** the overall variance is forecast to be £36,778 underspent. Significant variances in the budget are as follows:
- *Grounds Staff Costs* are predicted to be underspent by £10,000 due to vacancies in the first quarter of this financial year.
 - *Recreation Grounds* forecast to overspend by £2,389, mainly due to an increase in play equipment and maintenance costs.
 - *Town Centre and Gardens* is forecasting an overachievement of £13,654. This is predominantly due to the Central Bedfordshire Council maintenance contract being finalised above budget, offset by increased electricity costs on the Skatepark.
 - *Creasey Park* is forecast to overachieve by £9,349; this is due to additional bar and catering income predicted.
 - *Bennett Memorial Recreation Ground Splash Park* is due to underspend by £5,054 based on predicted salaries underspends.
- 3.5 **Community Services** the overall variance is forecast to be £5,394 overspent. Significant variances to budget are as follows:
- *Events* is forecast to overspend by £4,000; this is due to the agreed £3,000 contribution from reserve for increased entertainment costs as well as events wages being under budgeted for the financial year.
 - *Town Centre Services* is due to overspend by £1,375; this is due to increased pricing on toiletries and cleaning equipment, maintenance contract costs not budgeted and criminal damage repairs.

4 RESERVES

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to, and expenditure from, reserve funds as at 31 August 2023.

5 INVESTMENTS UPDATE

- 5.1 Dunstable Town Council's current bank and investment account balances as 31 July 2023 were as follows:

Account	Balance	Interest earned in month
Current Account	£10,000.00	-
Business Reserve Account	£365,025.15	£473.83
CCLA Deposit Account 1 – CP 3G Pitch	£93,614.47	£350.01

CCLA Deposit Account 2	£2,796,471.67	£12,241.57
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6 FINANCIAL GOVERNANCE

- 6.1 Councillors should, as a minimum, view and audit the Councils accounts on a quarterly basis.
- 6.2 The last quarterly financial Councillor audit took place virtually and was completed on 25 August 2023 with the Chair of Finance and General Purposes Committee, Councillor Hollick, Vice Chair Councillor Alderman and Councillor Brennan taking part. The Councillors carried out a 'mini audit' which included requests of financial information on various purchase ledger invoices paid, together with verifying all the bank statements of the accounts against the Accounts Software relating to April, May and June 2023.
- 6.3 No issues or discrepancies, material or otherwise, were raised.
- 6.4 Further quarterly meetings will be arranged, and all Councillors on Finance and General Purposed Committee have been invited to attend any future Financial Governance Audit meetings they can make.
- 6.5 The Head of Finance and Responsible Financial Officer has now been in post for a year. The RFO is now in the process of completing a full detailed review of the Council's Financial processes, controls, legal requirements and regulations. A report will be brought to a next meeting of this committee outlining the findings and any proposed changes or approvals arising from this.

7 TREASURY MANAGEMENT POLICY

- 7.1 It is recommended that the Council updates the Treasury Management Policy as provided at Appendix 3, which in turn recommends an increase to the base level of the Council's General Reserve to £553,042, which reflects the Council's overall staffing costs liability for this financial year (level also reported to Council on 7 April 2023).

8 DIRECT DEBITS

- 8.1 Members are asked to note and confirm the direct debits currently set up as 'active' through our bankers as at August 2023, listed at Appendix 4 of this report.

8 FINANCIAL IMPLICATIONS

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

9 APPENDICES

- 9.1 Appendix 1 – Summary of Net Revenue Expenditure at 31 July 2023
 Appendix 2 – Summary of Earmarked Reserves at 31 August 2023
 Appendix 3 – Draft Treasury Management Policy
 Appendix 4 – Direct Debits – August 2023

11 AUTHOR

11.1 Lisa Scheder – Head of Finance and Responsible Financial Officer
lisa.Scheder@dunstable.gov.uk

Town Clerk and Chief Executive's Office

	Service Area	Budget 2023/24	Actuals to Date	Year-end Forecast	Year-end Variance
100	Staff Costs	-429,849	-115,443	-429,849	0
101	Central Services	-110,770	-44,421	-110,770	0
102	Grove House	-32,436	-16,633	-35,515	-3,079
106	Corporate Management	-117,115	19,728	-58,828	58,287
107	Democratic Management & Representation	-23,500	-11,907	-23,500	0
110	Capital & Projects (inc loan charges)	-98,666	-13,486	-98,666	0
	Grand Total	-812,336	-182,162	-757,128	55,208

