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DUNSTABLE  
TOWN COUNCIL

**David Ashlee** Town Clerk and Chief Executive

Date: 8 November 2019

Dear Councillor,

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 18 November 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 16 September 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. High Street Heritage Action Zone (HSHAZ) Funding Award – information report and presentation (see page 1)
5. Financial Monitoring Report – (see page 13)
6. Grove House Building Reserve (see page 17)
7. Arrangements for Annual Council Meeting 2020 (see page 19)
8. Reference from Grounds and Environmental Services Committee – to follow

Cont/d ...

DA/LS

8 November 2019

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

CAB Management Committee – Councillor Bater

Dunstable International Town Twinning Association –Councillors Corkhill and Hollick

Hospice at Home Management Committee – Councillor Jones

Ashton Almshouses Charity – Councillors Corkhill and Hollick

**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,

P.P. 

David Ashlee

Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:

Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, Matthew Brennan, Mark Cant, Alan Corkhill, John Gurney, Kenson Gurney, Gloria Martin, Cameron Restall, Lee Roberts and Johnson Tamara and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 18 NOVEMBER 2019**

**HIGH STREET HERITAGE ACTION ZONE (HSHAZ) – FUNDING AWARD**

<b>Purpose of Report:</b>	The purpose of this report is to provide members with details regarding the Council's recently announced 'in principle' HSHAZ award and to request the release of associated Council funding in order to support the delivery of the HSHAZ project.
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**NB** – This report will be presented to members by way of a Power Point presentation on the evening of 18 November.

**1. ACTION RECOMMENDED**

- 1.1 That members note the detail of the 'in principle' funding award made by Historic England (see letter at Appendix 1).
- 1.2 That members approve the allocation of up to £300,000 from the Council's earmarked allocated building reserve fund to contribute specifically to the Priory House restoration element of the overall HSHAZ scheme as set out in paragraph 3.8c and 4 below.
- 1.3 That members approve the allocation of an additional £200,000 of Town Council funding to the HSHAZ programme to be expended over four years from April 2020 as per details set out at paragraphs 3.8.a,d&f and 4 below.
- 1.4 That members approve the creation of a new 4-year, fixed term post of High Street Heritage Action Zone (HSHAZ) Programme Manager and agree the associated draft job description given at appendix 2.
- 1.5 That members identify up to 5 representatives from this Committee to serve as a Committee Working Group that will oversee the implementation of the HSHAZ project over the next 4 years.
- 1.6 That members delegate authority to the Town Clerk and Chief Executive to negotiate terms to lease a property along Middle Row to serve as a Programme Hub if the opportunity presents itself.

**2. INTRODUCTION**

- 2.1 Members are aware that earlier this year, officers submitted an application to the High Street Heritage Action Zone fund which is part of the Governments Future High Street Fund that aims to 'secure lasting improvements to our historic high streets and the communities who use them'.
- 2.2 Despite the HSHAZ fund being very competitively contested nationally, it was pleasing to report in September that the Council had been successful with its application. The 'in principle' award is for up to £1.3million.

- 2.3 The exact amount of grant to be awarded will not be known until January 2020 as the Council now needs to submit a detailed programme design by 20 December (draft needs to be submitted by 6 December). The programme design will then need to be assessed before a final announcement will be made as to how much the ultimate award will be.
- 2.4 The bid was for capital funding to finance improvements to buildings on Middle Row and to complete the restoration and conservation of Priory House (mainly the undercroft) in order for the building to be removed from Historic England's 'At Risk' register.

### 3. DETAILED CONSIDERATIONS

- 3.1 Since the award was announced, officers have had two meetings with representatives from Historic England who are managing the HSHAZ programme on behalf of the Government.
- 3.2 These meetings have presented further detail about the HSHAZ scheme (which was not necessarily known at the time of making the initial application).
- 3.3 Historic England have been clear that the programme is to have three distinct but interconnected elements that the grant is able to fund, namely
  - Physical interventions
  - A community engagement programme
  - A cultural programme
- 3.4 The Council's bid was very clear that all of the grant requested was required for physical interventions, namely to Priory House and buildings along Middle Row.
- 3.5 However, Historic England has been clear that expenditure must be shown for community engagement projects and for the employment of a Programme Manager (despite the Council's bid making it clear that there was no intention to employ a Programme Manager).
- 3.6 As a result of this, this report recommends that the Council commits an additional £200,000 to the HSHAZ scheme over 4 years in addition to the £300,000 that may be required to part fund the Priory House element of the project.
- 3.7 A draft funding profile is submitted at appendix 3 of this report that sets out the proposed breakdown of how the bid is to be financed but members should be aware that this profile may need to be altered in order to satisfy the requirements of Historic England.
- 3.8 The funding profile has been set out to show a four year spend profile that Historic England has imposed. This profile has to show the grant being spent as follows:
  - Year 1 (2020/21) – 10%
  - Year 2 (2021/22) – 40%
  - Year 3 (2022/23) – 40%
  - Year 4 (2023/24) – 10%

