

Dunstable Town Council  
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DUNSTABLE  
TOWN COUNCIL

**David Ashlee** Town Clerk and Chief Executive

Your Ref

Our Ref: DA/RGS/C2

Date: 19 March 2019

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 25 March 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 21 January 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 21 January and 20 February 2019 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
5. Financial Monitoring Report — see page 5.
6. Internal Audit Report 2018/19 (Interim Update) – see page 12.
7. IT Improvements/Upgrades see page 20.
8. Reference from Grounds and Environmental Services Committee – see page 22.
9. Police and Crime Commissioner request for funding – see page 23.

Cont/d ...

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

CAB Management Committee – Councillor Meakins  
Dunstable International Town Twinning Association – Councillors 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

### MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 23 JANUARY 2019

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

Apologies for Absence: Councillors Mike Mullany and Johnson Tamara

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

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

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

The Head of Finance and Support Services provided further detailed information regarding particular invoices queried by the Sub-Committee.

**RESOLVED:** i) that the schedule of accounts processed for payment for the period 19 December 2018 to 22 January 2019 be approved (see Appendix 1)

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

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

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 December 2018 and the Chairman signed the bank statements accordingly. Members noted that the Head of Finance and Support Services would be reviewing the level of funds on deposit when the NatWest Treasury Reserve matured in February.

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

The Sub-Committee received the Income and Expenditure report as at 31 December 2018 2018, which had also been circulated to all members of the Council and had formed the basis for the financial monitoring report considered at the meeting of Finance and General Purposes Committee on 21 January 2019.

**ACCOUNTS SCHEDULED FOR PAYMENT 19TH DECEMBER 2018 TO 22ND JANUARY 2019**

Invoices received as per Purchase Ledger Daybooks (Pages 2664 - 2683) (Page 2682 = correction page)	£107,084.70	<u>£107,084.70</u>
<b>CHEQUE PAYMENTS</b>		
Cheque payments against invoices (Page 6186)	£162.00	
Cheque Nos. 26566 - 26569		<u>£162.00</u>
<b>BANKLINE PAYMENTS</b>		
Bankline payments against invoices - Suppliers A-D (Pages 6166 - 6170)	£19,391.84	
Bankline payments against invoices - Suppliers E-H (Pages 6171 - 6173)	£10,926.78	
Bankline payments against invoices - Suppliers I-L (P/of Page 6174)	£16,818.25	
Bankline payments against invoices - Suppliers M-P (Pages 6175 - 6176)	£2,247.46	
Bankline payments against invoices - Suppliers Q-T (Pages 6177 - 6178)	£4,352.05	
Bankline payments against invoices - Suppliers U-Z (Pages 6179 - 6180)	£2,843.25	
Bankline payment against invoice - Payroll 'Wider Plan Ltd' (P/of Page 6174)	£368.90	
Bankline payments - 5 x Suppliers (Pages 6181 - 6185)	£6,903.06	
		<u>£63,851.59</u>
04.01.19 Confirmation Bankline Payment - Anglian Water (Page 6162)	£196.00	
14.01.19 Confirmation Bankline Payment - Promo-Box (Page 6165)	£80.00	
		<u>£276.00</u>
<b>DIRECT DEBIT PAYMENTS</b>		
Payments due by Direct Debit (P/of Pages 2664 - 2669 & 2673 - 2674)	£23,313.22	
Payments entered in current month now paid (P/of Page 6153 & Pages 6154 - 6156, 6159 - 6161, 6163 - 6164)	£19,677.89	
Payment entered in previous month due by DD now paid by Bankline - Anglian Water (Page 6162)	-£196.00	
Pages 6151-6152, p/of 6153, 6157 & 6158 relate to previous months direct debits/credits due now paid/received		<u>£42,795.11</u>
	<b>SUB TOTAL</b>	<u><b>£107,084.70</b></u>
<b>CASHBOOK PAYMENTS</b>		
21.12.18 Confirmation BACS Payment - December Payroll	£80,059.60	
27.12.18 Confirmation Bankline Payments - December Payroll Costs	£100.00	
10.01.19 Confirmation Bankline Payments - December Payroll Costs	£51,505.35	
		<u>£131,664.95</u>
<b>CASH CHEQUE PAYMENT</b>		
Cash Cheque - Grove House Petty Cash Reimbursement	£50.21	
23.01.19 Cash Cheque No. 26570 for the above		<u>£50.21</u>
<b>TOTAL PAYMENTS FOR PERIOD 19TH DECEMBER 2018 TO 22ND JANUARY 2019</b>		<u><b>£238,799.86</b></u>

