



Date: 19 June 2020

Dear Councillor,

You are hereby summoned to attend a Meeting of Dunstable Town Council which will be held virtually in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on **Monday 29 June 2020 at 7.00 pm** using Microsoft Teams, when the following business will be transacted:

#### **AGENDA**

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the Council Meeting held on 3 February 2020 (enclosed at page 1) and the Annual Council Meeting held on 18 May 2020 (enclosed at page 5)
3. Specific Declarations of Interest
4. Chairman's Remarks
5. Public Question Time
6. To answer questions under Standing Order 16
7. Financial Monitoring Report 2019-20 Outturn – Report of the Head of Finance and Support Services (page 8)
8. Annual Governance and Accountability Return 2019/20 – Report of the Head of Finance and Support Services (page 14)
9. Financial Monitoring Report – Report of the Head of Finance and Support Services (page 47)
10. Annual Report 2019/20 And Review of Corporate Governance Arrangements – Report of the Town Clerk and Chief Executive (page 52)
11. Town Clerk and Chief Executive Use of Delegated Powers as a Result of the Covid-19 Pandemic Lockdown Period – Report of the Town Clerk and Chief Executive (page 111)

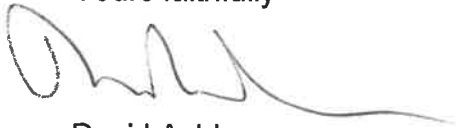
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19.06.20

12. Refurbishment of the Market Cross Clock Tower, Grove House Gardens Performance Area and Priory Gardens Pergola – Report of the Head of Grounds and Environmental Services (page 115)

Yours faithfully

A handwritten signature in dark ink, appearing to read 'David Ashlee', with a long, sweeping horizontal line extending to the right.

David Ashlee  
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council  
Copies to: Central Bedfordshire Councillors for Dunstable for information

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

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

**ON MONDAY 3 FEBRUARY 2020**

Present: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Wendy Bater, Lisa Bird, Mark Cant, Alan Corkhill, Philip Crawley, Greg George, Pamela Ghent, John Gurney, Peter Hollick, Gloria Martin, Cameron Restall, Gladys Sanders and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), Lucy Salim (Head of Finance and Support Services) James Slack (Head of Community Services), John Crawley (Head of Grounds and Environmental Services) and Sharon Long (Democratic Services Manager)

Apologies: Councillors Kenson Gurney and Lee Roberts

Public: Three

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

**31 MINUTES**

The Minutes of the meeting of the Council held 2 December 2019 were approved as a correct record and signed by the Town Mayor.

**32 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**33 TOWN MAYOR'S REMARKS**

The Town Mayor referred to the report detailing his attendances at a variety of events since the last meeting of the Council. He also remarked on how much he and the Mayoress had enjoyed the Christmas Charity Concert at St Mary's Church on 21 December on behalf of Noah Enterprises, the opening night at the Saracens Head on Christmas Eve and the Dunstable and District Local History Society event on 14 January.

The Town Mayor also mentioned his forthcoming charity events, namely his Quiz Night on 21 February at the Dunstable Conservative Club, his Civic Service on 8 March and his Dinner and Dance at the United Services Club on Friday, 18 April.

**34 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

**35 QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**36**     **DUNSTABLE JOINT COMMITTEE**

Councillor John Gurney indicated he had several comments on the accuracy of the minutes of the Dunstable Joint Committee meeting held on 9 January. It was agreed this would be dealt with in email correspondence with Councillor Jones, the Vice Chairman of the Dunstable Joint Committee.

Councillor Martin also requested that if in future there are addendums, that these come out at the same time as the main body of the minutes.

It was proposed, seconded and

**RESOLVED:** that the Minutes of the meeting of the Dunstable Joint Committee held on 9 January 2020 be received.

**37**     **COMMUNITY SERVICES COMMITTEE**

It was proposed, seconded and

**RESOLVED:** that the Minutes of the meeting of the Community Services Committee held on 6 January 2020 be received.

**38**     **GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

John Crawley, the Head of Grounds and Environmental Services, gave an update on the archaeological dig that had been undertaken outside Grove House in conjunction with the works to extend the car park. The written report from the archeologists was expected shortly and would be circulated to Councillors and the public via Facebook and the Council's website.

It was proposed, seconded and

**RESOLVED:** that the Minutes of the meeting of the Grounds and Environmental Services Committee held on 13 January 2020 be received.

**39**     **FINANCE AND GENERAL PURPOSES COMMITTEE**

**a)     Budget Proposals 2020/21 and Town Council Precept 2020/21**  
**(Minute 24/2020)**

The Chairman of Finance and General Purposes Committee, Councillor Peter Hollick, was pleased to move that the budget recommended be adopted.

He noted that 2019/2020 has been a year of staff changes. Rosemary O'Sullivan retired from her role as Head of Finance and Support Services and Responsible Financial Officer. The Council welcomed Lucy Salim in her place. Michele Markus, Democratic Services Officer, left the Council and in her place, Sharon Long had been recruited in a redefined role. The Council also welcomed two new Administrative Assistants, Helen Martin and Anne Harding.

Councillor Hollick explained that local elections were held last May. Twelve Members left the Council and nine new Councillors had been elected. The difference in figures resulted from reducing the number of councillors from 21 to 18.

He commented that this last year has seen several achievements – the Adventure Play area was opened by the Mayor and Councillor Dalgarno from Central Bedfordshire Council. Creasey Park has had a new irrigation system installed. The Jacobean Room in Priory House

has been refurbished and opened as a wedding venue. New events have been offered on the extended Ashton Square. The craft, farmers' and themed markets have seen numbers of stall holders increase. The town's success in Anglia in Bloom not only saw the Town win a Gold award for the best large town in the Anglia Region, but has seen it entered for Britain in Bloom. This latter achievement is an example of how volunteers are working with the Council to help improve the environment in which we live.

He further explained that residents voted to have a Town Council in 1985. The Council only have a duty to provide allotment gardens if the demand is unsatisfied and if reasonable. Otherwise the Council has the power to do many other things, which it does. It prides itself nonetheless on providing a range of quality services for the young (Grove Corner, activities during school holidays and a toddlers group), for the elderly (Lunch Clubs, Coffee Mornings and the Big Summer Lunch and entertainment), and for Dunstable residents generally through the Council's extensive Events Programme.

Councillor Hollick commented that none of the above happened without the input and imagination of the Councillors and the energy of the Officers delivering the services and the Council's aspirations, as set out in the Corporate Plan. He thanked the Mayor, and the support he has had from his Mayoress, the Committee Chairmen and their Deputies and Councillors for their service to the Council and their communities. He also thanked David Ashlee, The Town Clerk and Chief Executive, and the Heads of Service - Lucy Salim, James Slack and John Crawley (and Becky Wisbey who is on maternity leave) and all the other Officers who have 'made it all work'.

He explained that the Council needed money to run it, staff to keep an eye on the finances, to seek and apply for grants, staff to design and deliver the programme of events, deliver services and to maintain the gardens and floral displays.

He commented that the Council had the ability to punch above its weight in the Town and Parish sector. The High Street Heritage Action Zone (HSHAZ) grant is an example of what it was capable of doing, as well as illustrating the Council's ambition for the Town. The Council looks after two of the most important buildings in Dunstable, but it also has a shared interest with its residents to improve other buildings, such as those in Middle Row.

He explained that in deciding the budget for 2020/2021 to accomplish the Council's vision for the town, the Council are rightly looking for efficiencies. It also looked for appropriate growth which will benefit its residents. The Council's income comes from the precept, monies it earns from various activities and grants it secures. While on the one hand the Council wishes to keep its precept low, it also wants to continue to deliver the services its residents have come to expect and expand them where appropriate. It also needed to keep an eye on those areas where it gets income having set income targets. It wanted to be circumspect when considering any rise in the Dunstable council tax charge.

Councillor Hollick noted that the Council's finances continue to be in good order. The external auditor has not seen it necessary to make any recommendations. However, it did not know at this stage the outcome of the local government pay settlement. In light of this, the Council had budgeted for an overall 3 per cent increase in its wage bill.

He commented that Members in the main committees had had the opportunity to discuss, question and offer comment on those aspects of the budget pertinent to those areas, including fees and charges. Those budgets have been recommended to the Finance and General Purposes Committee. The budget now comes to full Council. The proposal is to raise the Council tax charge by just £1.79 per annum or 0.034p per week on a Band D property. Those in Band A, B or C properties will pay slightly less. This will result in issuing a precept

upon Central Bedfordshire Council of £2,369,323 which itself results in a DTC tax (Band D) at the rate of £181.11 p.a. which works out at £3.48 per week.

It was proposed, seconded and

**RESOLVED:** i) that the budget for 2020/21, as recommended by Finance and General Purposes Committee, be approved

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

iii) that the revised scale of charges, set out in the report, be approved with effect from 1st April 2020 or the start of the 2020/21 winter playing season, as appropriate

iv) that the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,396,323 resulting in a Band D Dunstable Town Council Tax at the rate of £181.11 per annum.

**Action: Town Clerk and Chief Executive**

**b) Draft Corporate Plan 2020 to 2023 (Minute 25/2020)**

Councillor Peter Hollick was pleased to move that the draft Corporate Plan for 2020 to 2023 be adopted.

It was proposed, seconded and

**RESOLVED:** that the draft Corporate Plan for 2020 to 2023 be approved.

**c) Minutes**

It was proposed, seconded and

**RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 20 January 2020 be received.

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF ANNUAL MEETING OF THE COUNCIL**

**HELD VIRTUALLY ON MICROSOFT TEAMS AS A RESULT OF THE COVID-19 PANDEMIC  
AND IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS  
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL  
MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

**ON MONDAY 18 MAY 2020**

Present: Councillor Sid Abbott (Retiring Town Mayor); Councillor Liz Jones (Retiring Deputy Town Mayor); Councillors, Wendy Bater, Lisa Bird, Matthew Brennan, Mark Cant, Philip Crawley, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Peter Hollick, Gloria Martin, Cameron Restall, Lee Roberts, Gladys Sanders and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Alan Corkhill

Before the commencement of the meeting Dr Johan Schoeman led the Council in prayer.

#### **62 AMENDMENT TO THE COUNCIL'S STANDING ORDERS AND CONSTITUTION**

Members considered the Town Clerk and Chief Executive's report proposing amendments to the Council's Standing Orders and Constitution that would allow remote meetings to take place as a result of the Covid-19 Pandemic and the corresponding Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**RESOLVED:** That the amended Constitution and Standing Orders as presented at Appendix 1 of the covering report be adopted by the Council for the purposes of holding remote meetings for the duration of the Covid-19 Pandemic 'lockdown' period and until such time as Council meetings can be held safely with all necessary members attending in person.

#### **63 ELECTION OF TOWN MAYOR**

It was proposed by Councillor Jones, seconded by Councillor Bird and

**RESOLVED:** that Councillor Peter Hollick be and is hereby elected Town Mayor of Dunstable for the ensuing Municipal Year.

The newly elected Town Mayor thereupon made the statutory Declaration of Acceptance of Office. He would announce his chosen charities for the year shortly.

#### **64 SPECIFIC DECLARATIONS**

There were no specific declarations of interest.

#### **65 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Alan Corkhill

**66     APPOINTMENT OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Restall, seconded by Councillor Abbott, and

**RESOLVED:** that Councillor Gloria Martin be and is hereby elected Deputy Town Mayor of Dunstable for the ensuing Municipal Year.

The newly appointed Deputy Town Mayor thereupon made the Declaration of Acceptance of Office.

**67     TOWN MAYORS' CHAPLAIN**

The Town Mayor was pleased to report that Reverend Rachel Phillips of the Priory Church of St Peter had agreed to be the Town Mayor's Chaplain for the ensuing Municipal Year.

**68     APPOINTMENT OF STANDING COMMITTEES**

**RESOLVED:** that the following Committees be appointed for the ensuing Municipal Year 2020/2021:

**Finance and General Purposes Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Bater, Brennan, Cant, Corkhill, Crawley, J Gurney, K Gurney, Jones, Restall, Roberts and Tamara

**Grounds and Environmental Services Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Brennan, Cant, Corkhill, George, Ghent, K Gurney, Jones, Sanders and Tamara

**Community Services Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Bater, Bird, Crawley, George, Ghent, J Gurney, Restall, Roberts and Sanders

**Dunstable Joint Committee**

Town Mayor, Deputy Town Mayor and Chairmen of three Standing Committees and Councillor Restall

(Named substitutes: Vice-Chairmen of the three Standing Committees)

**Personnel Sub-Committee**

Councillors Abbott, Bird, Brennan, J Gurney, Hollick, Jones and Martin

**Plans Sub-Committee**

Councillors Cant, Corkhill, Crawley, J Gurney, Jones, Restall and Tamara

**Appeals and Appointments Committee**

Town Mayor and Chairmen of the three Standing Committees and Vice-Chairman of Finance and General Purposes Committee



**69**     **MINUTES**

The Minutes of the meetings of the Community Services Committee held on 2 March 2020; the Grounds and Environmental Services Committee held on 9 March 2020 and the Finance and General Purposes Committee held on 16 March 2020 were approved as a correct record and signed by the Chairman.

**70**     **CHAIRMAN'S REMARKS**

The Chairman made no remarks

**71**     **REPRESENTATIVES ON OUTSIDE ORGANISATIONS, ETC**

It was moved by Councillor Abbott, seconded by Councillor Crawley, and

**RESOLVED:** that the representatives to serve on outside organisations be as follows:

<b><u>Body</u></b>	<b><u>Representative</u></b>
Observer at Development Committee (Central Beds)	Cllr Abbott (named substitute Cllr Martin)
Dunstable International Town Twinning Assoc.	Town Mayor and Cllrs Corkhill & Abbott
South Beds Dial-a-Ride Management Cttee	Cllr Martin
CAB Management Committee	Cllr Bater
Hospice at Home Management Cttee	Cllr Jones
Dunstable District Scout Council Executive	Cllr Restall
Dunstable Town Band	Cllr Martin
Ashton Almshouses Charity	Cllrs Corkhill and Hollick (4-year term of office until May 2023)

**72**     **DISCLOSABLE PECUNIARY INTERESTS – DISPENSATION**

It was proposed by the Town Mayor, seconded by Councillor Abbott, and

**RESOLVED:** i) that the Council grants all members a dispensation from any Disclosable Pecuniary Interest (DPI) relating to decision making when setting the annual revenue and capital budget and associated precept and council tax charge

ii) that the Council grants all Councillors who are also Central Bedfordshire Councillors a dispensation from any DPI relating to decision making on matters that are associated with Central Bedfordshire Council.