The funding profile is explained further below:

**a) Programme Manager** – Historic England have insisted that the Council has to employ a Programme Manager to provide overall co-ordination and management for the project despite the Council's bid detailing otherwise. A proposed job description for a four-year fixed term contract is given at appendix 2 and the anticipated starting salary for the post is to be in the region of £36,000 per annum. The post will report to the Head of Community Services and is likely to be based at the Programme Hub as detailed below. The funding profile shows a contribution of £25,000 P/A from DTC towards this post.

**b) Middle Row projects** – The Council's bid asked for financial funding to grant aid owners of properties along Middle Row (and in the case of the Moore's building, opposite Middle Row), in order to make them fully functioning and aesthetically more attractive. The funding will target No 4 Middle Row (Pizza Roma) and Nos 21-23 High Street South (Moore's) as a priority. At the time of writing this report it is not yet known what the split is going to be between grant funding and partnership funding. The profile shows this as 79% grant and 21% partnership funding at present.

**c) Priory House restoration** – The funding profile shows a grant contribution of £495,000 for Priory House on a potential project cost of £750,000. Until the work is properly specified and tendered it is not possible to reflect an accurate cost for this project hence the recommendation at paragraph 1.2. The funding profile shows a contribution of £300,000 from DTC.

**d) Programme Hub** – As part of the programme design, a 'statement of community engagement' has to be prepared. It is proposed that one strand of this 'statement' is to establish a Programme Hub along Middle Row. This will serve as an office for the Programme Manager and as a high profile centre to promote the scheme and all community and cultural activity that will go on around it. The funding profile shows a contribution of £10,000 P/A from DTC for this initiative.

**e) Community events programme** – This aspect of the project will seek to integrate the HSHAZ scheme into the Council's existing events programme. The Town Clerk and Chief Executive has already commissioned the History Society to produce some public interpretation panels for Middle Row and opportunities to show case the history and heritage of Dunstable will be built into the Council's events, community engagement and town centre activities programmes. The funding profile for this aspect of the project shows £165,000 P/A from DTC's existing revenue budget.

**f) Cultural programme** – Details of this aspect of the project are still to emerge from Historic England. DTC will have to facilitate the establishment of a Cultural Consortium which will then be led by Historic England. The Consortium will have opportunities to bid for funding to carry out activities and events and Historic England will also be developing a range of commissions on a national basis. The funding profile shows a £15,000 P/A commitment from DTC.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 Currently the funding profile shows an overall project spend of £2,713,050 over the four years of the HSHAZ programme. This figure will change as the Council has already been informed by Historic England that it is unlikely to receive the full

£1.3million grant offer. Similarly, at this stage it is difficult to determine the level of private sector financial support that will be attracted or 'in kind' support from DTC and CBC officers and volunteers.

- 4.2 However, what is likely to remain constant is the Council's level of cash funding which is currently profiled at £500,000 over four years.

- 4.3 It is proposed that the Council's **£500,000** contribution is funded as follows:

**£300,000** from the existing Priory House building reserve. The P/H building reserve is currently at £334,618 and will have a further £88,068 added to it over the lifespan of the project.

**£100,000** to be funded at £25,000 P/A from annual savings from the current amount invested in the P/H building reserve, i.e. the current annual investment of £46,373 will be reduced by £25,000.

**£100,000** from the General Reserve to be allocated at £25,000 per annum. The General Reserve is currently at £520,569 and in reality the £25,000 per annum is likely to be identified from annual revenue savings which will simply mean that the General Reserve may increase year on year over the next four years at a slower rate.

- 4.4 For clarity, the Council's £500,000 will be spent as follows over the four years of the HSHAZ programme:

Year 1 (2020/21) - £25,000 Programme Manager  
£10,000 Programme Hub  
£15,000 cultural/community programmes

Year 2 (2021/22) - £25,000 Programme Manager  
£10,000 Programme Hub  
£15,000 cultural/community programmes

Year 3 (2022-23) - £25,000 Programme Manager  
£10,000 Programme Hub  
£15,000 cultural/community programmes  
£300,000 Priory House restoration

Year 4 (2023-24) £25,000 Programme Manager  
£10,000 Programme Hub  
£15,000 cultural/community programmes

TOTAL £500,000

## 5. HUMAN RESOURCE IMPLICATIONS

- 5.1 This report recommends increasing the Council's establishment by a full time Programme Manager for the HSHAZ scheme. If approved, the job description at appendix 2 will be evaluated and a recruitment exercise will be carried out in the New Year aiming to have a new member of staff in post by 1 April 2020.