## DUNSTABLE TOWN COUNCIL

### MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON THURSDAY 21 FEBRUARY 2019

(Postponed from Wednesday 20 February 2019)

Present: Councillors Mike Mullany (Chairman) and John Chatterley with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillors Peter Hollick (for whom John Chatterley substituted) and Nigel Warren

#### **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 23 January to 19 February 2019 be approved (see Appendix 1)

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

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

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 January 2019 and the Chairman signed the bank statements accordingly.

The Sub-Committee noted the short-term deposit re-invested as follows:

Bank	Investment	Interest Rate % p.a.	Term
NatWest Treasury Reserve	£1,000,000	0.80%	6 months fixed from 11.02.19 (Interest due for term is £3,989.04)

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

The Sub-Committee received the Income and Expenditure report as at 31 January 2019, which had also been circulated to all members of the Council.

**ACCOUNTS SCHEDULED FOR PAYMENT 23RD JANUARY TO 19TH FEBRUARY 2019**

Invoices received as per Purchase Ledger Daybooks (Pages 2684 - 2698) (Page 2691 = amendment)	£77,536.70	<u>£77,536.70</u>
<b>CHEQUE PAYMENTS</b>		
Cheque payments against invoices (Page 6217)	£317.00	
Cheque Nos. 26571 - 26576		<u>£317.00</u>
<b>BANKLINE PAYMENTS</b>		
Bankline payments against invoices - Suppliers A-D (Pages 6199 - 6203)	£19,646.53	
Bankline payments against invoices - Suppliers E-H (Pages 6204 - 6206)	£7,909.59	
Bankline payments against invoices - Suppliers I-L (Pages 6207 - 6208)	£10,290.46	
Bankline payments against invoices - Suppliers M-P (Pages 6209 - 6210)	£2,794.36	
Bankline payments against invoices - Suppliers Q-T (Pages 6211 - 6213)	£12,671.33	
Bankline payments against invoices - Suppliers U-Z (Page 6214)	£2,784.97	
Bankline payment against invoice - Payroll 'Wider Plan Ltd' (Page 6215)	£263.50	
Bankline payments - 5 x Suppliers (Page 6216)	£5,391.84	
		<u>£61,752.58</u>
25.01.19 Confirmation Bankline Payment - PHS Group Plc (Page 6190)	£62.76	
25.01.19 Confirmation Bankline Payment - Anglian Water (Page 6191)	£176.84	
		<u>£239.60</u>
<b>DIRECT DEBIT PAYMENTS</b>		
Payments due by Direct Debit (Page 2688 & 2692 - 2694)	£14,011.68	
Payments entered in current month now paid (P/of Page 6196)	£1,392.68	
Invoice entered in previous month - Anglian Water - not taken by Direct Debit - paid by Bankline (see above)	-£176.84	
Pages 6187 - 6189 & 6192 - 6195 & p/of 6196 - 6198 relate to previous months direct debits/credits due now paid/received		<u>£15,227.52</u>
	<b>SUB TOTAL</b>	<u><b>£77,536.70</b></u>
<b>CASHBOOK PAYMENTS</b>		
25.01.19 Confirmation BACS Payment - January Payroll	£80,374.75	
28.01.19 Confirmation Bankline Payments - January Payroll Costs	£100.00	
11.02.19 Confirmation Bankline Payments - January Payroll Costs	£50,888.47	
		<u>£131,363.22</u>
<b>CASH CHEQUE PAYMENT</b>		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£40.00	
Cash Cheque - OPDCS Petty Cash Reimbursement	£25.19	
Cash Cheque - Grove House Petty Cash Reimbursement	£98.09	
20.02.19 Cash Cheque No. 26577 for the above		<u>£163.28</u>
<b>TOTAL PAYMENTS FOR PERIOD 23RD JANUARY TO 19TH FEBRUARY 2019</b>		<u><b>£209,063.20</b></u>

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**25 MARCH 2019**

**FINANCIAL MONITORING REPORT**

**Purpose of Report:** The purpose of this report is to:

- i) provide a revenue budgetary control report for the period ending 28 February 2019
- ii) provide detail of the Council's earmarked reserves at 28 February 2019
- iii) provide detail of the Council's loan debt, annual repayments and estimated early settlement premium

**1. ACTION RECOMMENDED**

- 1.1 For Members to note the revenue budget position for the period from 1 April to 28 February 2019.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 28 February 2019 and known commitments in the current financial year.
- 1.3 For Members to note the detail of the Council's loan debt, annual repayments and estimated early settlement premium and recommend any course of action they may wish to take regarding the Council's debt situation.