Grounds and Environmental Services

	Service Area	Budget 2023/24	Actuals to Date	Year-end Forecast	Year-end Variance
200	Staff Costs	-814,800	-232,510	-804,800	10,000
201	Allotments	3,200	-1,085	2,866	-334
202	Cemetery	63,917	14,617	65,360	1,443
205	Recreation Grounds	-73,450	-30,317	-75,839	-2,389
403	Town Centre and Gardens	-40,630	-36,811	-26,976	13,654
206	Town Ranger Service	-12,400	-6,503	-12,400	0
210	Capital & Projects	-101,784	-31,445	-101,784	0
	Sub Total	-975,947	-324,054	-953,573	22,374
111	Income: Creasey Park - Football	229,322	43,143	231,022	1,700
111	Costs: Creasey park - Football	-108,209	-38,402	-110,838	-2,629
112	Income: Bar & Catering	234,249	90,395	263,099	28,850
112	Costs: Bar & Catering	-386,944	-167,630	-405,516	-18,572
	Sub Total	-31,582	-72,494	-22,233	9,349
115	Bennett Memorial RG Splash Park	-35,575	-16,314	-30,521	5,054
	Grand Total	-1,043,104	-412,862	-1,006,326	36,778

Community Services

	Service Area	Budget 2023/24	Actuals to Date	Year-end Forecast	Year-end Variance
300	Staff Costs	-278,202	-85,097	-278,202	0
209	Older People's Support Service	-29,407	2,179	-29,870	-463
303	Community Engagement (inc Grants)	-20,207	23,774	-20,207	0
304	Grove Corner	-25,382	-5,308	-24,772	610
401	Events Programme	-135,955	-55,256	-139,955	-4,000
405	Town Centre Services (inc Special Markets)	-75,182	-14,423	-74,729	453
407	Public Conveniences (Ashton Square)	-3,875	-2,101	-5,250	-1,375
306	High Street Heritage Action Zone	-29,357	-19,339	-29,976	-619
310	Capital & Projects	-70,201	138,889	-70,201	0
	Sub Total	-667,768	-16,682	-673,162	-5,394
402	Income: Priory house - Tea Rooms	150,000	46,201	150,000	0
402	Costs: Priory house - Tea Rooms	-61,000	-19,583	-61,000	0
402	Income: Priory house - Shop	16,600	6,677	16,600	0
402	Costs: Priory house - Shop	-7,500	-3,228	-7,500	0
402	Other Costs (Inc Staff)	-366,137	-99,659	-366,137	0
402	Sub Total	-268,037	-69,592	-268,037	0
	Grand Total	-935,805	-86,274	-941,199	-5,394
	DTC Grand Total	-2,791,245	-681,298	-2,704,654	86,591

In year commitments from General Reserve

Precept	-2,791,245	Balance	86,591
		Allocation to CPCFC Reserve at year end	-9,349
			77,242