- 5.2 The new post will be line managed by the Head of Community Services and will be employed on a 4-year fixed term contract. Members should note that at the end of the contract the Council may incur redundancy costs as a result of accrued rights.

**6. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 6.1 Commitment to the HSHAZ programme directly accords with the Corporate Plan objectives of '*continuing to preserve and enhance the history and identity of the town*' and '*to contribute to the regeneration of the town and development of neighbourhoods in the town*'. It specifically accords with direct actions No 16 and No 49.

**7. HEALTH AND SAFETY IMPLICATIONS**

- 7.1 None arising directly from this report

**8. EQUALITIES AND LEGAL IMPLICATIONS**

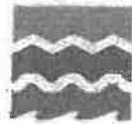
- 8.1 As part of the programme design, officers will have to prepare an equalities impact assessment of the overall scheme.

**9. APPENDICES**

- 9.1 Appendix 1 – Offer letter from Historic England  
Appendix 2 - Programme Manager job description  
Appendix 3 – Draft funding profile

**10. AUTHOR**

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



Historic England

Our ref: HSEE19

12 September 2019

Telephone 07889 808124

Email [caroline.skinner@historicengland.org.uk](mailto:caroline.skinner@historicengland.org.uk)

Dear Mr Ashlee

***Dunstable – High Street South and Middle Row***

I am writing to update you on the progress of your proposal for a High Streets Heritage Action Zone (HSHAZ). I am delighted to let you know that your proposal has been successful. We would therefore like to offer you an in principle agreement for a HSHAZ, subject to the successful completion of the Programme Design.

We will work with you through the Programme Design stage to identify what this means in practice. We note that the proposal in your Expression of Interest was for funding of £1,300,000 over 4 years. The final decision as to the level of funding provided to each HSHAZ, and the associated spend profile, will be taken as part of the process to agree the Programme Design, which should be completed by January 2020. Guidance on preparing the Programme Design will be available shortly.

We know this is exciting news and you will want to share and celebrate the news, however please note that we are expecting a Government announcement to mark your success and that of the other selected HSHAZs which is embargoed until Saturday 14 September 2019. This is to ensure a coordinated communications impact. It is therefore important that you do not announce the news publicly through any of your or your stakeholders' communications channels until then. For example, please do not issue a press release or talk to any journalists, put anything on social media or in your newsletter. Also, please keep your success as confidential as possible within your organisation, informing only those who need to know to reduce the risk of the news leaking out.

If you would like to provide a quote and a photograph of your high street for Historic England's regional press release, or want more information about the national press release, please get in touch with our Public Engagement Manager, Esther Blaine by 10am on Friday 13<sup>th</sup> September ([esther.blaine@historicengland.org.uk](mailto:esther.blaine@historicengland.org.uk) / 01223 582755). It would also be very helpful if you could also provide us with the contact details for the member of staff dealing with the press and communications for your High Street Heritage Action Zone as soon as possible.

We very much look forward to working with you on this exciting programme. Caroline Skinner will be in contact shortly to discuss next steps on developing your Programme Design.

In the meantime please do contact Caroline on the contact details above if you have any questions.



Historic England, Brooklands, 24 Brooklands Avenue, Cambridge CB2 8BU  
Telephone 01223 58 2749 [HistoricEngland.org.uk](http://HistoricEngland.org.uk)

Please note that Historic England operates an access to information policy.  
Correspondence or information which you send us may therefore become publicly available.





# **Dunstable Town Council**

## **Community Services**

### **JOB SPECIFICATION**

**Job Title:** High Street Heritage Action Zone (HSHAZ) Programme Manager

**Department:** Community Services

**Responsible to:** Head of Community Services

**Responsible for:** No-one (volunteers)

#### **Main Purpose of Job**

To manage the development and implementation of the Dunstable High Street Heritage Action Zone programme. Manage the process of raising awareness and understanding of heritage/community-led regeneration projects and initiatives that will lead to stimulating local economic growth and celebrating Dunstable's rich history and heritage. Manage the successful delivery of a wide range of projects, working with a wide range of stakeholders, including Central Bedfordshire Council. Lead on all reporting, financial, administrative processes required to deliver the HSHAZ programme.