**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 28 February 2019. 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 28 February per service area and an indication of the anticipated outturn against budget. The summary accounts for known increased costs and/or reduced income against budget, which have previously been reported.
- 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 January 2018 were reported.

3.4 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, as previously reported.

3.5 The summary therefore indicates a potential overall net revenue saving at the end of the financial year, albeit slightly reduced from that reported at the end of December 2019.

#### **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 28 February.

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.

4.3 The schedule does not take account of the recommendations for release of funds to be considered at other agenda items.

#### **5. LOAN REPAYMENTS**

5.1 At the meeting of this Committee in January, Members received the detail of the Council's total loan debt and associated repayments as at 31 March 2019, which is further detailed at Appendix 3.

5.2 Members requested the detail of any premium for early settlement on the loans to inform consideration as to whether there would be merit in settling some of the smaller loans to reduce expenditure in future years.

5.3 It should be noted that borrowing from the Public Works Loan Board (PWLB) allows local authorities to share in the preferential rates at which the government may borrow, although PWLB new loan interest rates include a margin to ensure that government on-lending is not made at a loss. When a loan is agreed with a local authority, it is funded by government borrowing in the gilt market over a matching period. However, whereas a local authority has the option to prematurely repay its loan, either in part or in full, a similar opportunity is not afforded to the government's borrowing and its matching loan must continue until the original maturity date. Therefore, when any PWLB is settled early, a calculation is made to compare current interest rates over the remainder of the original period of the loan and the rate of interest that it would have received had the original loan continued to maturity. Where the current interest rate is higher a discount is calculated and where the rate is lower a premium is calculated.

5.4 The following shows that a premium is payable on the Council's loans, information as provided by PWLB and calculated based on the interest rates prevailing in January, which are reviewed twice daily.



Loan title	Loan Rate	Outstanding Principal £	Accrued Interest £	Premium £	Total Settlement £
Luton Road	9%	9,031.25	144.75	3,108.23	12,284.23
Performance Area/ Cemetery Extension	5.5%	37,398.77	366.30	5,644.57	43,409.64
Priory House Part 1	4.85%	249,999.80	2,159.24	67,898.83	320,057.87
Priory House Part 2	4.95%	67,805.59	597.71	19,371.57	87,774.87
Grove House Part 1	4.95%	110,400.00	973.18	32,288.88	143,662.06
Grove House Part 2	4.45%	274,999.82	2,179.28	71,514.10	348,693.20
Cemetery	4.78%	300,000.00	2,553.70	97,990.16	400,543.86

5.5 For ease of comparison the below table shows the total annual payment of principal and interest in 18/19, met from the revenue budget (extracted from Appendix 3)

Loan title	Annual total paid 18/19 £	Final Payment
Luton Road	1,947	May 2027
Performance Area/ Cemetery Extension	7,402	November 2024
Priory House Part 1	29,397	November 2033
Priory House Part 2	7,893	May 2034
Grove House Part 1	12,620	November 2034
Grove House Part 2	29,460	May 2035
Cemetery	29,877	Nov 2038

5.6 As Members are aware, if any loan debt was to be repaid in full, the cost would have to be met from the General Reserve. The Council currently makes revenue budget provision to meet the cost of the loans. Neither the Town Clerk and Chief Executive or the Responsible Financial Officer would recommend settling any debts at this moment in time.