Dunstable Town Council - Reserves Summary 2023/24

	Description	Officer	Balance as at 01.04.23	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.08.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	TC&CE / HoIF	£553,930			£553,930			£553,930
311	Corporate Plan Development Reserve	TC&CE / HoIF	£5,000			£5,000	FGP 12.06.23- Minute 141/23- £5,000 for development of 4 year corporate plan	-£5,000	£0
312	Vehicles Reserve	HoGES	£46,280	£10,000	-£16,878	£39,402	FGP 23.01.23- Minute 45/23- £19,985- for purchase of an articulated dumper Bal of £5,697 - 4 years sponsorship 22/23-25/26 (from £7,596)	-£19,985	£19,417
313	CPCFC Reserve	TC&CE	£44,620		-£1,489	£43,130			£37,434
314	Christmas Lights Reserve	HoCS	£5,232	£7,000	-£9,418	£2,814	5 year replacement lighting plan 21/22-25/26	-£1,084	£1,731
315	Street Dressing Reserve	HoCS	£14,336		-£9,796	£4,540	FGP 12.06.23- Minute 141/23- bal of £4,540 for streeting dressing (of £16,000 approved)		£4,540
316	Downside Building Maintenance Res	HoCS	£41,209	£11,793		£53,002	FGP 12.06.23- Minute 141/23- £36,679 & £8,792.55- for 2nd phase roof repairs	-£45,472	£7,530
317	Grove Corner Building Maint Reserve	HoCS	£33,565	£4,000		£37,565			£37,565
318	Building Security Systems	TC&CE / HoIF	£5,357			£5,357			£5,357
319	Cemetery Memorial Safety	HoGES	£0	£1,500		£1,500			£1,500
320	Prory House Tensrooms Equipment	HoGES	£4,500	£1,600		£6,000			£6,000
321	IT/Equipment Reserve	TC&CE / HoIF	£38,002	£20,000		£58,002	Bal of £2,100 for Cemetery Software (from £21,690 agreed)		
322	Older People's Day Care Svc	HoCS	£12,325			£12,325	FGP 12.06.23- Minute 141/23- £10,000 for IT Contract retendering/members tables £3,687 for increased transport costs	-£12,100	£45,802
323	Election Reserve	TC&CE / HoIF	£43,017	£12,500		£55,517			£55,517
324	Grove House Building Reserve	TC&CE / HoIF	£148,550	£29,000		£177,550			£177,550
325	Prory House Works Contingency	HoCS	£29,864			£29,864	FGP 12.06.23- Minute 141/23- £29,864- for Prory House contingency	-£29,864	£0
326	Mayoral Reserve	TC&CE / HoIF	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Prory House Exhibition	HoCS	£11,149			£11,149			£11,149
328	Prory Churchward	HoGES	£0			£0			£0
329	Performance Area Reserve	HoCS	£39,113		-£33,448	£5,665	Chairmans Approval 09.03.23- £6,263 for additional repairs/refurbishment costs	-£5,665	£0
330	Town Twinning Reserve	TC&CE / HoIF	£8,239	£500		£8,739	Retained for twinning activities to be determined		£8,739
331	Tree Reserve	HoGES	£2,578	£15,000	-£2,790	£14,788	FGP 12.06.23- Minute 141/23- Bal of £14,300 for 23/24 work requirements, (from £17,090 agreed)	-£14,300	£488
332	Open Spaces Improvement Plan	HoGES	£47,933	£15,000	-£3,644	£59,089	FGP 20.01.20- Minute 6- Bal of £4,723 for improvement works (from £20,690 agreed) Council 29.06.20- Minute 65- £15,000 agreed for Prory Gardens Pergola Repairs	-£19,723	£39,366
333	Prory House Building Reserve	HoCS	£235,646			£235,646	Chairmans Approval 08.07.22- bal of £9,446 - lease of bean machine (£10,000 approved); FGP Minute 4/23 23.01.23- £21,000- drainage, infill and electrical work; FGP Minute 4/23 23.01.23- £205,000- tendering process for additional works	-£235,646	£0
334	Pavilion Buildings Maintenance Res	HoGES	£26,930	£15,000	-£10,267	£31,663	FGP Minute 147 26.09.22- Bal of £7,980 for Meadow Store Refurbishment (from £9,908 agreed)	-£7,981	£23,682
335	Church Street Phone Box Maintenance	HoGES	£5,000			£5,000	FGP 12.06.23- Minute 141/23- £5,000 for Church Street phone box maintenance	-£5,000	£0
336	Staff Restructuring/Recruitment	TC&CE / HoIF	£0			£0	2022/23 orders complete		£0
337	Member Training Reserve	TC&CE / HoIF	£1,000			£1,000	FGP 12.06.23- Minute 141/23- £1,000 for Members training / induction	-£1,000	£0
338	Allotments Reserve	HoGES	£16,300	£5,000		£23,300	FGP Minute 107 20.06.22 - 5 year infrastructure improvement programme- upto £42,800 (includes £5,000 pa contributors) Interest accrued on engineered deposit - related for contribution towards future pitch replacement - with 381 below	-£11,931	£11,370
339	Cressley Park 3G Pitch - Interest	TC&CE / HoIF	£9,649	£1,326		£9,975	Chairmans Approval 12.09.22- £7,635 - Sewerage Pump and associated works- Splash Park	-£7,635	£11,083
341	Splashpark/Splashpark/BMX Reserve	HoGES	£25,718		-£7,000	£18,718	for purchase of future supplies		£8,579
342	Memorial Kenis Reserve	HoGES	£6,579			£6,579	FGP 20.09.21- Minute 148- Bal of £1,299.35 for various repair works (from £59,342 agreed); FGP 12.06.23- Minute 149- Bal of £170 for Cemetery Markers (from £5,000 agreed)	-£1,409	£11,889
343	Cemetery Building Maintenance Res	HoGES	£31,924	£5,000	-£23,845	£13,079			£6,026
344	Fencing Maintenance Reserve	HoGES	£6,026			£6,026			£6,026
345	Events Reserve	HoCS	£3,000			£3,000	FGP 12.06.23- Minute 141/23- £3,000 for Events increased costs expected	-£3,000	£0
346	HSHAZ Scheme	HoCS	£459,519	£509,411	-£527,420	£432,511	4 year HSHAZ scheme programme	-£432,511	£0
348	NEW - Unfulfilled Orders	TC&CE / HoIF	£60,452		-£42,874	£17,578	Unfulfilled orders committed in 2022/23		-£17,579
	Earmarked Reserves Total		£2,017,528			£1,991,991		-£30,808	£1,101,182