**73**     **QUESTIONS UNDER STANDING ORDER 16**

There were no questions under Standing Order 16

**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**29 JUNE 2020**

**FINANCIAL MONITORING REPORT 2019-20 OUTTURN**

<b>Purpose of Report:</b>	The purpose of this report is to: <ul style="list-style-type: none"><li>i) provide financial information for the year ending 31 March 2020</li><li>ii) provide detail of the Council's allocated reserves at 31 March 2020</li></ul>
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the financial reports for the period from 1 April 2019 to 31 March 2020.
- 1.2 For Members to note the balance of the Council's allocated reserves as at 31 March 2020.

**2. INTRODUCTION**

- 2.1 Members will be aware that it is a requirement under the Accounts and Audit Regulations 2015 that the Council must, not later than 30 June 2020, consider the accounting statements by the members meeting as a whole.
- 2.2 At this meeting of the full Council later in the agenda you will all receive the Annual Return and supporting documentation for consideration and approval.
- 2.3 In advance of that item, this report provides financial information that informs the Annual Return and provides detail of the year end balances (subject to audit) (Appendix 1).
- 2.4 This report also includes the detail of contributions to and expenditure from Earmarked Reserves made in 2019/20 (subject to audit), including external funding which is held for specific projects (Appendix 2).

**3. YEAR END BALANCES**

- 3.1 The balance of the Council's cash accounts and reserve funds at the year ending 31 March 2019 are summarised at Appendix 1 (subject to audit).
- 3.2 Members are advised that for the year-ending 31 March 2019 there was an outturn underspend of £98,751 against budget and has led to a contribution in-year to the High Street Heritage Action Zone reserve fund which has resulted in a break-even final year-end balance of nil.

3.3 The full detail of variances has been reported in Appendix 3.

3.4 The table below summarises the movement in the General Reserve.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2018/19	614,046	(93,477)	520,569
2019/20	520,569	0	520,569

#### 4. **RESERVES**

4.1 Appendix 2 includes a summary of the contributions to and expenditure from Earmarked Reserves made in 2019/20, including external funding which is held for specific projects, including funds held for the Dunstable Joint Committee which are administered by Dunstable Town Council.

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

5.1 These are inherent within the content of this report.

#### 6. **APPENDICES**

Appendix 1 - Summary of Year-End Balances

Appendix 2 - Summary of Reserves

Appendix 3 - Summary of Final Close-down Net Expenditure

#### 7. **AUTHOR**

7.1 Lucy Salim – Head of Finance and Support Services  
E-mail: Lucy.Salim@dunstable.gov.uk

<b>DUNSTABLE TOWN COUNCIL</b>			
<b>Year End Balances 2019-2020 (Subject to Audit)</b>			
As at 31.03.20			
210	Petty Cash Admin	150.00	
225	Petty Cash Grove Corner	70.00	
231	Petty Cash Priory House Tearooms	240.00	
240	Cash Float Priory House	500.00	
260	Cash Float Cemetery	40.00	
250	Petty Cash CPCFC	200.00	
251	Cash Float CPCFC	650.00	1,850.00
Cash in hand at 31.03.20			
201	Current Account	14,086.00	
	less unrepresented chques	-239.00	
202	Business Reserve Account	708,566.66	
223	Variable Rate Deposit Account (CCLA Fund 1)	95,184.71	
224	Variable Rate Deposit Account (CCLA Fund 2)	1,007,690.65	
			1,825,289.02
	<b>TOTAL (Box 8 Annual Return)</b>		<b>1,827,139.02</b>
Less:			
501	Creditors as per bought ledger	-46,747.95	
510	Accruals	-25,828.19	
560	Retentions Payable	-15,811.86	
570	Holding Account - Joint Cttee	-13,008.99	
515-538	Other Holding/Control Accounts	-64,276.88	
512	Accrued Loan Interest	-17,577.41	-183,251.28
380+385	S106/Dvlprs Contributions monies held	-52,381.39	
381	S106 CPCFC	-88,490.91	-140,872.30
Plus:			
101	Debtors as per sales ledger	32,292.08	
115	VAT Refund Due	32,204.59	
			64,496.67
	<b>Provisional Total Balance</b>		<b>1,567,512.11</b>
<b>Page 1 of 2</b>			

	<b>Reserve Funds:</b>		
311	Corporate Plan Reserve	16,342.01	
312	Vehicles Reserve	54,718.82	
313	CPCFC Sinking Fund	14,873.71	
314	Christmas Lighting	23,743.87	
315	Awards for All Event	207.10	
316	Downside Building Maintenance Reserve	4,522.75	
317	Grove Corner Building Maintenance Reserve	38,595.68	
318	Building Security	5,357.48	
319	Cemetery Memorial Safety	2,300.00	
321	IT/Equipment Reserve	14,700.00	
322	Older People's	12,545.32	
323	Elections Reserve	5,516.90	
324	Grove House Building Maintenance Reserve	157,427.10	
325	Shop Front Scheme	7,153.00	
326	Mayoral Reserve	3,000.00	
327	Priory House Exhibition Fund	15,000.00	
328	Priory Churchyard	29,861.53	
329	Performance Area Reserve	6,000.00	
330	Town Twinning	7,867.27	
331	Tree Reserve	14,435.91	
332	Parks & Play Improvement	24,999.83	
333	Priory House Building Maintenance Reserve	334,617.98	
334	Pavilions Buildings Maintenance Reserve	50,435.26	
337	Market Town Regen Fund (337)	23,010.18	
338	Allotments Reserve	20,245.77	
339	Creasey Pk 3G Pitch	6,694.86	
341	Splashpark/Skate/BMX Track	35,408.16	
342	Cemetery Memorial Kerbs	6,570.00	
343	Cemetery Building Maintenance Reserve	24,412.95	
344	Fencing Maintenance Reserve	2,956.60	
346	HSHAZ Scheme Reserve	98,751.00	1,062,271.04
	<b>Provisional General Reserve at 31.03.20</b>		<b>505,241.07</b>
135	CPCFC Stock (bar)		3,547.48
136	CPCFC Stock (catering)		1,421.49
131	Priory Stock (tearooms)		4109.09
130	Priory Stock (tic)		5,129.59
			<b>519,448.72</b>
	Adjust for roundings		
301+310	(As per Balance Sheet figure - Page 10 of Financial Statements)		<b>520,569.64</b>
	<b>Page 2 of 2</b>		

	Description	Balance as at 01.04.19	Contributions Revenue/Other	Expenditure in year	Bal as at 31.03.20	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	£520,570			£520,570			£520,570
311	Corporate Plan Reserve	£55,350		£39,008	£16,342	Bal of £15,261 for GH Gdns Entrance/Car Park Improvements (from £35,000 agreed)	£0	£16,342
312	Vehicles Reserve	£63,547	£20,000	£28,829	£54,719	FGP Minute 8 20.01.20- £42,000 agreed for new grounds equipment less exp to date	£30,242	£24,477
313	CP Sinking Fund	£16,874		£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	£0			£0
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	£763		£12,545	£3,687 for increased transport costs; bal of £275 donation for activities (from £1,000 received)	£3,924	£8,621
323	Election Reserve	£20,000	£20,000	£34,483	£5,517			£5,517
324	Grove House Building Reserve	£175,771	£41,254	£59,598	£157,427	Bal of £14,666 for GH Gdns Entrance/Car Park Improvements (from £17,000 agreed)	£877	£156,550
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	£14,543	£14,436			£14,436
332	Open Spaces Improvement Plan	£50,867	£15,000	£40,867	£25,000	FGP Minute 8 20.01.20- £26,668 agreed for improvement works	£23,543	£1,457
333	Priory House Building Reserve	£288,245	£46,373		£334,618	FGP Minute 181 18.11.19= £300,000- HSHAZ Scheme (2022/23 exp)	£300,000	£34,618
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	£698		£6,695	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,695
341	Splashpark/Skatepark/BMX Reserve	£26,037	£12,000	£2,629	£35,408			£35,408
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	FGP Minute 8 20.01.20- £23,800 agreed for Cemetery works	£23,800	£613
344	Fencing Maintenance Reserve	£1,957	£1,000		£2,957	FGP Minute 8 20.01.20- £2,957 agreed for Fencing works	£2,957	£0
346	NEW - HSHAZ Scheme	£0	£98,751		£98,751	4 year HSHAZ scheme programme	£98,751	£0
	<b> earmarked Reserves Total</b>	<b>£1,481,005</b>			<b>£1,552,470</b>		<b>£500,793</b>	<b>£1,051,677</b>

## S106/External Funding/Ringfenced Expenditure specified by funding body

315	Awards for All Event	£9,990		£9,783	£207	Weird and Wonderful Event- 7 & 8 September 2019	£207	£0
326	Shop Front Improvement Scheme	£10,000	£5,958	£8,805	£7,153	Shop Front Scheme	£7,153	£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 (with 339 above)		£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	£11,991	£11,032	£13,009	Bal in holding code as committed Joint Committees fund only = not DTC	£13,009	£0
	<b>S106/External Funding Total</b>	<b>£217,328</b>			<b>£184,251</b>		<b>£55,787</b>	<b>£128,465</b>
		<b>£1,698,332</b>			<b>£1,736,722</b>		<b>£556,580</b>	<b>£1,180,142</b>

DUNSTABLE TOWN COUNCIL SUMMARY OF NET EXPENDITURE						FINAL CLOSE-DOWN FIGURES		
		Budget 2019/20	Year-End Actuals	Variance				
Cost Centre	Finance and Support Services							
100	Staff Costs	£308,829	£298,418	-£10,211				
101	Central Services	£91,360	£93,065	£1,715				
102	Grove House	£44,794	£57,935	£13,141				Head of Service reduction in hours and member of staff not in pension scheme
106	Corporate Management	£91,147	£75,618	-£15,529				Grove House Tenancy vacancies + higher than average gas bills
107	Democratic Management and Representation	£15,750	£14,550	-£1,200				VAT unclaimable not required; uniform & health & safety budgets underspent in year
110	Capital & Projects (inc loan charges)	£105,499	£105,143	-£356				
		<b>£657,169</b>	<b>£644,729</b>	<b>-£12,440</b>				
Cost Centre	Grounds and Environmental Services							
200	Staff Costs	£501,518	£477,742	-£23,776				
201	Allotments	£577	-£296	-£873				
202	Cemetery	-£62,780	-£81,483	-£18,703				Long term sickness for Town Ranger, Grounds Assistant vacancies and budgeted pension contributions
205	Recreation Grounds	£43,600	£52,188	£8,588				Cemetery income over achieved by £8000. Repairs & Maintenance, Tools & Equipment and Vehicle budgets underspends
403	Town Centre and Gardens	£41,100	£40,156	-£944				Waste, Repairs and Maintenance, Tools and Equipment and Vehicle budget overspends
206	Town Ranger Service	£105,429	£90,629	-£14,800				
111/112	Creesey Park Community Football Centre	£48,554	£51,039	£2,485				No expenditure required for bus shelter repairs and anticipated new TC signage. Repairs and Maintenance and Tools and Equipment budget underspends.
115	Bonhill Memorial Recreation Ground Splash Park	£30,371	£33,601	£3,230				
210	Capital & Projects	£122,413	£122,048	-£365				
		<b>£830,782</b>	<b>£785,624</b>	<b>-£45,158</b>				
Community Services								
300	Staff Costs	£185,570	£169,900	-£15,670				
209	Older People's Support Service	£23,494	£20,084	-£3,410				Community Services team vacancy less expenses for temporary external contract
303	Community Engagement (inc Grants)	£24,007	£22,643	-£1,364				Saving on staff not in pension scheme
	Grants (now included in above)	£0		£0				
304	Grove Corner	£21,161	£10,146	-£11,015				Room hire income over achieved by £4,800; underspend on salaries, wages & utilities
401	Events Programme	£134,478	£131,212	-£3,266				Underspend due to St Georges budget not spent - use in year budget (April 2020 event = 2021 budget)
103	Central Marketing	£28,500	£31,397	£2,897				
402	Priory House	£236,356	£235,683	-£673				
405	Town Centre Services (now includes Special Market)	£61,299	£53,645	-£7,654				Underspend on Christmas Light (for reserves) and saving on waste disposal as reduced collections
407	Public Conveniences (Ashton Square)	£3,050	£2,492	-£558				
310	Capital & Projects	£91,640	£91,300	-£340				
306	HSHAZ	£0	£98,751	£98,751				Overall year-end underspend transferred to HSHAZ reserve fund
		<b>£809,555</b>	<b>£867,153</b>	<b>£57,598</b>				
* Includes Direct Staff Costs only								
Total Net Expenditure		<b>£2,297,506</b>	<b>£2,297,506</b>	<b>£0</b>				

**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**29 JUNE 2020**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20**

<b>Purpose of Report:</b>	<b>i) To approve the Annual Governance Statement and Accounting Statements as included in the Annual Governance and Accountability Return for the year ended 31 March 2020 for submission to the Auditor.</b>
	<b>ii) To authorise the Chairman to sign the Return on behalf of the Council.</b>

**1. ACTION RECOMMENDED**

- 1.1 That the Council approves the Annual Governance Statement and the Accounting Statements as part of the Annual Governance and Accountability Return for the year ended 31 March 2020, for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234).
- 1.2 That the Chairman be authorised to sign the Annual Governance and Accountability Return for the year 2019/20 on behalf of the Council.

**2. ACCOUNTS AND AUDIT REGULATIONS 2015**

- 2.1 The Regulations mean that Dunstable Town Council qualifies as a “smaller relevant body” being that its gross income or gross expenditure was not more than £6.5 million and can therefore prepare an income and expenditure account and a statement of balances in accordance with, and in the form specified in any Annual Return required by proper practices in relation to accounts, rather than a full set of accounts, prepared under FRSSE (Financial Reporting Standards for Smaller Enterprises).
- 2.2 The Regulations state that “A smaller relevant body must no later than 30th June – consider the accounting statements by the members meeting as a whole.