#### **Key Accountabilities**

1. To lead and drive forward the development and implementation of the Dunstable HSHAZ programme, within agreed scope, timescales, budget, and to agreed success criteria.
2. Manage the multi-disciplinary HSHAZ Programme Delivery Team, through co-ordination of regular meetings, establishing clear roles and responsibilities and effective communication across all partner organisations.
3. Prepare and present regular progress reports to the Council and Joint Committee (made up of Central Bedfordshire Councillors and Dunstable Town Councillors) and Historic England. Update the Delivery Plan as appropriate and prepare evaluation reports for Historic England on the HSHAZ programme.
4. Align the HSHAZ programme effectively with relevant District Council and Town Council key strategic priorities, to ensure the protection and enhancement of the historic environment.
5. Implement effective budget and information management and monitoring systems to fulfil the requirements of Historic England ensuring that expenditure,

outcomes and outputs of the HSHAZ programme are effectively monitored and evaluated.

6. Working with the Cultural Consortium, prepare funding bids to access the relevant Historic England grants that may fund the HSHAZ cultural programme and ensure that funding is drawn down as per agreed spend profiles.
7. Initiate reports to Council Committees as requested by Senior Officers and the Council HSHAZ Working Group and present items as appropriate.
8. Ensure the programme receives suitable promotion and publicity.
9. Liaise and engage with heritage and community groups to encourage joint working and collaboration and promote training opportunities as part of the delivery of projects.
10. Act as an advocate for heritage and good quality design and publicise and promote the area and its role in stimulating local economic growth and regeneration in Dunstable.
11. In conjunction Central Bedfordshire Council and Historic England, ensure all projects are delivered to the highest conservation and design standards in accordance with best practice, and aligned to the CBC Design Guide.
12. Manage all associated volunteers in line with DTC policy and procedures.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of using formal programme and project management methodologies e.g. MSP, APM, Prince II or demonstrable evidence of suitable alternative.</li> <li>• Experience of delivering complex programmes that include diverse projects and pieces of work, while maintaining a focus on delivery and quality</li> <li>• Good understanding of the heritage, conservation and regeneration agenda.</li> <li>• Experience of managing multi-disciplinary teams.</li> <li>• Knowledge of funding organisations / grant schemes.</li> <li>• Experience of writing reports and delivering briefings and presentations to senior managers, partners and Councillors to an excellent standard.</li> <li>• Working in partnership to achieve joint objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the key issues affecting local government.</li> <li>• A working knowledge of relevant planning law and policy and their practical implementation, particularly in relation to the Planning (Listed</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of managing external consultants / contractors.</li> <li>• A proven track record in developing positive and effective working relationships with a wide range of stakeholders.</li> <li>• Experience of working in a demanding and deadline driven environment.</li> <li>• Good understanding of the planning process and conservation and design standards)</li> </ul>	Buildings and conservation Area Act 1990 and relevant Planning Policy Guidance notes).
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent programme / project management skills.</li> <li>• High level of interpersonal and communication skills (written, verbal, persuasion, negotiation) to enable the post holder to work with stakeholders of all levels</li> <li>• Ability to effectively to manage and motivate others.</li> <li>• Ability to analyse/resolve complex issues and devise then deploy creative solutions</li> <li>• Strategic thinking</li> <li>• Confident, self-starter, with ability to manage large workloads under time constraints</li> <li>• Good level of numeracy, and attention to detail</li> <li>• Strong ICT skills</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised management qualification.</li> </ul>
<b>Values:</b> Ability to demonstrate an understanding and apply our values which are embedded in all our roles.	<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>- Value your colleagues, at all levels, in all service areas</li> <li>- Offer and be open to support</li> <li>- Have confidence to challenge appropriately</li> <li>- Display empathy through consideration and understanding</li> <li>- Exhibit ethical and social responsibility</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>- Be an active listener</li> <li>- Clear and consistent -clarity</li> <li>- Measured and appropriate</li> <li>- Regular and professional</li> <li>- Ensure it's timely, planning ahead and be aware of effects</li> </ul> <p><b>HONESTY &amp; TRUST</b></p> <ul style="list-style-type: none"> <li>- Be a role model</li> <li>- Be empowered, with confidence of support to deliver</li> <li>- Take ownership, hold your hands up and take responsibility</li> <li>- Be valued, don't doubt your own value</li> </ul>	