## 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

Appendix 3 – Schedule of Loan Debt

## 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**

	Appendix 1				
	Budget 2017/18	Budget 2018/19	Actual 28-Feb-19	Projection for year ending 31-Mar-19	Variance against total budget per service area
<b><u>Finance and Support Services</u></b>					
Staff Costs	270,273	277,805	259,233	281,164	
Central Services	91,150	91,540	82,400	98,949	
Grove House	27,787	35,009	36,710	38,131	
Grants	6,900	6,900	6,900	6,900	
Corporate Management	100,970	89,467	77,231	84,085	
Democratic Management and Representation	17,750	21,250	12,502	17,324	
Capital & Projects (inc loan charges)	112,473	106,581	85,676	106,581	
	<b>£627,303</b>	<b>£628,552</b>	<b>£560,652</b>	<b>£633,134</b>	<b>-£4,582</b>
<b><u>Grounds and Environmental Services</u></b>					
Staff Costs	468,215	483,140	434,374	472,570	
* Allotments	683	467	-2,801	-1,872	
* Cemetery	-52,888	-53,718	-89,766	-76,053	
Recreation Grounds	36,100	35,900	44,940	50,019	
Town Centre and Gardens	43,350	45,550	32,860	42,829	
* Town Ranger Service	65,787	71,125	67,437	79,445	
* Creasey Park Community Football Centre	7,576	32,876	40,933	59,726	
* Bennett Memorial Recreation Ground Splash Park	22,703	21,909	24,131	24,183	
Capital & Projects	121,062	123,249	103,715	123,249	
	<b>£712,588</b>	<b>£760,498</b>	<b>£655,823</b>	<b>£774,096</b>	<b>-£13,598</b>

<b>Community Services</b>						
Staff Costs	215,754	221,879	193,254	210,083		
* Older People's Support Service	23,378	22,795	16,513	21,223		
* Community Engagement	8,407	13,707	11,350	14,553		
* Grove Corner	22,507	20,443	33,702	24,288		
* Events Programme	132,703	132,848	122,089	132,134		
Marketing	26,500	28,500	27,057	28,538		
* Priory House	208,669	220,868	180,686	211,473		
Town Centre Services	28,500	26,500	20,068	26,500		
* Special Markets	44,300	8,700	4,172	8,352		
* Public Conveniences (Ashton Square)	39,438	41,128	17,396	17,812		
Capital & Projects	91,689	92,664	74,147	92,664		
	<b>£841,845</b>	<b>£830,032</b>	<b>£700,434</b>	<b>£787,621</b>		<b>£42,411</b>
* Includes Direct Staff Costs only						Potential overall revenue saving
Total Net Expenditure	<b>£2,181,736</b>	<b>£2,219,082</b>	<b>£1,916,909</b>	<b>£2,194,851</b>		<b>£24,231</b>

	Description	Balance as at 01.04.18	Contributions Revenue/Other	Expenditure in year	Bal to date as at 14.03.19	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 £3,687 for increased transport costs; £1,000 donation for activity to be determined in 19/20	-£11,100	£82,983
322	Older People's Day Care Svce	£12,308	£1,000		£13,308		-£4,687	£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	£476		£5,878	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£5,878
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>£959,321</b>		<b>-£67,175</b>	<b>£892,146</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	-£13,866	£18,921	Expenditure determined by Joint Cttee	-£18,921	£0
	<b>S106/External Funding Total</b>	<b>£203,562</b>			<b>£181,418</b>		<b>-£39,221</b>	<b>£142,198</b>
		<b>£1,012,211</b>			<b>£1,140,739</b>		<b>-£106,396</b>	<b>£1,034,343</b>

PWLB	Amount	Date of Loan	Term	Type	Annual Principal	Annual Interest 2018/19	Total payable 2018/19	Budget 2018/19	Amount Outstanding at 31.03.2019	Final Repayment
Luton Road	85,000.00 33,468.75	1987 original part repaid May 1996	40 yrs	EIP	1,062.50	908.44	1,970.94	1,971.00	9,031.25	May 2027
Performance Area/ Cemetery Extension	99,925.00	March 2000	25 years	annuity	5,133.00	2269.62	7,402.62	4,700.00 2,700.00	37,398.77	Nov 2024
Priority House Part 1	500,000.00	March 2004	30 years	EIP	16,666.68	12,731.24	29,397.92		249,999.80	Nov 2033
Priority House Part 2	131,237.00	Sept 2004	30 years	EIP	4,374.58	3,518.78	7,893.36		67,805.59	May 2034
							37,291.28	37,291.00		
Grove House Part 1	207,000.00	March 2005	30 years	EIP	6,900.00	5,720.96	12,620.96		110,400.00	Nov 2034
Grove House Part 2	500,000.00	Sept 2005	30 years	EIP	16,666.68	12,793.74	29,460.42		274,999.82	May 2035
							42,081.38	42,081.00		
Cemetery Loan 2008	450,000.00	21 November 2008	30 years	EIP	15,000.00	14,877.75	29,877.75	29,878.00	300,000.00	Nov 2038
Totals					65,803.44	52,820.53	118,623.97	118,621.00	1,049,635.23	
PWLB Payable by Direct Debit - 18th May and 18th November										