Capital Receipt - Sale of Land at Meadow

	Description	Officer	Balance as at 01.04.23	Contributions Revenue/ Other	Expenditure in year	Bal as at 12.08.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
370	Capital Receipts Reserve	TC&CE / HoIF	£1,000		-£1,000	£0	£500,000 Income from sale of land- Council approval for creation of reserves		£0
371	NEW - White Lion Land Landscaping	HoGES	£10,000			£10,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£10,000	£0
372	NEW - New Cemetery Development	HoGES	£75,000	£1,000		£76,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£76,000	£0
373	NEW - Grounds Depot Extension	HoGES	£100,000			£100,000	FGP 12.06.23- Minute 141/23- £1,000 unallocated balance from meadow capital receipt		£0
374	NEW - Luton Road MUGA	HoGES	£100,000			£100,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£100,000	£0
375	NEW - Prory House Furniture	HoCS	£26,000			£26,000	Council 17.04.23 Minute 104/23- creation of new reserve from capital receipt received July 2022	-£26,000	£0
376	NEW - Kingsbury Pavilion Refurbishment	HoGES	£170,000			£170,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£170,000	£0
377	NEW - Splash Canopies	TC&CE	£18,000		-£14,006	£3,994	FGP 12.06.23- Minute 141/23- bal of £17,494 for purchase and installation of Splash Canopies, benches and parasols (from £16,000 approved)		-£3,994
	Capital Receipts Total		£509,000			£485,994		-£485,994	£0

S106/External Funding/Ringfenced Expenditure specified by funding body

350	Developers Contributions- CAP	HoGES	£18,065		-£8,342	£11,723	Frenchs Avenue S106 £7,437; Frenchs Avenue Fencing £4,286		£11,723
351	CPCFC Capital	TC&CE	£83,641			£83,641	Retained for future repair/replacement of All Weather Pitches at CPCFC (with 339 above)		£83,641
352	Development Contributions- REV	HoGES	£34,316			£34,316	£3,000 committed in 23/24 revenue budget from Bal of £30,129 for Willoughby (from S106 £47,645)		£27,278
370	Joint Committee Fund	HoCS	£49,984			£49,984	Bal of £4,038 for Court Drive Landscaping (from CBC £15,000)	-£12,038	£37,946
370	S106/External Funding Total		£188,006			£179,664	Bal in holding code as committed Joint Committees fund only = not DTC	-£49,984	£117,642
	Total		£2,703,534			£2,657,649		-£1,438,824	£1,218,825

Key:
■ Finance and General Purposes Committee
■ Grounds and Environmental Services Committee
■ Community Services Committee