	<p><b>TEAMWORK</b></p> <ul style="list-style-type: none"> <li>- Be adaptable, flexible and approachable to work together</li> <li>- Support your colleagues in all service areas</li> <li>- Be positive, proactive and use your initiative</li> <li>- Understand workloads, prioritise your own – the common goal</li> <li>- Encourage cross department working</li> </ul> <p><b>PRIDE</b></p> <ul style="list-style-type: none"> <li>- Have a 'can do' attitude</li> <li>- Always strive for success, want to achieve</li> <li>- Praise and show recognition to colleagues - Job Well Done</li> <li>- Say thank you</li> <li>- Lead by example</li> <li>- Understand your worth within the organisation – 'the bigger picture' – we all play a part</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Promote positive communication across the organisation, encourage constructive relationships and transformation of the way we work.</li> <li>• Attend meetings as required by your manager (a flexible approach to working hours).</li> <li>• A positive approach to change.</li> <li>• Committed to data quality.</li> <li>• Commitment to Partnership Working.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a full driver's license</li> <li>• Knowledge of council procedures</li> </ul>

### **Complexity and Creativity**

This is a project-based role that has responsibility for delivering a high-profile area of work that is part funded by external partners.

The post holder will be expected to represent the Council extensively working with external partners from both other public sector bodies (Central Bedfordshire Council) and the voluntary sector.

The role is responsible for both delivering direct activities and events as well as co-ordinating the efforts of others.

This role requires the post holder to be able to work some evenings and weekends.

### **Judgement and Decisions**

The post holder will have to have the necessary judgment to balance a complicated and intense workload and as a result be able to prioritise and communicate effectively.

Decision making and objective setting will have to be carried out in the context of external funding requirements. Poor judgement could have major ramifications on the delivery of the programme

### **Contacts**

#### **Internal      50%**

Senior Councillors, Corporate Management Team, all Council staff.

#### **External      50%**

Council financial and legal advisors, contractors, senior representatives from partner organisation, members of the public.

### **PAY AND BENEFITS**

Salary -

**DUNSTABLE TOWN COUNCIL**

**DUNSTABLE HIGH STREET HERITAGE ACTION ZONE**

**DRAFT PROJECT FUNDING PROFILE**

Project	Title	Start date	End date	HE Funding	Match Funding	Combined total
Project A	Programme Manager	April 2020	March 2024	£100,000 (£25,000 P/A)	£100,000 (£25,000 P/A from DTC)	£200,000
Project B1	Middle Row projects phase 1 <sup>1</sup>	April 2020	March 2021	£105,000	£22,050 (@21% match)	£127,050
Project B2	Middle Row projects phase 2 <sup>2</sup>	April 2021	March 2022	£495,000	£103,950 (@21% match)	£598,950
Project C	Priory House restoration	April 2022	March 2023	£495,000	£300,000	£795,000
Project B3	Middle Row projects phase 3 <sup>3</sup>	April 2023	March 2024	£105,000	£22,050 (@21% match)	£127,050
Project D	Establishment of Programme Hub <sup>4</sup>	April 2020	March 2024		£40,000 (£10,000 P/A from DTC)	£40,000
Project E	Community events programme <sup>5</sup>	April 2020	March 2024		£660,000 (£165,000 P/A, DTC revenue budget)	£660,000
Project F	Cultural programme <sup>6</sup>	April 2020	March 2024	?? (applications will be made to HE cultural fund once more details are available)	£210,000 (£15,000 per annum from DTC + officer and volunteer time at £37.5k P/A)	£210,000
<b>Total Costs</b>				<b>£1,300,000</b>	<b>£1,458,050</b>	<b>£2,758,050</b>

**HSHAZ Grant Award Funding:**

Year 1 -	£130,000 (10%)
Year 2 -	£520,000 (40%)
Year 3 -	£520,000 (40%)
Year 4 -	<u>£130,000</u> (10%)
Total -	£1,300,000

<sup>1</sup> This phase would focus on survey work etc. prioritising Nos 4 Middle Row and 21-23 High St South

<sup>2</sup> This phase would focus on delivery of intervention works prioritising No's 2,4, 26&28 Middle Row and 21-23 High St South

<sup>3</sup> This phase would focus on shop front improvement works to as many retail units as possible on Middle Row

<sup>4</sup> Options have already been identified for establishing a Programme Hub in either Middle Row or Priory House. This would be the base for the Programme Manager

<sup>5</sup> The Community Events Programme will deliver over 10 different projects each year

<sup>6</sup> There are already a number of cultural schemes at concept stage including the staging of an International Augustinian Conference, installation of a new Eleanor's Cross statue, permanent marking of the Priory footprint and expansion of geophysical surveying of Priory Gardens

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**18 NOVEMBER 2019**

**FINANCIAL MONITORING REPORT**

<b>Purpose of Report:</b>	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>i) provide a revenue budgetary control report for the period ending 30 September 2019</li> <li>ii) provide detail of the Council's earmarked reserves at 31 October 2019</li> </ul>
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the revenue budget position for the period from 1 April to 30 September 2019
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 October 2019 and known commitments in the current financial year.