**3. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2020**

- 3.1 The Annual Return comprises:

Annual Internal Audit Report 2019/20  
Annual Governance Statement 2019/20 (Section 1)  
Accounting Statements 2019/20 (Section 2)  
External Auditor Report and Certificate (Section 3)

- 3.2 The Annual Governance and Accountability Return is enclosed at Appendix 1 and will be submitted to the Auditor with the requisite Intermediate Audit Questionnaire and all supporting documentation.



**Annual Internal Audit Report**

- 3.3 The Council should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- 3.4 The Council's Internal Auditor has duly completed the relevant part of the Annual Return, assigning positive assurances in all areas. (The signature has been redacted on the copy submitted.) This was completed on his remote visit on 3 June 2020 and in support of the assurances, the final update report is submitted here to Full Council (Appendix 5).

**Annual Governance Statement**

- 3.5 The Council is required to consider and approve the Annual Governance Statement at Section 1 of the Annual Return, in which members acknowledge their responsibility for ensuring that there is a sound system of internal control.
- 3.6 The statement can be evidenced by the Internal Audit Programme agreed in 2013, Internal Audit Reports throughout the year and the final Internal Audit Report referred to above, from which it will be noted that there are no issues arising which require Members' attention.
- 3.7 Other evidence includes budgetary control reports submitted to Accounts Sub-Committee and quarterly Financial Monitoring reports submitted to Finance and General Purposes Committee.
- 3.8 The Town Clerk and Chief Executive produces a Corporate Risk Log each year with the Annual Report. The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 3.9 The Council has adopted a Corporate Plan detailing the Council's achievements during the year with a suite of performance indicators which are regularly monitored. The outcomes for 2019/20 are included in the Annual Report to be considered later in the Agenda.
- 3.10 If approved in the affirmative, the Annual Governance Statement will be signed by the Chairman and Clerk to this Council Meeting.

**Financial Statements**

- 3.11 At the start of this meeting Members received the detail of the end of year balances (subject to audit), together with the detail of contributions to and expenditure from the Earmarked Reserves.
- 3.12 The following financial statements are enclosed as Appendices to provide Members with further information:

Annual Return Boxes and worksheet reconciling all entries (Appendix 2)

Schedule of Loans and Long Term Liabilities (Appendix 3)

Financial Statements for the year ended 31 March 2020 (separate enclosure – not subject to audit). (As indicated at 2.1 above there is not a requirement to produce financial statements in full FRSSE format and they are therefore not subject to audit but deemed to be in line with best practice.)

- 3.13 The table below summarises the movement in the General Reserve.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2018/19	614,046	(93,477)	520,569
2019/20	520,569	0	520,569

### **External Auditor Report and Certificate**

- 3.14 Section 3 of the Annual Return is for completion by the External Auditor on completion of the audit.

## **4. EXERCISE OF PUBLIC RIGHTS**

- 4.1 The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July.
- 4.2 The exercise of public rights commences on 30 June 2020 and will end on 10 August 2020.
- 4.3 All statements will be published from 30 June 2020 together with a summary of Electors Rights.
- 4.4 All financial documents will be available for inspection on reasonable notice from that date.

## **5. SUBMISSION OF ANNUAL RETURN**

- 5.1 The Annual Return is to be submitted to the Auditor by 30 September 2020.
- 5.2 The Council's appointed auditors are Mazars of Durham.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 These are inherent in the nature of this report.

## **7. APPENDICES**

- Appendix 1 - Annual Governance and Accountability Return
- Appendix 2 - Annual Return Worksheet
- Appendix 3 - Schedule of Loans and Long-Term Liability
- Appendix 4 - Financial Statements

## **8. AUTHOR**

- 8.1 Lucy Salim – Head of Finance and Support Services (and Responsible Financial Officer)  
E-mail: Lucy.Salim@dunstable.gov.uk

## Annual Governance and Accountability Return 2019/20 Part 3

### To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report is completed by the authority's internal auditor.
  - Sections 1 and 2 are to be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

## DUNSTABLE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/06/2020

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.Dunstable.gov.uk

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

### DUNSTABLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,464,615	1,524,004	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	2,219,034	2,297,506	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,098,903	1,044,920	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-1,603,213	-1,650,643	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	-117,416	-114,618	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-1,537,919	-1,518,328	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,524,004	1,582,841	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,709,358	1,827,379	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	7,742,323	7,796,550	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,049,636	983,546	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

15/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

DUNSTABLE TOWN COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**Summary of Accounts**

<u>Consolidated Revenue Account</u>	<u>Net</u>	<u>Expenditure</u>	<u>Income</u>
Net Cost of Services	-209488	3098664	-3308152
Interest Payable	48528	48528	
Interest Receivable	-13589		-13589
Asset Sale Proceeds	0		
Movement in Reserves	58836		
Capital Expenditure (tfr to CFA)	49622	49622	
Loan Repayments (tfr to CFA)	66090	66090	
Depreciation	0		
Deferred Grants	0		
Precept	0	3262904	-3321741
Surplus Deficit for the Year	-1	-114618	
<b>Deduct</b>		-1650643	
Loan Charges			
Staff Costs (Note:)			
Precept		2297506	
Capital Receipts/Expended		0	
Loan Receipts/Expended		0	
Def'd Grants/Expended		20685	-20685
Rounding		1518328	-1044920
		Box 6	Box 3

Box 5  
Box 4  
Box 2

**Balance Sheet**

Fixed Assets	4725350	4725350	Box 9
Add back depreciation		3071200	
		7796550	
Intangible Assets			
Investments			
Current Assets		0	
Cash/Bank/Inv	1906965	1827379	
Other	1827379	79586	
Current Liabilities	-249643		
Loans	-66392	-66392	
Other	-183251		
Long Term Liabilities	-917154	-917154	
Deferred Grants	-2141166		
	3324352	1827379	-983546
		Box 8	Box 10
Represented by:			
Council Investment in Fixed Assets			
ARR			
CFR	1741511		
Expendable Reserves			
CRR	0		
EMR	1062271		
Gen Fund	520570		
	1582841	Box 7	
	3324352		

**Annual Return Statement of Accounts**

	Last Year £	This Year £	Variance
1 Balances brought forward	1464615	1524004	
2 (+) Annual Precept	2219034	2297506	3.54%
3 (+) Total other receipts	1098903	1044920	-4.91%
4 (-) Staff costs	-1603213	-1650643	2.96%
(-) Loan interest/capital repayments	-117416	-114618	-2.38%
6 (-) Total other payments	-1537919	-1518328	-1.27%
7 (=) Balances carried forward	1524004	1582841	
8 Total Cash & Investments	1709358	1827379	
9 Total Fixed assets	7742323	7796550	0.70%
10 Total Borrowings	1049636	983546	-6.30%
Reconciliation Of Boxes 7 and 8			
Total Cash & Investments	1709358	1827379	
Add: Debtors & Stock	269626	79586	
Less: Creditors etc	-292702	-183251	
Less: Grant Income in Advance	-162278	-140873	
Rounding	0		
	1524004	1582841	

Check

Agenda Item 8, App 3

PWLB	Amount	Date of Loan	Term	Type	Annual Principal	Annual Interest 2019/20	Total payable 2019/20	Budget 2019/20	Amount Outstanding at 31.03.2020	Final Repayment
Luton Road	85,000.00	1987 original	40 yrs	EIP	1,062.50	788.91	1,851.41	1,852.00	7,968.75	Nov 2026
	33,468.75	part repaid May 1996								
Performance Area/ Cemetery Extension	99,925.00	March 2000	25 years	annuity	5,419.19	1983.45	7,402.64	4,700.00 2,700.00	31,979.58	Nov 2024
Priory House Part 1	500,000.00	March 2004	30 years	EIP	16,666.68	11,922.91	28,589.59		233,333.12	Nov 2033
Priory House Part 2	131,237.00	Sept 2004	30 years	EIP	4,374.58	3,302.24	7,676.82		63,431.01	May 2034
							36,266.41	36,267.00		
Grove House Part 1	207,000.00	March 2005	30 years	EIP	6,900.00	5,379.41	12,279.41		103,500.00	Nov 2034
Grove House Part 2	500,000.00	Sept 2005	30 years	EIP	16,666.68	12,052.08	28,718.76		258,333.14	May 2035
							40,998.17	40,999.00		
Cemetery Loan 2008	450,000.00	21 November 2008	30 years	EIP	15,000.00	14,160.75	29,160.75	29,161.00	285,000.00	Nov 2038
Totals					66,089.63	49,589.74	115,679.38	115,679.00	983,545.60	
									(bal matches statement recd 06.04.20 LS)	
PWLB Payable by Direct Debit - 18th May and 18th November					check	115,679.38				

**Dunstable Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2020**

**Dunstable Town Council**

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**31 March 2020**

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**Dunstable Town Council**

**Council Information**

**31 March 2020**

**( Information current at 29<sup>th</sup> June 2020 )**

**Town Mayor**

Cllr P.N. Hollick

**Councillors**

Cllr G. L. Martin (Deputy Town Mayor)

Cllr S. T. Abbott

Cllr W. A. Bater

Cllr L. C. Bird

Cllr M. J. Brennan

Cllr M. R. Cant

Cllr A. G. Corkhill

Cllr P. F. Crawley

Cllr G. George

Cllr P. Ghent

Cllr K. F. Gurney

Cllr K. J. Gurney

Cllr E. Jones

Cllr C. Restall

Cllr L. Roberts

Cllr G. V. Sanders

Cllr J. Tamara

**Town Clerk**

Mr D. Ashlee, BA (Hons), MA, CILCA

**Responsible Financial Officer (R.F.O.)**

L. Salim BSc (Hons) CIPFA

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham, DH1 5TS

**Internal Auditors**

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common, Bromham

Chippenham, Wiltshire, SN15 2JJ

**Dunstable Town Council**  
**Statement of Responsibilities**  
**31 March 2020**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Dunstable Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed: .....

L. Salim BSc (Hons) CIPFA- Responsible Financial Officer

Date: .....

**Dunstable Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Dunstable Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 4 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years on a straight line basis.

Infrastructure assets are depreciated over 10 to 45 years on a straight line basis.

Community assets are not depreciated with the exception of the Market Cross, which is being depreciated over 50 years on a straight line basis.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 15.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.



**Dunstable Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 18.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 21.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Dunstable Town Council**  
**Income and Expenditure Account**  
**31 March 2020**

	Notes	2020 £	2019 £
<b>Income</b>			
Precept on Principal Authority		2,297,506	2,219,034
Grants Receivable		20,230	27,493
Rents Receivable, Interest & Investment Income		13,589	7,848
Charges made for Services		966,577	849,026
Other Income		23,839	52,995
Total Income		3,321,741	3,156,396
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(1,537,205)	(1,449,637)
Grant-aid Expenditure		-	(6,900)
Other Costs	1	(1,087,017)	(972,554)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(113,438)	(153,576)
Other Costs	1	(409,532)	(380,573)
Total Expenditure		(3,147,192)	(2,963,240)
<b>Excess of Income over Expenditure for the year.</b>		<b>174,549</b>	<b>193,156</b>
<b>Exceptional Items</b>			
Profit/(Loss) on the disposal of fixed assets		6,000	-
<b>Net Operating Surplus for Year</b>		<b>180,549</b>	<b>193,156</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(66,090)	(65,804)
Capital Expenditure charged to revenue	11	(49,622)	(67,963)
Reverse profit on asset disposals		(6,000)	-
Reverse Losses on investment disposals		-	-
Transfer (to) Earmarked Reserves	21	(58,836)	(152,866)
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>1</b>	<b>(93,477)</b>
<b>Net Surplus/(Deficit) for the Year</b>		<b>58,837</b>	<b>59,389</b>
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	21	58,836	152,866
Surplus/(Deficit) for the Year to/(from) General Fund		1	(93,477)
		<b>58,837</b>	<b>59,389</b>

The council had no other recognisable gains and/or losses during the year.

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Dunstable Town Council**  
**Statement of Movement in Reserves**  
**31 March 2020**

Reserve	Purpose of Reserve	Notes	2020 £	Net Movement in Year £	2019 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	1,741,511	(14,087)	1,755,598
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	21	1,062,271	58,836	1,003,435
General Fund	Resources available to meet future running costs		520,570	1	520,569
Total			3,324,352	44,750	3,279,602

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Dunstable Town Council**

**Balance Sheet**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	10		4,725,350	4,946,670
<b>Current Assets</b>				
Stock	13	14,207		15,539
Debtors and prepayments	14	65,379		254,087
Investments	15	1,007,691		502,019
Cash at bank and in hand		819,688		1,207,339
		<u>1,906,965</u>		<u>1,978,984</u>
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings		(66,392)		(66,090)
Creditors and income in advance	16	<u>(183,251)</u>		<u>(292,702)</u>
<b>Net Current Assets</b>			1,657,322	1,620,192
<b>Total Assets Less Current Liabilities</b>			6,382,672	6,566,862
<b>Long Term Liabilities</b>				
Long-term borrowing	18		(917,154)	(983,546)
Deferred Grants	19		<u>(2,141,166)</u>	<u>(2,303,714)</u>
<b>Total Assets Less Liabilities</b>			<u>3,324,352</u>	<u>3,279,602</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	20		1,741,511	1,755,598
Earmarked Reserves	21		1,062,271	1,003,435
General Reserve			520,570	520,569
			<u>3,324,352</u>	<u>3,279,602</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 29<sup>th</sup> June 2020 .

Signed: .....

Cllr P.N. Hollick

Town Mayor

.....

L. Salim BSc (Hons) CIPFA

Responsible Financial Officer

Date: .....

.....