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# **Dunstable Town Council**

*Internal Audit Report 2018-19: Interim Update*

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*Adrian Shepherd - Roberts*

*For Auditing Solutions Ltd*

## **Background**

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

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visits on 3<sup>rd</sup> and 4<sup>th</sup> October 2018 and 22<sup>nd</sup> & 23<sup>rd</sup> January 2019, together with the matters arising and recommendations for action, where appropriate.

## **Internal Audit Approach**

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

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

## **Overall Conclusion**

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

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

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the financial ledger remains in balance at the present date;
- Ensured that the closing balances reported in the Statement of Accounts and certified Annual Return for 2017-18 have been correctly rolled forward as opening Omega balances for the current year;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres remains in place;
- Checked and agreed transactions in the Council's main Current and Reserve account cashbooks to the relevant NatWest bank account statements for August and December 2018; and
- Checked detail on all active bank account reconciliations as at 31<sup>st</sup> August and 31<sup>st</sup> December 2018 to ensure that no long-standing uncleared cheques or other anomalous entries exist and we can confirm that no such items have been identified.

#### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area of our review. We will undertake further work at our final visit.*

### Review of Corporate Governance

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

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

#### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final visit.*



## Review of Expenditure

Our aim here is to ensure that: -

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

We have continued our review of expenditure selecting a total sample of payments including those individually in excess of £7,500 plus a more random selection of cashbook transactions, irrespective of value, for the year to 31<sup>st</sup> December 2018 for compliance with the above criteria which totals £474,927 and equates to 33% of non-pay related payments.

### *Conclusions*

*No issues warranting formal recommendation have been identified from testing completed in this area, with all appropriate criteria duly met. We will undertake further work at our final visit.*

## Assessment and Management of Risk

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

- Full Council reviewed and adopted its Corporate Governance Arrangements in June 2018, including those relating to Financial Risk Control; and
- The Council's primary insurance cover continues to be provided by Zurich and we have examined the schedule for the current year (to 31<sup>st</sup> March 2019) to ensure that appropriate cover is in place. Both Employer's and Public Liability stand at £10 million, Fidelity Guarantee cover at £2.5 million with Loss of Revenue / Business Interruption cover also in place at £285,000, all of which we consider adequately meets the needs of the Council at present.

### *Conclusions*

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

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We have been advised that the Council is in the process of reviewing its 2019-20 budgetary requirements we shall consider the action taken and outcomes, together with the approved level of precept at our final visit.

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

### *Conclusions*

*We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 in February. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.*

## **Review of Income**

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

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

At the first interim visit we reviewed the management controls and procedures for the bar and catering stock at Creasey Park. We discussed the monitoring of stock held and bar and catering sales with the Manager at Creasey Park and Head of Finance & Support Services and subsequently revised control measures were to be implemented. We have subsequently been advised that further measures have been implemented to ensure deliveries and retained stock are more effectively managed.

At this interim update visit we have undertaken a review of the cemetery management and controls together with the collection and subsequent banking of fees. We have also reviewed the management of the allotments and the renewal processes and the subsequent collection of the annual rentals. We are pleased to report that in both these areas they are managed in a very satisfactory manner.

We have also reviewed the Sales Ledger, as at the 31<sup>st</sup> December 2018 and are pleased to report that no significant or long-standing debts are in existence of which the Council are unaware.

We also note that the fees and charges will be reviewed at the time of the Annual Budget deliberations in accordance with the requirements of the approved Financial Regulations.

### ***Conclusions***

***We are pleased to report that there are no areas that require recommendation identified in this area of our review, however, we did, as mentioned above, discuss the need for improved stock control and sales monitoring at Creasey Park. This has now been reviewed and improved practices implemented.***

***We will undertake further work in this area at our final visit ensuring that income/receipts are correctly reported in the Annual Governance & Accountability Return.***

## **Petty Cash Account**

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

Petty cash accounts are operated at several locations: we have at this interim visit in October examined the procedures in place for the main petty cash account holding at Grove House, which is effectively operated on an Imprest basis with a float of £150. We have examined the relevant records comprising a hand-written daily ledger with a separate cashbook in the accounting software. Our test sample covered transactions for the period for September 2018 and are pleased to report that all were appropriately supported by a copy invoice or till receipt. We have also verified the physical cash holding with no issues arising. We have also checked the cash float held at Creasey Park with no issues arising.