**2. INTRODUCTION**

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as at 30 September 2019. This forms the basis for the projected outturn at the end of this financial year taking account currently known variances.

**3. REVENUE BUDGETARY REPORT**

- 3.1 The summary at Appendix 1 shows the net expenditure at 30 September 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 a potential overall net revenue saving at the end of the financial year of £26,424, which is broadly in line with that reported to Committee in September.

**4. RESERVES**

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from reserve funds in the current financial year as at 31 October 2019.
- 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. FINANCIAL GOVERNANCE**

- 5.1 In place of Accounts Sub-Committee, Councillors should at a minimum view and audit the Councils Accounts on a quarterly basis.
- 5.2 Therefore the Chairman of Finance and General Purposes Committee and the Town Mayor were invited to Grove House on 1 November 2019 to view the accounts relating July, August and September 2019 and carry out a 'mini-audit' of payment, invoices and the bank statements.
- 5.3 No issues or discrepancies, material or otherwise, were raised.
- 5.4 Further quarterly meetings have been arranged and all Councillors have been made aware and invited to attend any future Financial Governance Audit meetings they can make.

**6. FINANCIAL IMPLICATIONS**

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

**7. APPENDICES**

Appendix 1 - Summary of Net Revenue Expenditure  
Appendix 2 - Summary of Reserves

**8. AUTHOR**

- 8.1 Lucy Salim – Head of Finance and Support Services  
E-mail: [lucy.salim@dunstable.gov.uk](mailto:lucy.salim@dunstable.gov.uk)



## Finance and Support Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Central Services	91,350.00	43,843.00	90,182.14 -	1,167.86
Corporate Management	91,147.00	64,594.00	78,132.00 -	13,015.00
Democratic Management	15,750.00	6,235.00	15,351.00 -	399.00
F&SS Capital & Projects	105,499.00	78,587.00	105,499.00	-
F&SS Staff Costs	308,629.00	147,888.00	297,649.00 -	10,980.00
Grove House	44,794.00	32,338.00	53,716.50	8,922.50
<b>Grand Total</b>	<b>657,169.00</b>	<b>373,485.00</b>	<b>640,529.64 -</b>	<b>16,639.36</b>

## Grounds and Environmental Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Allotments	577.00	2,937.00	1,556.00	979.00
Bar & Catering	60,785.00	22,509.00	55,287.00 -	5,498.00
BENNETT MEMORIAL RECREATIO -	25,300.00 -	20,710.00 -	24,673.00	627.00
Capital and Projects	122,413.00	96,944.00	122,413.00	-
Cemetery	62,780.00 -	29,502.00 -	66,658.00 -	3,878.00
Community Football	12,231.50 -	84,740.00 -	15,932.00 -	3,700.50
G&ES Staff Costs	501,518.00	248,595.00	497,190.00 -	4,328.00
Recreation Grounds	43,600.00	33,537.00	60,607.00	17,007.00
SPLASH PARK	55,671.00	54,123.00	58,261.00	2,590.00
Town Centre & Gardens	41,100.00	20,018.00	41,835.00	735.00
Town Ranger Service	105,429.00	48,295.00	93,700.00 -	11,729.00
<b>Grand Total</b>	<b>830,781.50</b>	<b>392,006.00</b>	<b>823,586.00 -</b>	<b>7,195.50</b>

## Community Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Capital and Projects	91,640.00	67,909.00	91,640.00	-
Central Marketing	28,500.00	19,539.00	28,500.00	-
Community Engagement	24,007.00	16,414.00	23,309.00 -	698.00
Community Services Staff Costs	185,570.00	80,512.00	202,858.00	17,288.00
Events Programme	134,478.00	75,273.00	124,399.27 -	10,078.73
Grove Corner	21,161.00	1,094.00	12,772.00 -	8,389.00
Older People's Day Care Service	23,494.00	5,841.00	23,050.00 -	444.00
Priory House	236,356.00	121,741.00	241,101.00	4,745.00
Public Conveniences	3,050.00	593.00	1,875.00 -	1,175.00
Town Centre Services	61,299.00	19,543.00	57,462.00 -	3,837.00
<b>Grand Total</b>	<b>809,555.00</b>	<b>408,459.00</b>	<b>806,966.27 -</b>	<b>2,588.73</b>

<b>Council Grand Total</b>	<b>2,297,505.50</b>	<b>1,173,950.00</b>	<b>2,271,081.91 -</b>	<b>26,423.59</b>
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Dunstable Town Council - Reserves Summary 2019/20