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Dunstable Town Council**

**Cash Flow Statement**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(1,650,903)		(1,598,240)
Other operating payments		(1,578,771)		(1,249,751)
Revenue Grants Returned		0		(25,000)
			(3,229,674)	(2,872,991)
<i>Cash inflows</i>				
Precept on Principal Authority		2,297,506		2,219,034
Cash received for services		1,185,138		763,270
Revenue grants received		19,510		27,273
Agency receipts		11,592		11,255
			3,513,746	3,020,832
<b>Net cash inflow from Revenue Activities</b>	22		284,072	147,841
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(49,590)		(52,796)
<i>Cash inflows</i>				
Interest received		13,082		7,848
			(36,508)	(44,948)
<b>Net cash (outflow) from Servicing of Finance</b>				
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(69,453)		(233,144)
<i>Cash inflows</i>				
Sale of fixed assets		6,000		-
Capital grant received		-		161,541
			(63,453)	(71,603)
<b>Net cash (outflow) from Capital Activities</b>				
<b>Net cash inflow before Financing</b>			184,111	31,290
<b>FINANCING AND LIQUID RESOURCES</b>				
(Increase) in money on call			(505,672)	(502,019)
<i>Cash outflows</i>				
Loan repayments made			(66,090)	(65,802)
			(571,762)	(567,821)
<b>Net cash (outflow) from financing and liquid resources</b>				
<b>(Decrease) in cash</b>	23		(387,651)	(536,531)

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

**Direct Service Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Priory House	154,458	170,237
Community Services	66,480	71,658
Town Centre and Gardens	264,570	140,936
Town Centre Management	38,793	21,272
Cemetery	61,556	69,930
Public Conveniences	2,492	3,442
Allotments	10,674	4,823
Community Support	17,028	55,079
Events	109,717	110,883
Creasey Park C F C	183,041	171,573
Recreation Grounds	178,208	149,212
Dunstable Market	-	10,409
Less: Grant-aid Expenditure	-	(6,900)
<b>Total</b>	<b>1,087,017</b>	<b>972,554</b>

**Democratic, Management & Civic Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Corporate Management	280,636	282,535
Civic and Democratic	71,361	40,761
Civic Expenses	4,817	3,820
Mayors Allowance	4,190	1,845
Interest Payable	48,528	51,612
<b>Total</b>	<b>409,532</b>	<b>380,573</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest Payable and Similar Charges**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
External Interest Charges - Loans	48,528	51,612
	<b>48,528</b>	<b>51,612</b>

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**3 Interest and Investment Income**

	2020	2019
	£	£
Interest Income - General Funds	13,589	7,848
	<u>13,589</u>	<u>7,848</u>

**4 Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

Commissioning Authority and Nature of Work	2020	2019
	£	£
Central Beds Council - Grounds and Highways	11,592	11,255
	<u>11,592</u>	<u>11,255</u>

A final claim for reimbursement to 31 March 2020 has been made.

During the year the Council commissioned no agency work to be performed by other authorities.

Performing Authority and Nature of Work	2020	2019
	£	£
	-	-

**5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2020	2019
	£	£
Fees for statutory audit services	2,800	2,800
Total fees	<u>2,800</u>	<u>2,800</u>

**7 Members' Allowances**

	2020	2019
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	4,190	1,845
	<u>4,190</u>	<u>1,845</u>

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**8 Employees**

The average weekly number of employees during the year was as follows:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Full-time	33	29
Part-time	42	30
Temporary	-	1
	<u>75</u>	<u>60</u>

All staff are paid in accordance with nationally agreed pay scales.

**9 Pension Costs**

The council participates in the Bedfordshire Local Government Pension Scheme. The Bedfordshire Local Government Pension Scheme is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2020 was £259,868 (31 March 2019 - £248,891).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 24.80% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2020 (year ended 31 March 2020 – 23.80%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Local Government Pension Scheme, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.



## Dunstable Town Council

### Notes to the Accounts

**31 March 2020**

#### 10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£	£
At 31 March 2019	4,244,908	59,370	-	1,463,523	1,287,213	687,309	7,742,323
Additions	-	-	-	53,642	22,665	-	76,307
Disposals	-	-	-	(22,080)	-	-	(22,080)
At 31 March 2020	4,244,908	59,370	-	1,495,085	1,309,878	687,309	7,796,550
<b>Depreciation</b>							
At 31 March 2019	(812,668)	(34,860)		(1,213,956)	(688,089)	(46,080)	(2,795,653)
Charged for the year	(83,863)	(10,093)		(76,443)	(122,488)	(4,740)	(297,627)
Eliminated on disposal	-	-		22,080	-	-	22,080
At 31 March 2020	(896,531)	(44,953)	-	(1,268,319)	(810,577)	(50,820)	(3,071,200)
<b>Net Book Value</b>							
At 31 March 2020	3,348,377	14,417	-	226,766	499,301	636,489	4,725,350
At 31 March 2019	3,432,240	24,510	-	249,567	599,124	641,229	4,946,670

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 1st April 2007 by external independent valuers, Messrs Valuation Office Agency. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### Assets Held under Finance Agreements

The council holds no such assets

#### 11 Financing of Capital Expenditure

	2020 £	2019 £
The following capital expenditure during the year:		
Fixed Assets Purchased	76,307	229,504
	76,307	229,504
was financed by:		
Capital Receipts	6,000	-
Capital Grants	20,685	161,541
Revenue:		
Equipment Replacement Reserve	37,458	(14,894)
Precept and Revenue Income	12,164	82,857
	76,307	229,504

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**12 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

- Council Offices – Grove House
- Priory House Heritage Centre
- Pavilions – at 2 recreation grounds
- Community Centres – 2
- New Peter Newton Pavilion (managed by Beds. F. A.)
- Splashside Cafe

**Leasehold Operational Land and Buildings**

- Creasey Paek CFC (Improvements)

**Vehicles and Equipment**

- Christmas Lights
- Light Vans – 8, Trucks – 1
- Mobile Cleansing Equipment
- Play Equipment at 9 sites
- Sundry grounds maintenance equipment
- Sundry office equipment

**Infrastructure Assets**

- Cemetery Roads
- Skatepark
- Splash Park
- Street furniture
- All Weather Pitch at Newton Recreation Ground
- Footpaths, Gates & Fences

**12 Information on Assets Held (cont'd)**

**Community Assets**

- Environmental Parks – 2
- Market Cross
- Dunstable Cemetery
- Allotments – 6 sites
- Recreation grounds and playing fields – 11
- BMX Facility
- Children's play areas – 4

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

Performance Area

Council Artefacts

**13 Stocks**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Priory House	9,239	10,510
Creasey Park	4,968	5,029
	<u>14,207</u>	<u>15,539</u>

**14 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade Debtors	32,292	235,553
VAT Recoverable	32,205	16,791
Prepayments	375	1,743
Accrued Interest Income	507	-
	<u>65,379</u>	<u>254,087</u>

**15 Current Asset Investments**

The council held the following short term investments at 31 March 2020:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
CCLA Public Sector Deposit Fund	1,007,691	502,019
	<u>1,007,691</u>	<u>502,019</u>

**16 Creditors and Accrued Expenses**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade Creditors	46,748	69,677
Other Creditors	20,717	22,969
Superannuation Payable	27,100	25,869
Payroll Taxes and Social Security	21,678	23,169
Accruals	25,828	118,683
Accrued Interest Payable	17,577	18,639
Income in Advance	7,791	4,738
Capital Creditors	15,812	8,958
	<u>183,251</u>	<u>292,702</u>

**17 Financial Commitments under Operating Leases**

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	7,544
Obligations expiring between two and five years	9,333	1,252
Obligations expiring after five years	-	-
	<b>9,333</b>	<b>8,796</b>

**18 Long Term Liabilities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	983,546	1,049,636
	<b>983,546</b>	<b>1,049,636</b>

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The above loans are repayable as follows:		
Within one year	66,392	66,090
From one to two years	66,711	66,392
From two to five years	202,229	201,162
From five to ten years	300,696	308,867
Over ten years	347,518	407,125
Total Loan Commitment	983,546	1,049,636
Less: Repayable within one year	(66,392)	(66,090)
Repayable after one year	917,154	983,546

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**19 Deferred Grants**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Unapplied</b>		
At 01 April	127,241	152,241
Grants received in the year	-	161,541
Grants repaid in year	-	-25,000
Applied to finance capital investment	(20,685)	(161,541)
At 31 March	106,556	127,241
<b>Capital Grants Applied</b>		
At 01 April	2,141,436	2,139,664
Grants Applied in the year	20,685	161,541
Released to offset depreciation	(161,828)	(159,769)
At 31 March	2,000,293	2,141,436
<b>Revenue Grants and S106 Revenue Contributions</b>		
At 01 April	35,037	35,257
Released to Revenue	(720)	(220)
At 31 March	34,317	35,037
<b>Total Deferred Grants</b>		
At 31 March	2,141,166	2,303,714
At 01 April	2,303,714	2,327,162

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**20 Capital Financing Account**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	1,755,598	1,750,392
Financing capital expenditure in the year		
Additions - using capital receipts	6,000	-
Additions - using revenue balances	49,622	67,963
Loan repayments	66,090	65,803
Disposal of fixed assets	(22,080)	(15,604)
Depreciation eliminated on disposals	22,080	15,604
Reversal of depreciation	(297,627)	(288,329)
Deferred grants released	161,828	159,769
Balance at 31 March	1,741,511	1,755,598

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**21 Earmarked Reserves**

	Balance at 01/04/2019	Contribution to reserve	Contribution from reserve	Balance at 31/03/2020
	£	£	£	£
Capital Projects Reserves	15,000	-	-	15,000
Asset Renewal Reserves	72,177	20,000	(37,458)	54,719
Other Earmarked Reserves	916,258	301,535	(225,241)	992,552
Total Earmarked Reserves	1,003,435	321,535	(262,699)	1,062,271

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

**22 Reconciliation of Revenue Cash Flow**

	2020 £	2019 £
Net Operating Surplus for the year	174,549	193,156
Add/(Deduct)		
Interest Payable	48,528	51,612
Interest and Investment Income	(13,082)	(7,848)
Deferred Revenue Grants Released to Revenue	(720)	(220)
Decrease in stock held	1,332	1,537
Decrease/(Increase) in debtors	188,708	(116,228)
(Decrease)/Increase in creditors	(115,243)	50,832
Revenue activities net cash inflow	284,072	172,841

**23 Movement in Cash**

	2020 £	2019 £
<b>Balances at 01 April</b>		
Cash with accounting officers	1,850	1,650
Cash at bank	1,205,489	1,742,220
	1,207,339	1,743,870
<b>Balances at 31 March</b>		
Cash with accounting officers	1,850	1,850
Cash at bank	817,838	1,205,489
	819,688	1,207,339
<b>Net cash (outflow)</b>	(387,651)	(536,531)

**Dunstable Town Council**

**Notes to the Accounts**

**31 March 2020**

**24 Reconciliation of Net Funds/Debt**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
(Decrease) in cash in the year	(387,651)	(536,531)
Cash outflow from repayment of debt	66,090	65,802
<b>Net cash flow arising from changes in debt</b>	<b>66,090</b>	<b>65,802</b>
Movement in net debt in the year	(321,561)	(470,729)
Cash at bank and in hand	1,207,339	1,743,870
Total borrowings	(1,049,636)	(1,115,438)
<b>Net funds at 01 April</b>	<b>157,703</b>	<b>628,432</b>
Cash at bank and in hand	819,688	1,207,339
Total borrowings	(983,546)	(1,049,636)
<b>Net (debt)/funds at 31 March</b>	<b>(163,858)</b>	<b>157,703</b>

**25 Capital Commitments**

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

**26 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**27 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 29<sup>th</sup> June 2020), which would have a material impact on the amounts and results reported herein.

# **Dunstable Town Council**

## **Appendices**

**31 March 2020**

### **Appendix A**

#### **Schedule of Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2019</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2020</u> £
<b><u>Capital Projects Reserves</u></b>				
Priory House Exhibition Fund	15,000			15,000
	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
<b><u>Asset Replacement Reserves</u></b>				
Vehicles Reserve	72,177	20,000	(37,458)	54,719
	<u>72,177</u>	<u>20,000</u>	<u>(37,458)</u>	<u>54,719</u>
<b><u>Other Earmarked Reserves</u></b>				
Corporate Plan Reserve	55,350		(39,008)	16,342
Creasey Park Sinking Fund	16,874		(2,000)	14,874
Christmas Lighting	20,244	3,500		23,744
Awards for All	9,990		(9,783)	207
Downside Maintenance		4,523		4,523
Grove Corner Maintenance		38,596		38,596
Building Security Systems	5,357			5,357
Memorial Safety	1,300	1,000		2,300
Priory House Tea Rooms Eqpt	3,000	1,500	(4,500)	0
IT/Equipment		15,000	(300)	14,700
Older People's Healthy Living Project	13,308		(763)	12,545
Election	20,000	20,000	(34,483)	5,517
Grove House Building Maintenance	567,274	(348,914)	(60,933)	157,427
Shop Front Schemr	10,000	5,958	(8,805)	7,153
Mayoral Reserve	3,000			3,000
Priory Churchyard	24,861	5,000		29,861
Performance Area		6,000		6,000
Town Twinning Reserve	7,367	500		7,867
Tree Reserve	23,979	5,000	(14,543)	14,436
Open Spaces Improvement	50,867	15,000	(40,867)	25,000
Priory House Building Maintenance		334,618		334,618
Pavilions Building Maintenance		50,435		50,435
Market Town Regeneration	23,010			23,010
Allotments	21,873	5,000	(6,627)	20,246
Creasey Park 3G Pitch	5,997	698		6,695
Splash Park\Skate Park\BMX	26,037	12,000	(2,629)	35,408
Memorial Kerbs	6,570			6,570
Cemetery Building Maintenance		24,413		24,413
Fencing Maintenance		2,957		2,957
HSHAZ Scheme		98,751		98,751
	<u>916,258</u>	<u>301,535</u>	<u>(225,241)</u>	<u>992,552</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>1,003,435</u></b>	<b><u>321,535</u></b>	<b><u>(262,699)</u></b>	<b><u>1,062,271</u></b>



**DUNSTABLE TOWN COUNCIL****FULL COUNCIL****29 JUNE 2020****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 April 2020</li> <li>ii) provide detail of the Council's earmarked reserves at 31 May 2020</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 2020 to 30 April 2020.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 May 2020 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 April 2020. 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 April 2020 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 underspend at the end of the financial year of £14,189.
- 3.3 It should be noted it is very early in the financial-year to forecast the year-end position. With the current uncertain circumstances around COVID-19 and future possible changes in government guidance a significant amount of external factors are currently unknown which could impact our costs as well as our income.
- 3.4 Within **Finance and Support Services** overall it is £3,200 overspent, some of the significant variances are as follows:
  - *Finance and Support Services staff costs forecast to be overspent by £6,800* due a retirement payment offset by a saving in maternity costs to cover a maternity leave within the team. There is also a slight offset saving from a current vacancy in the team.
  - *Grove House cost centre is forecast to be overspent by £12,000* due the offices on the ground floor being vacant and it is predicted that with the current circumstances surrounding the global pandemic it not envisaged that a tenant will be found this financial year. The newly refurbished offices will continue being advertised again on the market to potential tenants.
  - *Corporate Management Cost centre is forecast to be underspent by £9,000*, this underspend is mainly attributed to a £3,000 forecast saving on uniforms as it is

predicted not as many will be required this year; there is also a £5,000 underspend projected for un-claimable VAT.