DUNSTABLE TOWN COUNCIL
TREASURY MANAGEMENT POLICY
SEPTEMBER 2023

1. Dunstable Town Council defines its treasury management activities as *“the management of the Council’s cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks”*.
2. The Town Council regards the successful identification, monitoring and control of risk to be prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for Dunstable Town Council.
3. The Town Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques within the context of effective risk management.
4. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
5. The Council will only enter into further long-term borrowing through the Public Works Loan Board when absolutely necessary for essential major works or capital purchases.
6. 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 £553,042 or 25% of the salary budget, whichever is the higher.
7. The general policy for the Council is the prudent investment of its treasury balances. The Council’s investment priorities are:
 - The security of capital and
 - The liquidity of its investments
8. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
9. The Council maintains investments with CCLA’S Public Sector Deposit Fund, providing instant access to funds, with no penalties for withdrawals. This ensures that funds are spread across a wide range of banks which are constantly reviewed to monitor risk.
10. **Investment Objectives:**
 - 10.1. In accordance with Section 15 (1) of the Local Government Act 2003, the Council will have regard to
 - such guidance as the Secretary of State may issue, and
 - such other guidance as the Secretary of State may by regulations specify.
 - 10.2. Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security (protecting the capital sum

from loss) and liquidity (ensuring funds are easily available/available when required) of its investments before seeking the highest rate of return/yield.

10.3. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. The Council will therefore aim to achieve the optimum return on its investments commensurate with appropriate levels of security and liquidity.

10.4 The Council's investment priorities therefore are, in order of importance:

- the **security** of its reserves
- the adequate **liquidity** of its investments
- the **return** (yield) on investments