We have also undertaken a sample check of Fuel Card payments and processes, examining the relevant statements and subsequent repayments by direct debit for July and August 2018.

### ***Conclusions***

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

## Salaries and Wages

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

To meet that objective, we have examined the payroll procedures in place and the computations undertaken for the payments to staff in 2018-19 by reference to the September 2018 payroll documentation produced by the Council's bureau provider (Payroll Options Ltd in Milton Keynes). At this interim visit we completed our review to include coverage in the following areas:

- Ensuring that the Council had applied the approved employee pay rates for the financial year:
- Checking to ensure that appropriate PAYE tax codes are being applied in 2018-19, following the government's budgetary changes effective from April 2018 and that tax is being deducted appropriately for a sample of employees;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately and been paid over to HMRC in an accurate and timely manner; and
- Revised pension contribution bands have been applied correctly

### *Conclusions*

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

## Investments and Loans

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

- As indicated in the first section of this report, we have reviewed and agreed detail of transactions on all accounts holding surplus funds for the year to date;
- We have examined the bank statements of the Reserve account for the year to date, together with the CCLA Public Sector Deposit Fund accounts and a National Westminster 6 month fixed term deposit; and
- We have checked and agreed the half-yearly PWLB loan instalment repayments made in 2018-19 to the PWLB third party "notification / demand" notice as part of our above expenditure review and will ensure that the balances are correctly recorded in the Annual Governance and Accountability Return.

***Conclusions***

***We are pleased to record that no issues arise in this area. We will undertake further work at our final visit.***

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**25 MARCH 2019**

**INFORMATION/COMMUNICATION TECHNOLOGY IMPROVEMENTS**

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

**1. ACTION RECOMMENDED**

- 1.1 That this Committee approves proposals for further upgrades to the Council's information and communication systems as part of the lifecycle planning.
- 1.2 That the sum of up to £17,000 be released from the earmarked capital reserve fund to complete the necessary ICT upgrades.

**2. BACKGROUND**

- 2.1 The Council's existing IT system is based on a Microsoft Server at Grove House and 39 pcs spread across all Council sites, ie, Grove House, Priory House, Dunstable Cemetery, Grove Corner, Creasey Park Community Football Centre and Bennett's Splash.
- 2.2 The Council employs the services of Cheeky Munkey IT Support and all sites are linked by a private Local Area Network for Dunstable Town Council which is provided and managed under a direct contract with them, providing discounted rates for hardware.
- 2.3 Cheeky Munkey provide and manage the internet, firewall, web and e-mail filtering, anti-virus monitoring, back-up and disaster recovery, 24/7 proactive support and maintenance for all workstations and server, as well as providing comprehensive reports by way of quarterly performance reviews.
- 2.4 Guidance is also provided on end of life, budget planning and technology overview.

**3. DESKTOP LIFECYCLE PLANNING**

- 3.1 In November 2017 and June 2018 approval was given to the replacement of the majority of desktops and laptops, the cost of which was met from the IT Reserve.
- 3.2 There is currently one further desktop and one laptop which require replacement and upgrading to Windows 10 operating system. They are both out of warranty and fall short of the recommended performance and reliability status. They are also both operating on Windows 7, which has been removed from the standard Microsoft support and development stage, and the basic security patching will cease by the end of 2019.

#### 4. **SERVER AND OPERATING PLATFORM**

4.1 The current server has reached the end of its life and is on an extended level of warranty, which expires in August 2019. The age of the equipment makes it prone to failure and performance degradation and could lead to unplanned down time and extended operational disruption.

4.2 With the completion of essential desktop upgrades to Windows 10, the end points are now running on a cloud ready operating system. It is therefore recommended that the server be replaced, progressing to a Microsoft Office 365 Cloud and Server Hybrid solution, with the following benefits:

Lower upfront hardware and licencing costs

The up time and availability of having e-mail in Microsoft Office 365 is increased

Increased security of email, with compliance maintained and improved

Access to email data and services made easier across multiple sites and remote working

4.3 A new Office 365 Solution can be built out to accommodate Members' e-mail requirements, providing their own unique email address securely over the internet through an email portal, using the same platform.