- *Democratic Representation* is forecast to underspend by £4,500 due to unused Mayoral allowance and transport during the lockdown period where the Mayor attended no events.

3.5 Within **Grounds and Environmental Services** overall it is £71,322 *overspent*, some of the significant variances are as follows:

- *Grounds Staff Costs* is due to be underspent by £17,000 mainly attributable to a forecast 6-month vacancy on the Parks Development Officer position due to be filled end of September to early October.
- *Cemetery* is due to be underspent by £7,000 mainly due to over-achievement of income on memorials based on current data.
- *Recreation Grounds* Cost centre has a forecast overspend of £16,000 mainly attributed to a loss of income on external contracts due to the Covid-19 pandemic.
- *Town Centre and Gardens* also has a forecast overspend of £4,000 due to another potential loss of income on an external contract due to the Covid-19 pandemic
- *Town Ranger Service* is forecast to be underspent by £5,500. This underspend is attributable to underspend on public realm maintenance due to CBC not installing electronic information signs at the town gateways therefore it has not been necessary to expend this budget in year.
- *Creasey Park* has a forecast overspent by £106,000 due to a loss of income on the ATP, room hire and bar and catering sales due to circumstances surrounding the COVID-19 pandemic. However, the overall gross forecast overspend has been offset by a slight savings forecast on bar and catering casual and overtime staffing budgets as well as the cleaning contract which has had reduced hours during the COVID-19 pandemic lockdown.
- *Bennett Memorial Recreation Ground Splash Park* has a forecast underspend of £26,000 due to the minimal spent on expenditure and commitments as a result of the closure this summer because of the Covid-19 pandemic.

3.6 Within **Community Services** overall it is £88,767 *underspent*, some of the significant variances are as follows:

- *Community Services staff cost centre* has a forecast underspend of £28,500 mainly attributable to two vacancies within the team; Community Assistant and Youth and Community Manager.
- *Older Peoples Services* has a forecast underspend of £4,400 based on a closure of services for 6-months due to Covid-19 pandemic and staff not opted into the pension scheme.
- *Community Engagement* has a forecast underspend of £12,000 based on all future events currently cancelled due to the Covid-19 pandemic
- *Grove Corner cost centre* is underspent by £3,000, mainly based on last year's actuals and a reduction in use of the building, the overall underspend is partly offset by a loss of income due the current closure arrangements.
- *Events programme* is forecast to underspend this financial year by £77,500 due to the cancellation of all events this year until further notice subject to government guidance on large gatherings
- *Central Marketing* is due to underspend by £5,000 due to a saving in producing no April edition of the Council magazine 'Talk of the Town'.
- *Priory House* is forecast to overspend by £62,000 due to loss of income as the establishment will be closed for a minimum of 5-6 months this financial year, the overall overspend was partly offset by savings on catering costs during the closure.

- *Town Centre is £3,500 forecast underspend* due to reduced events and waste during the Covid-19 lockdown period, overall underspend is partly offset by a loss of income from the cancelled events.
- *High Street Heritage Action Zone budget is forecast to underspend by £16,000* due to a 4-month vacancy in that area, the project manager recruitment is now complete and member of staff is due to start in August.

#### **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 May 2020.
- 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, as a minimum, view and audit the Councils accounts on a quarterly basis.
- 5.2 The last quarterly financial Councillor audit took place virtually due to Covid-19 Pandemic and was completed on the 22 May 2020 with the Chairman of Finance and General Purposes Committee, Councillor Hollick and Councillor Gurney taking part. The Councillors carried out a 'mini-audit' which included requests of financial information on various purchase ledger invoices paid, current investments and Council loans, together with verifying all of the bank statements of the accounts against the Accounts Software relating to January, February and March 2020.
- 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**

- 7.1 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)

DUNSTABLE TOWN COUNCIL  
SUMMARY OF NET EXPENDITURE

as at 30.04.20

Cost Centre	Finance and Support Services	Budget 2020/21	Year-End Forecast	Variance
100	Staff Costs	£321,437	£328,279	£6,842
101	Central Services	£105,600	£103,794	£1,806
102	Grove House	£47,505	£59,475	£11,970
106	Corporate Management	£91,447	£82,337	£9,110
107	Democratic Management and Representation	£15,750	£11,110	£4,640
110	Capital & Projects (inc loan charges)	£96,915	£96,915	£0
		<b>£678,654</b>	<b>£681,910</b>	<b>£3,256</b>

Cost Centre	Grounds and Environmental Services	Budget 2020/21	Year-End Forecast	Variance
200	Staff Costs	£660,850	£643,850	£17,000
201	Allotments	£800	£600	£1,400
202	Cemetery	£71,190	£78,286	£7,096
205	Recreation Grounds	£40,200	£56,298	£16,098
403	Town Centre and Gardens	£29,100	£33,042	£3,942
206	Town Ranger Service	£19,200	£13,700	£5,500
210	Capital & Projects	£121,696	£121,696	£0
		<b>£799,056</b>	<b>£790,900</b>	<b>£8,156</b>
111/112	Greasey Park Community Football Centre	£35,336	£141,246	£105,910
115	Bennett Memorial Recreation Ground Splash Park	£33,216	£6,784	£26,432
		<b>£68,552</b>	<b>£148,030</b>	<b>£79,478</b>
	<b>GES TOTAL</b>	<b>£667,608</b>	<b>£938,930</b>	<b>£271,322</b>

Cost Centre	Community Services	Budget 2020/21	Year-End Forecast	Variance
300	Staff Costs	£187,246	£158,751	£28,495
209	Older People's Support Service	£24,074	£19,599	£4,475
303	Community Engagement (inc Grants)	£23,507	£11,600	£11,907
304	Grove Corner	£14,879	£11,755	£3,124
401	Events Programme	£147,176	£89,723	£57,453
103	Central Marketing	£28,500	£23,500	£5,000
402	Priority House	£243,104	£304,937	£61,833
405	Town Centre Services (now includes Special Markets)	£60,911	£57,411	£3,500
407	Public Conveniences (Ashton Square)	£3,050	£2,800	£250
306	High Street Heritage Action Zone	£24,594	£8,198	£16,396
310	Capital & Projects	£66,020	£66,020	£0
		<b>£823,061</b>	<b>£734,294</b>	<b>£88,767</b>
	<b>Total Net Expenditure</b>	<b>£2,369,323</b>	<b>£2,355,134</b>	<b>£14,189</b>

## Dunstable Town Council - Reserves Summary 2020/21

	Description	Balance as at 01.04.20	Contributions Revenue/Other	Expenditure in year	Bal as at 31.05.20	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	£520,570			£520,570			£520,570
311	Corporate Plan Reserve	£16,342		-£11,123	£5,219	Bal of £786.85 for GH Gdns Entrance/Car Park Improvements (from £35,000 agreed)	-£787	£4,432
312	Vehicles Reserve	£54,719	£20,000		£74,719	FGP Minute 8 20.01.20- £42,000 agreed for new grounds equipment less exp to date	-£30,242	£44,477
313	CP Sinking Fund	£14,874		-£2,000	£12,874			£12,874
314	Christmas Lights Reserve	£23,744	£3,500		£27,244	New/improved lighting		£27,244
316	Downside Building Maintenance Res	£4,523			£4,523			£4,523
317	Grove Corner Building Maint Reserve	£38,596	£4,000		£42,596			£42,596
318	Building Security Systems	£5,357			£5,357			£5,357
319	Cemetery Memorial Safety	£2,300	£1,000		£3,300	Memorial safety inspections		£3,300
320	Priory House Tearooms Equipment	£0	£1,500		£1,500			£1,500
321	IT/Equipment Reserve	£14,700	£15,000		£29,700	bal of £14,700 for Cemetery Software (from £21,690 agreed)	-£14,700	£15,000
322	Older People's Day Care Svce	£12,545			£12,545	£3,687 for increased transport costs; bal of £275 donation for activities (from £1,000 received)	-£3,924	£8,621
323	Election Reserve	£5,517	£12,500		£18,017			£18,017
324	Grove House Building Reserve	£157,427	£29,000		£186,427	Bal of £14,666 for GH Gdns Entrance/Car Park Improvements (from £17,000 agreed)	-£877	£185,550
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	£29,862	£5,000		£34,862	As determined by quinquennial report		£34,862
329	Performance Area Reserve	£6,000			£6,000			£6,000
330	Town Twinning Reserve	£7,867	£500		£8,367	Retained for twinning activities to be determined		£8,367
331	Tree Reserve	£14,436	£5,000	-£5,870	£13,566			£13,566
332	Open Spaces Improvement Plan	£25,000	£15,000		£40,000	FGP Minute 8 20.01.20- £26,668 agreed for improvement works	-£23,543	£16,457
333	Priory House Building Reserve	£334,618	£21,778		£356,396	FGP Minute 181 18.11.19= £300,000- HSHAZ Scheme (2022/23 exp)	-£300,000	£56,396
334	Pavilion Buildings Maintenance Res	£50,435	£15,000		£65,435			£65,435
338	Allotments Reserve	£20,246	£5,000		£25,246	Improvement works required		£25,246
339	Creasey Park 3G Pitch	£6,695		£79	£6,773	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,773
341	Splashpark/Skatepark/BMX Reserve	£35,408	£12,000		£47,408			£47,408
342	Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	£24,413	£5,000		£29,413	FGP Minute 8 20.01.20- £23,800 agreed for Cemetery works	-£23,800	£5,613
344	Fencing Maintenance Reserve	£2,957	£1,000		£3,957	FGP Minute 8 20.01.20- £2,957 agreed for Fencing works	-£2,957	£1,000
346	NEW - HSHAZ Scheme	£98,751	£23,010		£121,761	4 year HSHAZ scheme programme	-£121,761	£0
	<b>Earmarked Reserves Total</b>	<b>£1,552,470</b>			<b>£1,728,344</b>		<b>-£522,590</b>	<b>£1,205,754</b>

### S106/External Funding/Ringfenced Expenditure specified by funding body

315	Awards for All Event	£207			£207	Weird and Wonderful Event- 7 & 8 September 2019	-£207	£0
325	Shop Front Improvement Scheme	£7,153			£7,153	Shop Front Scheme	-£7,153	£0
337	Market Town Regeneration Fund	£23,010		-£23,010	£0	Bal trfd to HSHAZ Scheme		£0
380	Developers Contributions- CAP	£18,065			£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 (with 339 above)		£88,491
385	Development Contributions- REV	£34,316			£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	£13,009			£13,009	Bal in holding code as committed Joint Committees fund only = not DTC	-£13,009	£0
	<b>S106/External Funding Total</b>	<b>£184,251</b>			<b>£161,241</b>		<b>-£32,776</b>	<b>£128,465</b>
		<b>£1,736,722</b>			<b>£1,889,586</b>		<b>-£555,367</b>	<b>£1,334,219</b>

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**29 JUNE 2020**

**ANNUAL REPORT 2019/20 AND REVIEW OF CORPORATE GOVERNANCE  
ARRANGEMENTS**

<b>Purpose of Report:</b>	The purpose of this report is for the Council to agree the Annual Report for 2019/20. As well as reporting on the Council's performance from last year, this report also provides details of improvements made to the Council's governance arrangements and updates Members on the Council's Corporate Risk Log.
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**1. ACTION RECOMMENDED**

- 1.1 That the Council approves the draft Annual Report for 2019/20 (text version included as appendix 1).
- 1.2 That the Town Clerk and Chief Executive be authorised to make any final amendments to the document in liaison with the Town Mayor following discussions at the Council Meeting.
- 1.3 That the Council notes the improvements made to the Council's governance arrangements as listed in paragraph 4 below.
- 1.4 That the Council notes the Council's Corporate Risk Log given at appendix 2.
- 1.5 That the Council reviews and recommends any updates deemed necessary to the Council's Health and Safety Policy and Environment and Sustainability Policy given at appendices 3 and 4.

**2. INTRODUCTION**

- 2.1 The Council has previously agreed that an Annual Report should be prepared each year that sets out detail as to how the Council performed in the previous financial year. This is not a statutory requirement but is considered to be best practice.
- 2.2 Enclosed with the Agenda at appendix 1 of this report is a draft Annual Report for 2019/20. The draft document is in text version, a full colour; printed version will be presented on the evening of the meeting if it is available.
- 2.3 If the document is approved, it is recommended that the Council adopt the document ready for publication on the Council's website and to be made available at other usual public distribution outlets.

**3. THE DRAFT ANNUAL REPORT 2019/20**

- 3.1 The format of the draft Annual Report is the same as that agreed for last year's report.

- 3.2 Section 1 provides a foreword by the Chairman of the Council and Town Mayor: the Town Clerk and Chief Executive and the Chairmen of each of the Council's service Committees.
- 3.3 Section 2 sets out the Council's adopted vision, mission statement and values.
- 3.4 Section 3 sets out a summary of the Council's activities and achievements over last year illustrated as 'A Year in Dunstable'.
- 3.5 Section 4 sets out how the Council is performing in relation to its stated aims contained within the Corporate Plan. The objectives for this section are from the Corporate Plan adopted in January 2020.
- 3.6 Section 5 reports on the outturn relating to all of the Council's adopted performance indicators
- 3.7 Section 6 reports on end of year financial information.