	Description	Balance as at 01.04.19	Contributions Revenue/Other	Expenditure in year	Bal to date as at 31.10.19	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	£520,570			£520,570			£520,570
311	Corporate Plan Reserve	£55,360		-£17,887	£37,463	bal of £23,146 for GH Gdns Entrance/Car Park Improvements (from £25,000 agreed)	-£23,030	£14,432
312	Vehicles Reserve	£63,547	£20,000	-£7,272	£76,275			£76,275
313	CP Sinking Fund	£15,874		-£2,000	£14,874	£2,000 3 Year Sponsorship (bal of £6,000 received)	-£2,000	£12,874
314	Christmas Lights Reserve	£20,244	£3,500		£23,744	New/improved lighting		£23,744
316	Downside Building Maintenance Res	£5,858		-£1,335	£4,523			£4,523
317	Grove Corner Building Maint Reserve	£34,596	£4,000		£38,596			£38,596
318	Building Security Systems	£5,357			£5,357			£5,357
319	Cemetery Memorial Safety	£1,300	£1,000		£2,300	Memorial safety inspections		£2,300
320	Priory House Tearooms Equipment	£3,000	£1,500		£4,500	Tearooms Kitchen Equipment		£4,500
321	IT/Equipment Reserve	£8,629	£15,000	-£8,929	£14,700	bal of £14,700 for Cemetery Software (from £21,690 agreed)	-£14,700	£0
322	Older People's Day Care Svce	£13,308	-£725		£12,583	£3,687 for increased transport costs; bal of £275 donation for activities (from £1,000 received)	-£3,962	£8,621
323	Election Reserve	£20,000	£20,000		£40,000	May 2019 elections	-£34,483	£5,517
324	Grove House Building Reserve	£175,771	£41,254	-£595	£216,430	FGP 19.11.18-Minute 197= £30,000 Grove House vacant office space improvements plus £12,254 dilapidation income from prev. tenants	-£41,659	£174,771
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	£15,000			£15,000	Exhibition		£15,000
328	Priory Churchyard	£24,862	£5,000		£29,862	As determined by quinquennial report		£29,862
329	Performance Area Reserve	£6,000			£6,000			£6,000
330	Town Twinning Reserve	£7,867	£500		£7,867	Retained for twinning activities to be determined		£7,867
331	Tree Reserve	£23,979	£5,000	-£7,950	£21,029	19/20 programme of works= commitments in current year = £1,850	-£1,850	£19,179
332	Open Spaces Improvement Plan	£50,867	£15,000	-£26,000	£39,867	Chairman authorisation 08.10.19= £2,253- replacement gates at Lulon Rd Rec Grd; Chairmans authorisation 18.10.19= £9,723- removal of damaged boulder at Bennetts Adventure Play & replacement equipment	-£11,876	£27,991
333	Priory House Building Reserve	£288,245	£46,373		£334,618			£334,618
334	Pavilion Buildings Maintenance Res	£35,435	£15,000		£50,435			£50,435
338	Allotments Reserve	£21,873	£5,000	-£6,627	£20,246	Improvement works required		£20,246
339	Creasey Park 3G Pitch	£5,997	£360		£6,356	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,356
341	Splashpark/Skatepark/BMX Reserve	£26,037	£12,000		£38,037			£38,037
342	Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	£19,413	£5,000		£24,413			£24,413
344	Fencing Maintenance Reserve	£1,957	£1,000		£2,957			£2,957
	<b>Earmarked Reserves Total</b>	<b>£1,481,005</b>			<b>£1,618,171</b>		<b>-£133,660</b>	<b>£1,484,511</b>

S106/External Funding/Ringfenced Expenditure specified by funding body

315	Awards for All Event	£9,990		-£8,833	£1,157	Weird and Wonderful Event- 7 & 8 September 2019	-£1,157	£0
325	Shop Front Improvement Scheme	£10,000	£2,483	-£2,275	£10,208	Shop Front Scheme	-£10,208	£0
337	Market Town Regeneration Fund	£23,010			£23,010		-£23,010	£0
380	Developers Contributions- CAP	£38,750		-£20,685	£18,065	Frenchs Avenue S106 £13,778; Frenchs Avenue Fencing £4,286		£18,065
381	CPCFC Capital	£88,491			£88,491	Retained for future repair/replacement of All Weather Pitch		£88,491
385	Development Contributions- REV	£35,036		-£720	£34,316	Priory Gardens Footpaths £647 (less exp in 16/17 £277); Willoughby £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, 17/18 £521 & 19/20 £720 to date);	-£12,407	£21,909
570	Joint Committee Fund	£12,051		-£4,420	£7,631	Bal in holding code as committed Joint Committees fund only = not DTC	-£7,631	£0
	<b>S106/External Funding Total</b>	<b>£217,328</b>			<b>£182,878</b>		<b>-£54,413</b>	<b>£128,465</b>
		<b>£1,698,332</b>			<b>£1,801,049</b>		<b>-£188,074</b>	<b>£1,612,975</b>

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 18 NOVEMBER 2019****GROVE HOUSE BUILDING RESERVE - SPENDING APPROVAL**

**Purpose of Report:** The purpose of this report is to request authorisation from this Committee to provide additional funding for the Grove House car park extension from the Grove House building reserve.