4.4 In addition, should the Council consider the provision of hardware for Members in the future this would also work with the Office 365 platform.

#### 5. **FINANCIAL IMPLICATIONS**

5.1 The estimated cost for the replacement desktop and laptop, replacement server and migration to Office 365 is in the region of £17,000, including set up and configuration.

4.2 The cost would need to be met from the Council's earmarked reserve set aside for IT which currently has a balance of £17,050 (taking account of outstanding commitment for the completion of the Cemetery BACAS Software system previously approved) with a further £15,000 contribution due from the revenue budget in 2019/20.

#### 6. **POLICY AND CORPORATE PLAN IMPLICATIONS**

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

#### 7. **CONCLUSION**

7.1 By implementing the recommendations, performance degradation will be avoided. It is crucial that IT and communication systems are kept as up to date as financial resources allow.

7.2 The progression to Office 365 more readily provides the opportunity to meet Member's requirements for their own generic email address.

#### 8. **AUTHOR**

8.1 Rosemary O'Sullivan – Head of Finance and Support Services  
e-mail: [rosemary.osullivan@dunstable.gov.uk](mailto:rosemary.osullivan@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 25 MARCH 2019**

**REFERENCE FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**Purpose of Report:** To consider and approve a recommendation made by the Grounds and Environmental Services Committee on 18 March 2019.

**1. VEHICLES AND EQUIPMENT RESERVE - SPENDING APPROVAL**

- 1.1 At the meeting of the Grounds and Environmental Services Committee held on 18 March 2019, Members received a report seeking the release of earmarked reserves for the purchase of new equipment up to the value of £9,500. Members noted the health and safety and efficiency justifications for the purchases.

**RESOLVED:** that the Committee recommend to Finance and General Purposes Committee the release of up to £9,500 from the allocated Vehicle and Equipment reserve.

**2. AUTHOR**

- 2.1 John Crawley  
Head of Grounds and Environmental Services  
[john.crawley@dunstable.gov.uk](mailto:john.crawley@dunstable.gov.uk)



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 25 MARCH 2019****POLICE AND CRIME COMMISSIONER REQUEST FOR FUNDING**

<b>Purpose of Report:</b> To present to members a letter received from the Bedfordshire Police and Crime Commissioner (PCC) requesting funding for additional Police Community Support Officers (PCSO's) in Dunstable and for members to determine their response to the request.
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**1. ACTION RECOMMENDED**

- 1.1 That members determine the Council's response to the PCC's request for funding of additional PCSO support in Dunstable. If support is given then members will need to give consideration as to where the funding might be identified.

**2. INTRODUCTION**

- 2.1 This report was first considered by the Community Services Committee on Monday 11 March 2019. However, the Committee was not quorate so no decision could be taken. Those members that were at the Committee discussed the issue and were not mindful to support the request at this stage although were keen to stress that the new Council in May might want to revisit this issue if it was presented again.
- 2.2 Attached at appendix 1 of this report is a letter received from the Bedfordshire PCC. The letter requests that parish council's in Bedfordshire consider funding a PCSO for their local area at a cost of £31,200 per year. The PCC has apparently been informed by Councillors from the three Bedfordshire unitary authorities, that parish councils hold substantial reserves (there are no parish council's in the Luton unitary area).
- 2.3 For members to consider this request they must take into account the following:
- Funding a PCSO would be an ongoing commitment so would need to be funded from revenue. The use of reserves would therefore not be possible.
  - The Council has agreed its revenue budget for 2019/20 and as a result, it is not clear where any funding could be identified.
  - It is unlikely that an additional single PCSO in Dunstable would have much impact on local crime and anti-social behaviour. For such a scheme to have an impact would require a number of additional PCSO's.
  - It would take some time to develop an agreement that would result in the successful deployment of additional PCSO's in Dunstable.

**3. FINANCIAL IMPLICATIONS**

- 3.1 There would be significant financial implications for the Council if members wished to progress this request. Full financial implications would be reported if any agreement were developed.

**4. HUMAN RESOURCE IMPLICATIONS**

- 4.1 Whilst it is anticipated that any additional PCSO provision would be fully managed by the police, there would still be additional DTC officer time required to monitor and report on the scheme.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The Council's Corporate Plan priorities do not specify any support for such a scheme.