#### **4. CORPORATE GOVERNANCE ISSUES**

- 4.1 During 2019/20 the Council made further progress regarding Corporate Governance arrangements. The following actions were completed:

- New Corporate Plan 2020-2023 was adopted
- Standing Orders and Constitution and Financial Regulations were updated
- Financial monitoring arrangements were improved
- New HR package (Bright HR) was introduced
- The Social Media Policy was updated
- New Flexible Working Policy was introduced
- Grievance Policy was updated
- New Head of Finance and Support Services was recruited and the Finance and Support Services Department has been reorganised

- 4.2 In addition the following actions were implemented in response to the Council's Environment and Sustainability Policy:

- In its Corporate Plan 2020-23, the Council adopted an aspiration to become a carbon neutral organisation by 2030 and established a Member Working Group to oversee progress on this issue.
- The Community Services department have selected an Environmental Champion for each service area.
- The Council continues to replace all old bulbs with new LED bulbs wherever possible including in Grove House gardens lighting.
- LED bulbs will be used on all new developments for instance in the floodlights for the proposed additional artificial turf pitch at Creasey Park Community Football Centre.
- Trials of recyclable food packaging have been implemented at Creasey Park Community Football Centre and Priory House.
- Increase recycling across all Council sites.
- Re-using coffee grounds across all catering outlets
- Automatic irrigation system at CPCFC allows watering at night to reduce loss of water through evaporation.
- Floral displays incorporate water retaining gels and water reservoirs to reduce water consumption.



- 4.3 It is important that the Council remains focused on Governance issues and as a result further reviews will take place during 2020/21.

**5. CORPORATE RISK LOG**

- 5.1 Appendix 2 of this report provides a draft Corporate Risk Log as compiled by the Town Clerk and Chief Executive and Senior Management Team.
- 5.2 The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 5.3 Each identified risk has been given a risk rating multiplied by the likely probability of the risk happening. The same process is then undertaken to determine the residual risk once interventions have taken place.
- 5.4 The result is each risk is given a residual rating from 4 to 16 where 16 is high and 4 is low.
- 5.5 In most cases the identified risks have been given a residual risk rating of either 8 (medium) or 4 (low). In these cases, the risk simply has to continue to be managed or minor interventions still need to be taken. Where the risk has been identified as higher than 8 then further actions are required to bring the risk rating down.
- 5.6 Members will note that the main identified areas of strategic risk are income generation and property management. Income generation has been identified as high risk because of the current Covid-19 Pandemic and property management arrangements have been identified as high risk due to the high cost of maintaining Council property that includes listed buildings.

**6. FINANCIAL IMPLICATIONS**

- 6.1 The Annual Report itself has no financial implications. The design, print and distribution of the document will be carried out in line with budgeted expenditure.

**7. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 7.1 The production of the Annual Report allows the Council to report back on progress being made on the implementation of the Corporate Plan. It is pleasing to note that progress is being made on implementing the service development priorities of the Council and members should be assured that such focus will continue throughout 2020/21.

**8. HEALTH AND SAFETY IMPLICATIONS**

- 8.1 The Council's Health and Safety Policy has been reviewed and updated and is included in this report for approval by Council.

**9. HUMAN RESOURCE IMPLICATIONS**

- 9.1 None arising directly from this report.



**10. LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS**

- 10.1 Whilst there is no legal duty for the Council to prepare an annual report it is considered good practice and follows a decision taken by the Council in 2008.

**11. APPENDICES**

- 11.1 Appendix 1 – Draft Annual Report 2019/20 (text version)  
Appendix 2 – Corporate Risk Log  
Appendix 3 - Health and Safety Policy  
Appendix 4 – Environment and Sustainability Policy

**12. CONCLUSION**

- 12.1 The Annual Report is an important document for the Council and to the residents of Dunstable. It not only provides an evidence source to residents as to the quality of services provided by the Council, but serves as an important planning tool for the organisation to ensure that it can demonstrate continuous service improvement.

**13. AUTHOR**

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

**DUNSTABLE TOWN COUNCIL**

**DRAFT ANNUAL REPORT  
2019/20**

*Agenda Item 10, App 1*

## **Dunstable Town Council Annual Report 2019/20**

### **Introduction – Town Mayor**

I am very pleased to be introducing this year's Annual Report for 2019/20. Being the Town Mayor has been an amazing experience for the Mayoress, my wife Heather, and I. It has truly been an honour and privilege to fulfil this historic role. I hope I have served the people of Dunstable with dignity, pride, and integrity.

Heather and I have met some wonderful people while carrying out our Mayoral engagements. We have attended many celebrations, community groups, businesses, services personnel, and charity events and have been made to feel very welcome. It has been a most memorable year.

There have been so many highlights starting with the Town Council's summer programme of free outside events in Grove House Gardens and Priory Gardens, concluding with our Christmas Torchlight Procession, all achieving record attendances. I enjoyed the opening of the new Bennetts Adventure Play alongside Bennetts Splash and Splashside Café and our outstanding successes in the Anglia in Bloom awards. I am extremely proud that Dunstable has been selected by the Eastern Region to represent them in the prestigious Britain in Bloom Awards that will now take place in 2021. The moving Armistice Day Parade on Remembrance Sunday was also a particular honour for me to be involved in.

It's fair to say we are in challenging and exciting times which will affect Dunstable, with major housing development in and around the surrounding areas as well as the recovery required post Covid-19 Pandemic. We also have a growing, diverse population with ever growing demands for local services. At the heart of our decision-making, residents will be listened too and we as a Council will consider their valid opinions and will endeavour to implement them, subject to budget constraints and practicality, to improve our thriving town.

I have received tremendous support in raising funds for my chosen charities which were Autism Bedfordshire, Signpost, Alzheimer's and Minds2Gether. We had a very successful charity night at the excellent Little Theatre production of The Musical Comedy Murders of 1940; many thanks to them. My charity quiz night at The Dunstable Conservative Club; thanks to those who helped and attended on the night, which raised in excess of £500.

I have, throughout my year, endeavoured to positively promote Dunstable and have, as Mayor, seen many changes evolving in our town in which we are striving to make Dunstable a better place. We will work continuously with voluntary groups and partner organisations to get the best value and quality to the benefit of our residents who are the most important aspect of a successful town.

Heather and I would personally like to thank all the people we have met who have made our roles such an enjoyable experience; one which will live with us forever. We both hope that the Covid-19 pandemic will come to an end soon and that Dunstable will very quickly get back on its feet.

**Town Mayor of Dunstable 2019/20**

**Councillor Sid Abbott**

# **Dunstable Town Council Annual Report 2019/20**

## **Introduction – Town Clerk and Chief Executive**

I am very pleased to be introducing Dunstable Town Council's Annual Report for 2019/20.

As I write this introduction, we are still in the midst of the Covid-19 Pandemic and the events of last year seem like a very long time ago. However, we must not forget what a successful year the Council had last year, and I am very pleased with our achievements which are recorded in this annual report.

As always, the Council's events programme proved to be very popular with record crowds attending. A subsequent satisfaction survey showed that 99% of events visitors were satisfied or very satisfied; a very pleasing and remarkable statistic.

The Council's green and open spaces continued to be developed and improved with Grove House Gardens, Priory Gardens and Dunstable Cemetery all retaining their Green Flags, the national standard for excellence in parks and open space management. The 'In Bloom' campaign was arguably the town's best yet and my thanks go to the Dunstable In Bloom Group for all their support and hard work which helped Dunstable secure its place in the Britain in Bloom finals which will now take place in 2021. I was particularly pleased with the opening of the new Bennett Adventure Play area which completed a £750,000 investment in Bennett Memorial Recreation Ground making it a wonderful town centre resource, freely accessible to both residents and visitors to Dunstable.

The Council welcomed 10 new Councillors following the May elections and we also said a very fond farewell to the Council's Head of Finance and Support Services, Rosemary O'Sullivan, who retired after 33 years' service with the Council.

Finally, I was delighted with the success of the Council's application to the Historic England and Central Government High Street Heritage Action Zone fund. The Council was awarded £1.14million to implement a range of projects over the next four years that will help regenerate the Middle Row area of town and local residents to celebrate the rich heritage of Dunstable.

I would like to thank all my staff team and Council members for their hard work during 2019/20 and I hope that things will return to some form of normality in 2020/21 with the Council doing all it can to help Dunstable recover once the Covid-19 Pandemic has ended.

**David Ashlee**  
**Town Clerk and Chief Executive**

## **Dunstable Town Council Annual Report 2019/20**

### **Introduction – Councillor Peter Hollick, Chairman of Finance and General Purposes Committee**

Despite the extraordinary times we find ourselves in amidst this Covid-19 Pandemic, as Chairman of the Council's Finance and General Purposes Committee, I am delighted to be able to report on some of the initiatives and achievements the Council has progressed during 2019/20.

As with last year, the Council's budget setting was a very challenging process. However, I was delighted that in February this year, the Council was able to set a budget that both improved and increased the range of services delivered by the Council whilst setting just a 1 percent increase in the Dunstable council tax charge.

This has only been achieved by the hard work of the Council's senior management team led by our Town Clerk and Chief Executive, David Ashlee, and I would like to thank him and my fellow Committee members for all their support throughout the year. During 2019 the Council waved a fond farewell to the retiring Head of Finance and Support Services, Rosemary O'Sullivan, after 33 years of service, and welcomed Lucy Salim, our new Head of Finance and Support Services. I would like to put on record my thanks to Rosemary for her loyalty and dedication to the Council over her career and to her team for their continued efforts throughout last year.

During last year, my Committee continued to oversee the sound governance and financial management of the Council. Improvements were made to the Council's Constitution and Standing Orders and the Council received another unqualified opinion on their accounts from the external auditor. In addition, the Council performed very well against a number of income targets, particularly at Creasey Park Community Football Centre and Priory House.

During 2019/20 I was pleased the Council were able to welcome ten new Councillors following the May elections. I was also pleased that the Council were able to continue their collaboration with Central Bedfordshire Council on further highway improvement works on High Street North and South.

Finally, I was very pleased that the Council were successful with their bid to the High Street Heritage Action fund and work on regenerating the town centre will continue throughout 2020/21.

I have the privilege of being Town Mayor again during 2020/21 and so have handed the reigns of the Finance and general Purposes Committee to Councillor Sid Abbott. I wish him and the Committee well for next year and look forward to the Covid-19 Pandemic coming to an end.

If any readers wish to comment on the activities of the Finance and General Purposes Committee or attend one of our meetings then please visit the Council's website, [www.dunstable.gov.uk](http://www.dunstable.gov.uk) for more information.

**Councillor Peter Hollick**  
**Chairman**  
**Finance and General Purposes Committee**

## **Dunstable Town Council Annual Report 2019/20**

### **Introduction – Councillor Liz Jones, Chairman of the Grounds and Environmental Services Committee**

2019/20 has been a very good year for the Grounds and Environmental Services Committee and I have enjoyed overseeing a range of improvements to the open spaces in Dunstable.

The Council's Grounds and Environmental Services team has once again performed very well under the management of Head of Service John Crawley and I would like to thank him, his team, and all my fellow Committee members for their support throughout the year. I am sure that all residents and visitors to the town appreciate the beautiful floral displays achieved by them that add so much to everyone's enjoyment of our town centre and parks.

I was very pleased to oversee the opening of the new £200,000 Bennetts Adventure Play area that completed the Council's £750,000 investment into Bennett Memorial Recreation Ground. The new play area has proven to be very popular and really compliments the splash park and Splashside café facilities.

My Committee was also delighted that the Council retained Green Flags for Priory Gardens, Grove House Gardens and Dunstable Cemetery. The town was also very proud of the 'In Bloom' campaign which resulted in not only numerous gold awards but also the accolade of Dunstable being selected to go forward to the Britain in Bloom awards that will take place in 2021.

Creasey Park Community Football Centre also goes from strength to strength benefitting from a new irrigation system that most Premier league football clubs would be proud of.

Finally, I would like to acknowledge the work of the entire grounds team at the outset of the Covid-19 Pandemic. All staff have continued to work throughout, ensuring that vital burial services are maintained and that the towns parks and open spaces remained open and accessible to all.

I am looking forward to further improvements to our green spaces over the next twelve months and would like to wish the Grounds and Environmental Services Committee continued success in all its undertakings for 2020/21.

If any readers wish to comment on the activities of the Grounds and Environmental Services Committee or attend one of our meetings then please visit the Council's website, [www.dunstable.gov.uk](http://www.dunstable.gov.uk) for more information.

**Councillor Liz Jones**  
**Chairman**  
**Grounds and Environmental Services Committee**

## **Dunstable Town Council Annual Report 2019/20**

### **Introduction – Councillor Gloria Martin, Chairman of the Community Services Committee**

It gives me great pleasure to report on some of the activities of the Community Services Committee for 2019/20.

Being the Chairman of the Council's Community Services Committee has been a wonderful challenge as the Committee is responsible for such a diverse range of activities. I would like to begin by thanking all my fellow Committee members and the Council's Head of Community Services, Becky Wisbey and the acting Head of Community Services, James Slack, and all of their team, for their hard work and support throughout the year. I have thoroughly enjoyed my year and am very proud of the achievements the Committee made over the past 12 months.

2019/20 has been a very successful year for the Committee. The events programme continues to go from strength to strength. 'Party in the Park' headlined by Showaddywaddy was a great success as was the increasingly popular 'Proms in the Park' and 'Priory Pictures'. All our events were very well supported which shows how popular they are with local people and visitors to the town as evidenced by the 99% satisfaction rate recorded by our post events survey.

Priory House had a particularly successful year, trading very well in the Tea Rooms as well as the number of weddings taking place steadily increasing. Our town centre services are also gaining in popularity with the twice monthly markets attracting more and more traders and the Christmas events attracting more people into the town centre. I was particularly pleased with the town centre vacancy rates reaching a ten year low of just under 12%.

The now established Big Lunch held last June in Grove House Gardens for older residents was a great success and the Men in Sheds project also continues to attract more users as did the Summer Activities Programme for young people.

I look forward to the High Streets Heritage Action Zone project being launched next year and I wish the Community Services Committee further success for 2020/21 once we begin to emerge from the Covid-19 Pandemic restrictions.

If any readers wish to comment on the activities of the Community Services Committee or attend one of our meetings then please visit the Council's website, [www.dunstable.gov.uk](http://www.dunstable.gov.uk) for more information.