10.5 All investments will be made in sterling.

10.6. The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

Originator name	LAST PAYMENT AMOUNT	LAST PAYMENT DATE	FREQUENCY	DETAIL
ADSI LIMITED	£247.70	01/06/2023	Monthly	Mobile Phone contract
BABBLE CLOUD LIMITED	£43.70	28/07/2023	Monthly	Mobile Phone contract
BARTON PETROLEUM LTD	£2,104.20	10/08/2023	Adhoc orders	White Diesel
BIG BOX STORAGE CO	£139.75	03/08/2023	Monthly	Priory House Exhibition storage
BOC MANCHESTER ACC	£84.34	25/07/2023	Monthly	Gas cylinders rent/refills- CPCFC bar
BOOKER LTD	£837.13	08/08/2023	Adhoc orders	Priory House Tearooms stock
BOOKER LTD	£2,776.11	15/08/2023	Adhoc orders	CPCFC/Splash Café stock
BRIGHTHR	£144.00	31/07/2023	Monthly	HR management software
BT GROUP PLC	£59.98	15/08/2023	Monthly	BT Broadband/WIFI at CPCFC
BT GROUP PLC	£150.04	27/07/2023	Monthly	BT Sports at CPCFC
BT GROUP PLC	£45.47	18/08/2023	Quarterly	Priory House card terminal line
BT GROUP PLC	£15.16	15/08/2023	Monthly	Priory House WIFI line rental
CATHEDRAL HYGIENE	£187.20	03/10/2022	Yearly	Sanitary Service - Grove Corner
CATHEDRAL HYGIENE	£104.00	17/08/2023	Monthly	Sanitary Service - Priory House
CENTRAL BEDS CNCL	£738.00	21/08/2023	Monthly	Business Rates - Cemetery
CENTRAL BEDS CNCL	£188.00	21/08/2023	Monthly	Business Rates - Grove Corner
CENTRAL BEDS CNCL	£582.00	21/08/2023	Monthly	Business Rates - Priory House
CENTRAL BEDS CNCL	£1,487.00	21/08/2023	Monthly	Business Rates - CPCFC
CENTRAL BEDS CNCL	£110.00	21/08/2023	Monthly	Business Rates - Grove Stores
CENTRAL BEDS CNCL	£83.00	21/08/2023	Monthly	Business Rates - Priory House suite 1
CENTRAL BEDS CNCL	£1,172.00	21/08/2023	Monthly	Business Rates - Grove House
CENTRAL BEDS CNCL	£212.00	21/08/2023	Monthly	Business Rates - Splash Café
CHEEKY MUNKEY LTD	£3,757.74	01/08/2023	Monthly	IT maintenance and support contract
CONTROL PRINT SOLU	£564.77	31/07/2023	Quarterly	Photocopier charges - Priory House & Grove House
CORONA ENERGY	£58.86	17/08/2023	Monthly	Electricity supplier - Market Clock
EMAP PUBLISHING LTD	£385.00	29/06/2023	Yearly	Local Government Chronicle annual subscription
EMS	£151.65	18/08/2023	Monthly	Card Transaction charges - CPCFC
EMS	£77.67	18/08/2023	Monthly	Card Transaction charges - Splash Café
EMS	£62.49	18/08/2023	Monthly	Card Transaction charges - Priory House Shop
EMS	£99.93	18/08/2023	Monthly	Card Transaction charges - Priory House Tearooms
EVERFLOW LIMITED	£248.10	24/07/2023	Two Monthly	Water supplier - all sites
FIDELITY GROUP	£905.71	22/08/2023	Monthly	Broadband and landline phone contract
FRANCOTYP POSTALIA	£50.00	17/08/2023	Adhoc orders	Franking Machine credit
FRANCOTYP POSTALIA	£68.40	15/06/2023	Quarterly	Franking Machine rental
FUELMATE LIMITED	£161.77	15/08/2023	Fortnightly	Vehicle fuel cards (grounds vehicles)
GROUNDS MANAGEMENT	£157.50	01/02/2023	Yearly	Annual membership/subscription
ICO	£55.00	23/09/2022	Yearly	GDPR / Data Protection annual certificate
NATWEST ONECARD	£974.98	07/08/2023	Monthly	Procurement cards expenditure
O2	£670.76	17/08/2023	Monthly	Mobile Phone contract
PAYROLL OPTIONS	£462.84	31/07/2023	Monthly	Payroll contract
PNET2327204-2	£27.17	14/08/2023	Monthly	WIFI and phone line- History Society at Grove House
PNET2533716-2	£20.60	04/08/2023	Monthly	WIFI - CPCFC
PNET4034641-1	£32.28	08/08/2023	Monthly	WIFI - Priory House
PUBLIC WORKS LOANS	£52,363.33	18/05/2023	Twice yearly	Loan repayments
SHIRE LEASING PLC	£769.20	01/08/2023	Quarterly	Coffee machine rental - Priory House shop
STRIPE	£70.95	02/08/2023	Monthly	Staff benefit scheme
TOWERLEASING	£2,280.00	27/07/2023	Quarterly	Photocopier rentals - Priory House and Grove House
TV LICENCE DDA	£159.00	03/04/2023	Yearly	Grove Corner
TV LICENCE DDA	£159.00	03/04/2023	Yearly	Priory House
TV LICENCE DDA	£159.00	01/09/2022	Yearly	CPCFC
UCHECK	£58.60	31/07/2023	Yearly	DBS Checks
WORLDPAY	£87.41	21/08/2023	Monthly	Online/virtual card transaction charges
WORLDPAY	£11.94	18/08/2023	Monthly	online/virtual card terminal rental
YU ENERGY	£820.86	07/08/2023	Monthly	Electricity supplier - Town Centre store/mess room
YU ENERGY	£3,464.99	07/08/2023	Monthly	Electricity supplier - Bennett Pavilion
YU ENERGY	£246.31	07/08/2023	Monthly	Electricity supplier - Meadway allotment hut
YU ENERGY	£4,879.31	09/08/2023	Monthly	Electricity supplier - CPCFC
YU ENERGY	£156.41	09/08/2023	Monthly	Electricity supplier - Performance Area/Bandstand
YU ENERGY	£450.32	07/08/2023	Monthly	Electricity supplier - Kingsbury Pavilion
YU ENERGY	£2,306.04	09/08/2023	Monthly	Electricity supplier - Priory House
YU ENERGY	£902.36	07/08/2023	Monthly	Electricity supplier - Cemetery
YU ENERGY	£306.59	07/08/2023	Monthly	Electricity supplier - Grove Corner
YU ENERGY	£209.11	07/08/2023	Monthly	Electricity supplier - Grove House (groundfloor/tenant)
YU ENERGY	£1,147.80	07/08/2023	Monthly	Electricity supplier - Grove House (main)
YU ENERGY	£556.82	10/08/2023	Monthly	Gas supplier - CPCFC
YU ENERGY	£20.94	10/08/2023	Monthly	Gas supplier - Grove House (groundfloor/tenants)