**1. ACTION RECOMMENDED**

- 1.1 That the Committee approves the release of up to £12,000 from the Grove House building reserve in order to complete the Grove House car park extension.

**2. BACKGROUND**

- 2.1 In November 2017 this Committee approved a programme of Corporate Plan projects including extending and improving the parking arrangements at the rear of Grove House. A sum of £25,000 was earmarked from the Corporate Plan Reserve to undertake the works.
- 2.2 Since June 2019 the Council has been actively marketing the vacated CAB and Registrars office spaces in Grove House to prospective tenants and it is clear that additional parking spaces will assist in the re letting of these spaces.
- 2.3 In July 2019 the Council secured planning approval to extend the existing car park to provide a further 8 parking spaces. However, the planning consent included a condition that no development shall take place until a written scheme of archaeological investigation has been submitted and approved in writing by the Local Planning Authority.

**3. MAIN CONSIDERATIONS**

- 3.1 In accordance with the condition detailed above the Council has employed the services of a local archaeological company, trial holes have been excavated and a Written Scheme of Investigation (WSI) has been prepared, submitted and approved by the Local Planning Authority. The WSI requires the Council to undertake a full archaeological site investigation on the car park extension area including a full stripping of the topsoil down to the archaeological horizon.
- 3.2 The estimated cost of the project has subsequently increased and a breakdown of the estimated costs is provided in the table below:

Item	Estimated cost
Archaeological investigation	£7,000
Fees – Design, procurement and planning	£4,500
Main works	£25,500
<b>Total</b>	<b>£37,000</b>

- 3.3 It is clear, that there is a projected budget shortfall of £12,000 to complete the works. It is therefore proposed that the Committee authorise a further £12,000 expenditure to complete this project.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The Council currently has £174,771 available in the Grove House building reserve to fund the additional expenditure.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The proposal and recommended action is in line with both the current and emerging Corporate Plans.

**6. HEALTH AND SAFETY, HUMAN RESOURCE, ENVIRONMENTAL, EQUAL OPPORTUNITIES AND LEGAL IMPLICATIONS**

- 6.1 None

**7 APPENDICES and BACKGROUND PAPERS**

- 7.1 None

**8. AUTHOR**

- 8.1 John Crawley  
Head of Grounds and Environmental Services  
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**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 18 NOVEMBER 2019****ARRANGEMENTS FOR THE ANNUAL COUNCIL MEETING 2020**

<b>Purpose of Report:</b>	For Members to consider and agree the venue for the Annual Council Meeting to be held on 18 May 2020.
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee agree the venue for the Annual Council Meeting and Mayor Making Ceremony to be held on 18 May 2020.

**2. BACKGROUND INFORMATION**

- 2.1 As Members will be aware, last year's Mayor Making Ceremony was successfully held at All Saints Academy.

**3. VENUE FOR 2020**

- 3.1 The Mayoral & Democratic Services Officer has made enquiries of the suggested alternative venues to ascertain whether the Annual Council Meeting and Mayor Making Ceremony could be accommodated in 2020.
- 3.2 The Vale Academy cannot accommodate the meeting as they have an after school club which operates until 6.00 pm each day and access would be required before then to allow setting up. They also have a strictly no alcohol policy.
- 3.3 Incuba Centre could accommodate the meeting on the same basis as 2018 ie, hall hire cost at £480 plus catering costs.
- 3.4 Dunstable Conference Centre have availability and would be happy to host the meeting with hall hire cost of £650.00 plus catering costs.
- 3.5 All Saints Academy could accommodate the meeting on the same basis as last year, which was at a cost of £400 plus catering costs.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The cost of the venue hire, catering and associated costs for the Annual Meeting are met from the Civic Hospitality budget of £3,000, which is also used to fund other civic events as required.
- 4.2 Catering costs vary dependent on numbers attending and menu options. The catering cost for the 2019 meeting was £7.50 per head for 120 people, totalling £900.

**5. AUTHOR**

- 5.1 Michele Markus, Mayoral and Democratic Services Officer  
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