**Councillor Gloria Martin**  
**Chairman**  
**Community Services Committee**

## **Dunstable Town Council's Vision**

Dunstable Town Council has now existed for 35 years. During 2009 the Council took the opportunity to fundamentally review its overall vision, mission statement and values.

The vision that was previously agreed was reviewed during 2009 by all Members of the Council and it was widely agreed that a new guiding vision should be adopted supported by the Council's guiding values. Members of the Council believe it is important to periodically review the vision of the Council as the local government operating environment is constantly changing and the Council itself is growing and developing all the time.

In agreeing the Council's vision, Members of the Council considered the fundamentals of why the Council exists and ultimately what the Council can achieve. This exercise was carried out at an away day organised in November 2009 and confirmed again at a similar exercise during 2012 with all elected Members and the Council's Senior Management Team.

In January 2020 Council members adopted a revised and updated, Corporate Plan that sets out priorities and key objectives for 2020, 21, 22 and 23.

The Council has agreed the following vision, mission statement and values statement:

### **The Council's Vision**

*"To Help Make Dunstable a Better Place"*

### **The Council's Mission Statement**

*"Using its statutory powers, Dunstable Town Council will do all it can to create a lively and vibrant town, promoting civic pride and improving the quality of life for all those who live, work and visit Dunstable."*

### **The Council's Values**

The Council will at all times:

- Be an advocate and campaigning voice for the people of Dunstable
- Work to the highest standards of integrity and openness and deliver services to the best of our abilities
- Work in partnership with other organisations to improve services and deliver value for money for the Dunstable Council Tax-payer



## **A YEAR IN DUNSTABLE April 2019 – March 2020**

### **April 2019**

- The new Tudor Walled Gardens at the Old Palace Lodge were opened to great public acclaim
- Working with local artists, the Council launch its 'Hidden Art Trail' at various locations around the town
- Central Bedfordshire Council complete their phase 1 highways improvement programme for High Street North and South
- Council launches twice monthly Themed and Craft Markets in Middle Row
- Special Easter afternoon teas are launched at Priory House Tea Rooms

### **May 2019**

- Local elections are held and the Council welcomes 10 new elected representatives
- Dunstable welcomes the new Mayor for 2019/20. On accepting the office of Town Mayor, Councillor Sid Abbott thanked his colleagues on the Council for the honour accorded to him and stated that he is looking forward to representing the ancient town of Dunstable and promoting all that is good about the town
- The Council stages the very popular 'Around the World' event at priory Gardens
- Bennett's Splash and the Splashside Café open for the summer season
- After 33 years, the Council says farewell to its long serving Head of finance and Support Services, Rosemary O'Sullivan and welcomes its new one, Lucy Salim
- The Town Mayor proudly opens the new Bennett Adventure Play Area
- Luton Town Football Club stage national youth football tournament at Creasey Park Community Football Centre

### **June 2019**

- The Council stages the ever-popular annual Classic Motor Rally at Priory Gardens
- The Dunstable 'Summer of Music' is launched with 'Dunstable Live'. A huge crowd at Grove House Gardens enjoy an afternoon of sounds celebrating the theme of 'Best of Soft Rock'
- The "Big Lunch" is held for some of the town's older residents. All enjoyed a free lunch whilst listening to live music
- Dunstable Town Band launches the Council's summer band concerts at Grove House Gardens
- Priory Pictures is held in Priory Gardens attracting huge crowds and very well received

### **July 2019**

- The annual 'Party in the Park' is staged at Grove House Gardens. A huge crowd turns out to see Showaddywaddy perform live
- Dunstable celebrates 'Love Parks Week' with a range of activities in many of Dunstable's parks
- Ashton Square hosts its first ever table football competition as part of the Council's town centre events programme
- A 'Wimbledon Afternoon Tea' is held at Priory House Tea Rooms
- The Dunstable Joint Committee launches its shop front improvement grant scheme for independent shops in the town centre
- A 'Schools Out' party is held at Bennett's Splash to help celebrate the start of the school holidays
- Grove house Gardens, Priory Gardens and Dunstable Cemetery all retained their prestigious Green Flags

## **August 2019**

- The Town Council launches its ever popular 'Summer Activities Programme' for young people
- Summer Sunday Band concerts conclude with a performance from Milton Keynes Brass Band
- A huge crowd attends the August Priory Pictures held in Priory Gardens
- The Council supports National Play Day with an event at St Augustine's School as part of the four week 'Summer Activities Programme'
- A 'Seaside Fun Day' is held on Ashton Square as part of the Council's town centre events programme

## **September 2019**

- A 'Back to School Party' is held at Bennett's Splash
- The amazing 'Weird and Wonderful' event is held on Ashton to help celebrate the recently refurbished Square and Middle Row
- The Council in partnership with 'Dunstable in Bloom' and other community groups secures numerous gold medals for Dunstable in the Anglia in Bloom competition including the Best Large Town Award ensuring that Dunstable will go on to be represented in the Britain in Bloom national awards
- The Council holds the fourth 'Proms in the Park' which had very positive reviews and attracted a larger crowd than the previous year
- The Town Mayor, Councillor Sid Abbott, holds a very successful charity golf day at the Dunstable Downs Golf Course
- The Council is provisionally awarded a grant of over £1million following a successful application to the High Street Heritage Action Zone fund
- Creasey Park Community Football Centre successfully retains its Quest registration
- Town Council members and officers given tour of the Amazon Fulfilment Centre

## **October 2019**

- Dunstable welcomes Revd. Rachel Phillips as the new Rector for the Priory Church of St Peter
- Dunstable Town Guides hold a series of 'Ghost Walks' around the town centre
- Creasey Park Community Football Centre holds a very successful Halloween half term activity
- New irrigation system installed at Creasey Park Community Football Centre

## **November 2019**

- The Town Council stages annual, free firework display attracting a good crowd to Creasey Park Community Football Centre
- The Town Council organises the annual Remembrance Parade and Service that is attended by a record number of Dunstable residents paying their respects
- Priory House and Priory Church of St Peter collaborate to help celebrate 'Bedfordshire Day'
- The largest crowd in recent years attends the annual torchlight procession and Christmas tree lights event that was concluded with a spectacular light show

## **December 2019**

- Priory House stages Santa's House Party and breakfast with Santa, both proving very popular with customers
- In partnership with the Dunstable Joint Committee, the Council provides a very popular 'Christmas Magic' event on Ashton Square as part of the Council's Christmas celebrations.

- Priory House introduces 'Santa's Cinema' proving very popular with younger visitors

#### **January 2020**

- The Council is pleased to report that the summer events programme received a 99% satisfaction rating from events visitors
- The Council adopts its new Corporate Plan for 2020 to 2023

#### **February 2020**

- The Council agrees its annual budget with just a 1 per cent increase in the Dunstable council tax charge

#### **March 2020**

- The Covid-19 Pandemic emerges, requiring the Council to close most of its service provision whilst ensuring vital grounds and burial services are maintained and the local emergency response is supported

## Key Objectives for the Council over the Next Three Years

In January 2020 the Council adopted its fourth Corporate Plan to span the years 2020, 21,22&23. During the lifespan of the first three Corporate Plans the Council showed remarkable focus on its Key Priorities and Objectives and from 2010 to the end of 2019 successfully completed 115 of the original 135 objectives that were set out in previous Corporate Plans.

What follows is a table showing 50 objectives adopted in the new Corporate Plan and narrative that describes progress made to date against each of the objectives as at the end of March 2020. All of the objectives will continue to be reported through future annual reports.

Comments made in green show that Objectives are progressing well or have been completed

Comments made in amber show that progress has started to be made or that Objectives have not been considered yet

Comments made in red show that actions have not or will not be completed and a reason given

## Key Objectives for the Council over the Next Three Years

Continuing to improve the organisational management and efficiency of the Town Council				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
1. Work towards making Dunstable Town Council a carbon neutral organisation by 2030	Finance and General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Progress to be evidenced over this lifespan of document	A member working group has been established to oversee this aspiration and initial projects are being developed by various service areas
2. Improve recycling and separation of waste at all DTC offices and mess / depot facilities.	Finance and General Purposes	All Chairman and SMT Committee	Progress to be evidenced over this lifespan of document	Coffee grounds are being recycled at all catering outlets and recyclable food packaging is being trialled at Creasey Park. Changes in waste management at Grove House offices has now led to an increase recycling
3. Carry out a programme of replacing existing vehicles with more fuel efficient, hybrid or electric vehicles	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	First vehicle to be purchased during 2020 and further progress to be evidenced over the lifespan of this document	Funding has been agreed for the procurement of the Council's first electric vehicle for use by the Grounds Team
4. Provide new office accommodation / mess facilities for grounds staff at Creasey Park Depot	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	By end of March 2022	Progress on this to be made next year
5. Investigate a new financial package that will allow for better financial forecasting and reporting	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	By end of December 2020	New, improved financial monitoring arrangements have been introduced by the RFO
6. Improve human resource (HR) processes and recording by adopting a new online HR system	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2021	The HR package 'Bright HR' has been purchased and is now being used and developed
7. General Data Protection Regulation (GDPR) - Investigate appropriate Customer Relationship Manager software (CRM) - communication package to assist with complying within GDPR guidelines	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2022	Progress on this to be made next year

**To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable**

<b>Action</b>	<b>Council Committee</b>	<b>Lead member and officer</b>	<b>Timescale</b>	<b>Progress to March 2020</b>
8. Using the outcome of the feasibility study currently being carried out at Priory House, plan for the complete restoration of Priory House utilising the HSHAZ secured grant	Community Services Finance and General Purposes	Chairman of Community Services and Head of Community Services	Restoration to be complete by end of March 2023	HSHAZ grant has been secured and tenders are currently out to employ a conservation architect to project manage the specialist works
9. Create attractive gateway features at all entrances to the town and replace Welcome to Dunstable signs	Community Services	Chairman of Community Services and Head of Community Services	Welcome signs to be installed by end of March 2022	Progress on this to be made next year
10. Promote Priory House, Church and Gardens as an important heritage destination and improve access to historical information and interpretation of the site.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	This will be actioned alongside achieving a Heritage Flag for Priory Gardens – see below
11. Secure Green Heritage status for Priory Gardens	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Heritage Flag to be secured by end of March 2021	Heritage conservation plans are being developed in preparation for the Heritage Flag submission
12. Light up more historic buildings, key heritage features and trees including Dunstable Cemetery chapels / office, Dunstable War Memorial and Grove House Gardens trees (LED lighting).	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year

To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
13. Refurbish the Grove House Gardens Performance Area	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of March 2022	A specification for repair has been prepared and tenders will go out during 2020/21 for refurbishment
14. Provide free electronic access to Dunstable Cemetery Heritage Memorial Inscriptions and database. (database already exists)	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Access to be available by end of March 2022	Progress on this to be made next year
15. Raise civic pride and represent Anglia region in Britain in Bloom	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Representation will take place during 2020	Britain in Bloom was postponed because of Covid-19 Pandemic but hopefully will take place in 2021
16. Carry out complete refurbishment of the Ashton Square Clock Tower	Community Services Finance and General Purposes	Chairman of Community Services and Head of Community Services	Refurbishment to be complete by end of December 2023	A specification for repair has been prepared and tenders will go out during 2020/21 for refurbishment



## To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
17. Work with partners to explore the feasibility of establishing a second artificial pitch at Creasey Park Community Football Centre	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Town Clerk and Chief Executive	New pitch to be installed by end of December 2021	Work for the second ATP has been successfully tendered and the ATP should be fully installed by the end of 2020
18. Begin to plan for future burial and/or cremation facilities in and around Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Proposal to be agreed by end of December 2023	Progress on this to be made during 2022
19. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Grounds and Environmental Services and Finance and General Purposes	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New fund to be established during 2021/22 budget setting	Progress on this to be made next year
20. Investigate the feasibility of the Council adopting enforcement powers around dog fouling and litter and train staff accordingly in carrying out enforcement duties	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2021	Progress on this is likely to be affected by the Covid-19 Pandemic but will be pursued during 2021/22
21. Install a pedestrian gateway at the Kingsbury Avenue entrance to Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New gateway to be installed by March 2020	Completed
22. Work with Dunstable Town Bowls Club to ensure future provision of outdoor bowling opportunities in Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	At the moment this action is unlikely to be possible because of planning constraints and lack of developer contributions
23. Examine feasibility of establishing new, additional allotment space at Downside Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2022	Progress on this to be made next year



## To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
24. Carry out a feasibility study to determine the best Council owned public open space to install or convert an existing area into a multi-use games area	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2023	Progress on this to be made during 2022
25. Improve play provision at Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Provision to be improved by end of March 2022	Progress on this to be made next year
26. Mentmore Recreation Ground - Improve pedestrian access, provide new toddler friendly play equipment, create wildflower landscapes and plant trees.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023	Progress on this to be made during 2022
27. Reorganise and improve the depot facility at Dunstable Cemetery to include improved and separated parking for Catchacre allotments.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023	Progress on this to be made during 2022
28. Employ a Parks Development Officer	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New Development Officer to be employed by end of May 2020	Funding for this post has been secured in the 2020/21 revenue budget and recruitment will take place later this year
29. Secure a Green Flag for Bennett Memorial Recreation Ground and change the name to Bennett's Park. Retain Green Flag status at existing sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Green Flag to be secured by end of March 2022	Progress on this to be made next year
30. Install a weatherproof cover over the seating area at Priory House	Community Services	Chairman of Community Services and Head of Community Services	Cover to be installed by end of March 2022	Progress on this to be made next year
31. Install another gym trail in either Grove House Gardens, Olma Road Recreation Ground or Downs Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Trail to be installed by end of December 2023	Progress on this to be made during 2022

**To further improve and develop the provision of green and open space in the town**

<b>Action</b>	<b>Council Committee</b>	<b>Lead member and officer</b>	<b>Timescale</b>	<b>Progress to March 2020</b>
32. Implement a maximum two hour stay period at Bennett Memorial Recreation Ground Car Park	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end of May 2020	This action is unlikely to be completed as CBC are instigating a town wide parking strategy which should lead to a more cost effective parking solution
33. Landscape Mentmore Recreation Ground to create a woodland and wildflower area with dedicated pathways	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end December 2023	Progress on this to be made during 2022