YU ENERGY	£56.84	10/08/2023	Monthly	Gas supplier - Grove Corner
YU ENERGY	£268.16	11/08/2023	Monthly	Gas supplier - Grove House (main)
YU ENERGY	£42.45	10/08/2023	Monthly	Gas supplier - Cemetery
YU ENERGY	£93.61	10/08/2023	Monthly	Gas supplier - Priory House
123 SEND	£47.88	15/03/2023	Monthly	Card Terminal rentals x 2- CPCFC
123 SEND	£23.94	15/03/2023	Monthly	Card Terminal rental - Priory House shop
123 SEND	£17.94	15/03/2023	Monthly	Card Terminal rental - Splash Café
123 SEND	£23.94	15/03/2023	Monthly	Card Terminal rental - Tearooms
123 SEND	£23.94	15/03/2023	Monthly	Card Terminal rental - 2nd Tearooms

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 18 SEPTEMBER 2023****MARKETING & COMMUNICATIONS**

Purpose of Report: To update Members on the Council's marketing and communications.

1 SOCIAL MEDIA

- 1.1 Heads of Service and Management Team members work alongside the Corporate Marketing and Communications Officer to prepare content and schedule posts. Social media channels have continued to see significant growth in followers, with Bennett's Splash Park seeing a significant increase of 14% since the last report. Dunstable Town Council's Facebook has reached a milestone of over 11,000 followers and Priory House reached over 1,000.

Facebook page followers are:

Dunstable Town Council	11,347 (+5%)
Bennett's Splash Park	4,273 (+14%)
Town Ranger Services	1,402 (+6%)
Creasey Park Community Football Centre	1,036 (+4%)
Grove Corner	1,197 (+7%)
High Street Heritage Action Zone	940 (+7%)
Priory House	1,094 (+9%)

X (Twitter) account followers are:

Dunstable Town Council	2,496 (+0%)
Middle Row Market	2,098 (-1%)
Dunstable Events	2,059 (0%)
Creasey Park Community Football Centre	721 (0%)
Bennett's Splash Park	100 (+3%)

Instagram followers are:

Grove Corner	428 (+7%)
High Street Heritage Action Zone	248 (+3%)
Dunstable Town Council	406 (+5%)

As of 31/08/23, starting to report on LinkedIn followers.

LinkedIn followers are:

Dunstable Town Council	142
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These figures are accurate as of Friday 31 August 2023, and percentages are since the previous report date.

2 EMAIL MARKETING

- 2.1 The Corporate Marketing and Communications Officer has designed and sent out the latest event information to subscribers on the Dunstable Events email communications list to support the Events Officer.
- 2.2 Internal and Councillor newsletters have been sent with all relevant information. Officers would welcome feedback or suggestions on the Councillor newsletters.
- 2.3 The Corporate Marketing & Communications Officer is planning to produce a Dunstable Town Council public email newsletter in the future once technical challenges have been resolved.

3 WEBSITE

- 3.1 The website has continued to see frequent visitors, particularly with the continuation of the summer activities and the events programme. The website is still primarily being looked after by the Corporate Marketing and Communications Officer, with Treacle Factory on hand for support.