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 None

**7. LEGAL IMPLICATIONS**

- 7.1 The Council does have the legal power to support such a scheme

**8. APPENDICES**

- 8.1 Appendix 1 - Letter received on 30 January from the PCC

**9. AUTHOR**

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



(Sent via email)

Tuesday 22<sup>nd</sup> January, 2019

Dear Clerk to the Parish,

I am writing to you as Bedfordshire's Police and Crime Commissioner to explain the current state of policing in the county and to ask for your assistance.

Every community in Bedfordshire, whatever its location, tells me that they wish to see more officers involved in local policing. Bedfordshire has just over 1100 officers to service a population of some 670,000 currently which is forecast to exceed 700,000 within three years and which here, as nationally, is experiencing unprecedented levels of demand with calls to service on some weekend evenings last summer at three times the level of a New Year's Eve.

Bedfordshire faces the third highest terror threat in the country, substantial Serious Organised Crime issues including Human Trafficking and Modern Day Slavery as a result of the airport and road and rail links together with the close proximity of the capital as well as drug and gun trade along so-called 'county lines' both to and from London and issues at the highest level ever in terms of gang and knife crime countywide.

In December, I won a unique emergency payment from Government of £4.571m from the Policing Special Grant to simply make good the cost of meeting the latter without which the Force was heading for an overspend. I am not permitted to overspend and must bring in policing within budget. Without the grant, recruitment would have had to stop dead.

Also in December, the Policing Minister, Nick Hurd, announced the Policing Settlement for 2019-20 for all forces. Bedfordshire Police received two grants of just £1.318m and £1.117m (the latter being designed to help with the national shortfall in police pensions and which still falls short of the amount needed by £115,000). Bedfordshire Police faces inflationary pressures including an anticipated police and staff pay award of 2% which will cost in excess of £900,000 and soaring insurance costs, including a tripling of vehicle insurance to £300,000 for this year. Your council will appreciate that, collectively, these inflationary pressures cancel out the prospect of growth in officer numbers as well as the benefit of this income.

---

**Office of the Police and Crime Commissioner for Bedfordshire**

Woburn Road | Kempston | Bedford | MK43 9AX

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I have, however, been awarded the leeway to raise the police precept of council tax by a maximum of £2 per month for Band D homes, without holding a referendum. Such a referendum is not an option for me as the last one, held by my predecessor, not only cost in the region of £1m which Bedfordshire Police could ill afford, once legal costs and the time of the staff of the Office of the Police and Crime Commissioner were taken into account, but an appeal to raise council tax was rejected by in excess of 70% of those who voted.

I am insisting however, since all the elements of income above amount to an extra £12.5m – albeit as a one year arrangement only – that the Force must recruit 160 Police Constables this year to bolster local policing primarily.

I will be frank: this is not enough, especially to provide an uplift in the villages. I provided evidence to Government in October 2017 that Bedfordshire Police requires some 300 officers and 80 detectives to meet its crime demand in a way that is comparable with other forces facing similar challenges.

The Government had intended to address the funding of all 43 forces more fundamentally in December 2020, with a promise to put that of Bedfordshire Police on a more sustainable footing permanently. I am now learning that this is likely to be delayed by a further year, in all probability because of Brexit and the economic uncertainty that surrounds it.

The answer, in your local area, may lie in your hands. I am told by councillors from the three unitary authorities in Bedfordshire (who are also facing substantial reductions in funding) that the parishes hold some substantial reserves. A PCSO costs £31,200 to fund each year. If your council wishes to consider the funding of such an officer to be dedicated to policing in the local area, subject to agreement, I would be very grateful if you would contact me directly at [Kathryn.Holloway@Bedfordshire.pnn.police.uk](mailto:Kathryn.Holloway@Bedfordshire.pnn.police.uk)

I would be very appreciative if your parish would discuss this matter at the earliest possible opportunity and let me know the outcome as officers cannot be produced out of thin air and I am providing every last one that this Force can conceivably afford; having already made £34.7m of savings since austerity started and with £11m more to find over the next four years to enable me to balance the books as I must.

All very best regards

A handwritten signature in black ink, appearing to read "Kathryn Holloway".

Kathryn Holloway

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**Office of the Police and Crime Commissioner for Bedfordshire**

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