Top web pages (June 2023 to Aug 2023)

What's on	4,866
Events for June 2023	4,519
Events for July 2023	3,390
Priory House Team Rooms	2,605
Summer activities 2023	1,691
Creasey Park	1,691
Bennett's Splash Park	1,548
Events Programme	1,315
Priory House What's on	1,204

Traffic acquisition (June 2023 to Aug 2023)

Most of the traffic to the website comes from organic search (search engines like google)

Unique website visitors	21,680
Page session	31,154
Average engagement session	0m. 47s
Mobile users	76.1%
Desktop users	20.9%
Tablet users	3%

4 NOTICEBOARDS

- 4.1 Local noticeboards have recently been updated to showcase a range of local services and events. Currently, on the ward noticeboards are the Mayor's Christmas card competition, the Good Companions Club, Middle Row Market, Ward Councillors, Bottomless Brunch, Dog Afternoon Tea and Proms in the Park. The Recreation Ground noticeboards had the addition of Dog Afternoon Tea and Grove Corner. The noticeboards continue to be regularly updated with the help of the Town Rangers.

5 WHAT'S ON WINDOW

- 5.1 Many local organisations and community groups are making use of the window with a range of submission requests. The window is updated on the first working day of the month. The Corporate Marketing and Communications Officer regularly updates the design and content for the presentation to be displayed on the screen. The Town Centre Manager makes sure the latest version is uploaded.

6 TALK OF THE TOWN

- 6.1 The next edition of *Talk of the Town* is scheduled to be delivered on 20 October. The Corporate Marketing and Communications Officer will be overseeing the production of this edition with the Head of Community Services as the liaison. This year the number of editions has been reduced from 4 to 3 in light of the rising costs of production.
- 6.2 Officers are aware the previous edition of *Talk of the Town* had some issues with distribution. Since then, the Corporate Marketing and Communications Officer has made contact with the distribution company to ensure that this doesn't happen again and the situation will be closely monitored. Members are asked to check that they receive their copy and alert the office if there are any issues.

8 MAYORAL

- 8.1 The Corporate Marketing and Communications Officer has been regularly posting the Town Mayor's Cllr Liz Jones charity events on Dunstable Town Council social media as well as uploading the mayor's monthly updates on the website.

9 AUTHOR

- 9.1 Rachel Connor – Corporate Marketing & Communications Officer
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DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 18 SEPTEMBER 2023****CARBON NEUTRAL WORKING GROUP**

Purpose of Report:	To seek Member participation in the continuation of the Carbon Neutral working group.
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1. ACTION RECOMMENDED

- 1.1 That Members agree who amongst them will participate in the Carbon Neutral Working Group.

2. BACKGROUND

- 2.1 The Council's Corporate Plan 2020 to 2023 includes a key action to work towards making Dunstable Town Council a carbon neutral organisation by 2030. A baseline study of the Council's carbon footprint and greenhouse gas emissions has been completed and the Council has adopted a broad action plan to work towards achieving the desired carbon neutral status.
- 2.1 In March 2020 this Committee approved the creation of a Member / Officer working group to guide, inform and support working towards this key action. The working group reports to the Finance and General Purposes Committee and Members participating in the working group have all been Committee Members.

3. MAIN CONSIDERATIONS

- 3.1 With a new cohort of Members now in place, following the local elections in May, it is necessary to agree which Members of this Committee will participate in the working group in the future.
- 3.2 Of the six Members who have participated in the working group since its creation in March 2020, only four now remain as Members of the Council. Of these four only Councillors Bater, Brennan and Hollick are Members of this Committee.
- 3.3 Members of this Committee are therefore asked to consider which Members would like to participate in the working group in future. The ideal number of Members participating would be six however there are no formal restrictions on the total.
- 3.4 Once the Committee has agreed the participating Members, the Head of Grounds and Environmental Services will arrange a working group meeting with a view to bringing an update on progress to the next meeting of this Committee in November 2023.

4. POLICY, CORPORATE PLAN AND ENVIRONMENTAL IMPLICATIONS

- 4.1 The working group will be supporting and helping to deliver progress with the agreed Carbon Neutral delivery plan in line with the Corporate Plan objective and the

Council's Environmental and Sustainability Policy, as well as to progress any new relevant actions identified within the upcoming new Corporate Plan.

4. FINANCIAL, HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND EQUALITIES IMPLICATIONS.

4.1 None

5. BACKGROUND PAPERS

5.1 Carbon Neutral Baseline Assessment Consultants Report

5.2 Carbon Neutral Baseline Assessment Report to F&GP Committee – 23 January 2023

6. AUTHOR

6.1 John Crawley
Head of Grounds and Environmental Services
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