# To continue to improve services targeted to all community sectors in the town

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
34. Install disabled / inclusive play equipment at larger play sites	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
35. Carry out internal refurbishment of Luton Road sports pavilion, creating a more user-friendly community space	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Refurbishment to be completed by end of December 2023	Progress on this to be made during 2022
36. Establish allotment associations and self-governance arrangements on DTC owned allotment sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
37. As part of the ongoing review of the Council youth service provision, look to improve all IT and install competition standard, multi-use gaming provision at Grove Corner	Community Services	Chairman of Community Services Head of Community Services	New equipment to be installed and available to users by end of March 2021	Funding for this has been secured and procurement will progress during 2020/21

To continue to improve services targeted to all community sectors in the town				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
38. Increase car parking provision at Dunstable Cemetery, create a two-vehicle wide entrance and install railings to the frontage.	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	Progress on this to be made during 2022
39. Extend Grove Corner buildings, creating a proper hub for youth services in the town	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of December 2023	Progress on this to be made during 2022
40. Purchase a large screen TV for outdoor events	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	Progress on this to be made next year
41. Purchase a large, portable electronic notice board to further improve how the Council promotes and advertises services and initiatives	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	Progress on this to be made next year
42. Install a dog agility area in one of the Council owned public open spaces	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	Progress on this to be made during 2022

To contribute to the regeneration of the town centre and development of neighbourhoods in the town				
Action	Council Committee	Lead member and officer	Timescale	Comments
43. Work with partners to resolve all ongoing maintenance and dilapidation issues associated with Middle Row and the wider town centre conservation area through the HSHAZ project	Community and Finance General Purposes	Chairman of Community Services and Head of Community Services	To be completed by end of March 2023	HSHAZ funding has been secured and projects to accomplish this action are being developed
44. Support, encourage and create wildflower planting on roadside verges and public spaces to benefit pollinating insects	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
45. Create and deliver a winter light festival in Grove House Gardens over the Christmas period	Community Services	Chairman of Community Services and Head of Community Services	Festival to be delivered by end of December 2023	Progress on this to be during 2022
46. Support CBC in future town centre public realm improvements.	Finance and General Purposes Committee	Chairman of Finance and General Purposes Committee and all of SMT	Progress to be evidenced over the lifespan of this document	Officers are assisting CBC with plans for further High Street North and South highways improvements
47. Invest more in town centre events on Ashton Square	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Additional budget provision has been allocated in 2020/21 to achieve this
48. Invest in public art projects to enhance the visual aesthetics of the town.	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
49. Support the creation of a network of community growing areas in all neighbourhoods	Community Services	Chairman of Community Services and Head of Community Services		Progress on this to be made next year

**To represent residents and businesses of Dunstable on key strategic issues facing the town**

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
50. Work with lead authorities and organisations on flood alleviation schemes for Dunstable.	Finance General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Flood alleviation schemes to be completed by December 2021	A major flood alleviation scheme will be installed on High Street South by the end of 2020



## PERFORMANCE MEASURES, SERVICE PLANNING AND MONITORING ARRANGEMENTS

In order to monitor effectively how the Council is performing in relation to its priority objectives, a series of performance indicators (PI's) have been developed. PI's have been created for all Council service areas. Some are user based, whereas others are more performance based. There are also some indicators that the Council does not have direct control over, such as town centre vacancies, but are measured nevertheless as the information is useful in determining the overall 'health' of the town.

The indicators set out below were agreed at the beginning of 2020 when Members of the Council adopted the current Corporate Plan. The indicators were reviewed to become more in line with measuring performance against each of the Council's Corporate Priorities.

A total of 30 indicators have been reported upon of which:

- 23 have achieved target or improved from previous years performance
- 1 are slightly below target
- 6 are below target

Continuing to improve the organisational management and efficiency of the Town Council			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23
Finance and General Purposes	PI1 - Income secured as a percentage of gross expenditure outside of the council tax collection	31.63%	33%
Council	PI2 - By annual survey, percentage of residents satisfied overall with Council services	79%	85%
Finance and General Purposes	PI3 - IIP registration maintained at minimum of bronze standard	Yes	Yes
Finance and General Purposes	PI4 - Council General Reserve level maintained at 25% of salary bill	Yes	Yes
Finance and General Purposes	PI5 - Average number of sick days per employee	6.17	4
			5.98

To continue to preserve and enhance the history and identity of the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23
Community Services	PI11 - Total number of Priory House visits (est.)	53,996	55,000
Grounds and Environmental Services	PI12 - Total number of partners involved in the town's Anglia in Bloom entry	41	45
Community Services	PI13 - Estimated total number of events programme visits	33,630	35,000
Community Services	PI14 - By annual survey, percentage of residents satisfied with the Town Council's events programme	98%	99%
Council	PI15 - Percentage of Dunstable based Mayoral engagements per annum	65%	75%
			54.9%



To further Improve and develop the provision of green and open space in the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23 2019/20 Outturn
Grounds and Environmental Services	PI16 - By annual survey, percentage of residents satisfied overall with green and open spaces in Dunstable	92%	95% 83%
Grounds and Environmental Services	PI17 - To maintain at least 3 'Green Flag' recognised green and open spaces	3	3
Grounds and Environmental Services	PI18 - Average time taken to repair faulty play equipment (in days)	16.29 days	10 days 11 days
Grounds and Environmental Services	PI19 - To maintain, as a minimum, ICCM Charter for the bereaved silver standard at Dunstable Cemetery	Yes	Yes
Grounds and Environmental Services	PI20 - By annual survey, percentage of users satisfied with the provision of services at Creasey Park Community Football Centre	92%	95% 87%

To continue to improve services targeted to all community sectors in the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23 2019/20 Outturn
Community Services	PI21 - To carry out or facilitate a minimum of 8 community-based projects per annum	9	9 11
Finance and General Purposes	PI22 - To grant aid, as a minimum, 4 (voluntary) community groups per annum	6	6 6
Council	PI23 - To provide/facilitate a minimum of 7 publicly accessible community facilities across the town per annum	7	7 7
Community Services	PI24 - Total number of visits to Council provided older people's services (Beecroft and CPCFC lunch clubs)	2,073	2,150 2,511
Community Services	PI25 - Total number of visits to Council provided younger people's services (Grove Corner and Summer Activity Programme)	2,972	3,000 4,576

To contribute to the regeneration of the town centre and development of neighbourhoods in the town				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2019/20 Outturn
Community Services	PI26 – By annual survey, percentage of vacant units in the town centre	12.86%	10%	11.6%
Community Services	PI27 – Percentage of town centre users that would recommend a visit to Dunstable to others (to be measured every 2 years)	27%	35%	33%
Community Services	PI28 – By annual survey, town centre football	9,000	10,000	9,320
Grounds and Environmental Services	PI29 – Percentage of users stating town centre appearance as a negative (to be measured every 2 years)	62%	50%	58%
Community Services	PI30 – Average number of market traders on Middle Row per session	13	17	14

To represent residents and businesses and community groups of Dunstable on Key Strategic Issues Facing the Town				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2019/20 Outturn
Council	PI6 – Percentage councillor attendances at all main committees	72%	80%	78%
Council	PI7 – To maintain 100% elected representation on the Council	Yes	Yes	Yes
Community Services	PI8 – Total number of website hits	133,998	140,000	83,783 <sup>1</sup>
Community Services	PI9 – Total number of Facebook 'likes'	5,896	7,500	10,883
Community Services	PI10 – Total number of Twitter followers	7,258	8,000	7,679

<sup>1</sup> This figure is in decline as more social media traffic is routed through the Council's Facebook page

**Dunstable Town Council  
Budget and Actual Comparison  
31st March 2020**

	<b>Budget</b>	<b>Actual</b>
<b>Net Expenditure</b>		
Priory House	274,851	269,613
Community Services:	193,124	168,445
Older People's Day Care Service		
Grove Corner		
Young People's Activities Programme		
Town Centre and Gardens	306,686	329,613
Town Centre Management	133,042	124,423
Dunstable Cemetery	99,884	87,528
Ashton Square Public Conveniences	14,475	13,343
Allotments	42,639	44,645
Community Support (Grants)	-	48,079
Events	159,629	164,806
Planning	4,448	4,463
Creasey Park Community Football Centre	133,153	135,890
Recreation Grounds	271,888	321,997
<b>Net Direct Services Costs</b>	<b>1,633,819</b>	<b>1,712,845</b>
Corporate Management (inc Central Svces & Grove House)	200,945	178,699
Democratic, Civic & Marketing	159,890	196,474
<b>Net Democratic, Management &amp; Civic Costs</b>	<b>360,835</b>	<b>375,173</b>
Interest and Investment Income	(7,500)	(13,589)
Loan charges	115,679	114,618
Capital Expenditure	-	55,622
Proceeds of Disposal of Capital Assets	-	(6,000)
Transfers to/(from) other reserves	194,673	58,836
(Deficit from)/Surplus to General Reserve	-	1
<b>Precept on Central Bedfordshire Council</b>	<b>2,297,506</b>	<b>2,297,506</b>

**Dunstable Town Council  
Service Income and Expenditure  
31st March 2020**

	2020 £	2020 £	2020	2019 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>DIRECT SERVICES</b>				
Priory House	429,614	(160,001)	269,613	259,389
Community Services	207,387	(38,942)	168,445	174,140
Town Centre and Gardens	503,395	(173,782)	329,613	313,674
Town Centre Management	134,785	(10,362)	124,423	83,163
Dunstable Cemetery	265,029	(177,501)	87,528	60,645
Ashton Square Public Conveniences	13,343	-	13,343	23,436
Allotments	52,230	(7,585)	44,645	35,336
Community Support (Grants)	182,450	(17,644)	164,806	143,182
Events			0	
Planning	4,463	-	4,463	2,829
Creasey Park Community Football Centre	464,544	(328,654)	135,890	121,144
Recreation Grounds	394,333	(72,336)	321,997	263,269
Dunstable Market	-	-	0	14,457
<b>CENTRAL SERVICES</b>				
Corporate Management (inc Central Svces & Grove House)	202,238	(23,539)	178,699	309,566
Democratic and Marketing	187,767	(300)	187,467	114,311
Civic Expenses	9,007	-	9,007	5,665
<b>Net Cost of Services</b>	<b>3,050,585</b>	<b>(1,010,646)</b>	<b>2,039,939</b>	<b>1,924,206</b>

# DUNSTABLE TOWN COUNCIL

## CAPITAL/REVENUE RESERVE FUNDS

### SUMMARY

	Year End Balance 2018/19 £	Contributions from Revenue (or other) 2019/20	Expenditure 2019/20 £	Balance of Funds at 31.03.20 £
S106/DEVELOPERS CONTRIBUTIONS/EXTERNAL CAPITAL PROJECTS RESERVES ASSET REPLACEMENT RESERVES OTHER EARMARKED RESERVES	174,327	11,991	32,437	153,881
	15,000	0	0	15,000
	72,176	35,000	37,758	69,418
	916,260	286,534	224,941	977,853
	1,177,763	333,525	295,136	1,216,152
General Reserve	520,570	0	0	520,570
	520,570	0	0	520,570
Total Reserves - subject to audit	1,698,333	333,525	295,136	1,736,722

General Reserve figure includes stock values:

CPCFC	4,969
PH Tea Rooms	4,109
PH shop	5,130
	14,208

DUNSTABLE TOWN COUNCIL						
CAPITAL/REVENUE RESERVE FUNDS 2019/2020						
	Balance of funds at 31.03.19	Contributions 2019/20 from Revenue, etc +	Actual Expenditure 2019/20	Purpose	Balance of funds at 31.03.20	
			-			
S106 MONIES/DEVELOPERS' CONTRIBUTIONS/EXTERNAL FUNDING						
Dunstable Joint Committee	12,051	11,991	11,032	Joint Cttee Priority Action Plan - as determined by DJC	13,010	
Court Drive Landscaping	4,757	0	720	Funding from CBC, ongoing landscaping	4,037	
Creasey Park Community Football Centre (ATP)	88,491	0	0	Held for replacement - 5 yr fund *	88,491	
Residual sum from Eastgate (Church Street)	149	0	0	Priory Gardens - footpath improvements	149	
Willoughby Play Area	30,129	0	0	Commuted sum for maintenance	30,129	
Frenchs Gate	34,464	0	20,685	Parks furniture/landscaping/planting	13,779	
Frenchs Gate (fencing)	4,286	0	0	Completion of landscaping and fencing	4,286	
Total	174,327	11,991	32,437		153,881	
CAPITAL PROJECTS RESERVES						
Priory House (Exhibition)	15,000			Exhibition materials	15,000	
Total	15,000	0	0		15,000	
ASSET REPLACEMENT RESERVES						
IT Equipment Reserve	8,629	15,000	8,929	Cemetery IT upgrade	14,700	
Vehicles Reserve	63,547	20,000	28,829	Vehicle/Plant Replacement	54,718	
Total	72,176	35,000	37,758		69,418	



## DUNSTABLE TOWN COUNCIL

## CORPORATE RISK LOG 2020/21

## AN ASSESSMENT OF THE COUNCIL'S ORGANISATIONAL STRATEGIC RISKS

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Appropriate decision making at Political level	4	4	16	The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice on various issues when necessary.	None at this stage  SO have been updated to allow virtual Council meetings to take place during the Covid-19 Pandemic	4	1	4	Annually	2021	Town Clerk and Chief Executive



RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK				REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)						
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING				
Financial management	4	4	16	The Council is subjected to both internal and external financial audits. There is an appointed Responsible Financial Officer who is the Council's Head of Finance and Support Services, a qualified CIPFA accountant who in turn is supported by a Finance and Procurement Manager.	Already identified in revenue budget  The Council improved its reserves position at the end of 2019/20  The Dunstable tax base used for calculating the precept is forecasted to continue rising over the next few years	4	1	4	Annually	2021	Town Clerk and Chief Executive and Head of Finance and Support Services	

K	ASSESSMENT OF RESIDUAL RISK					DATE OF NEXT REVIEW	OWNER	
	CONTROLS	RESOURCES REQUIRED	(Control measures in place)					REVIEW FREQUENCY
			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
3	The Council has an officers Health and Safety Advisory Group. The Council has an agreed Health and Safety Policy and the Senior Management Team is improving the focus on H&S. The Council also retains the services of professional health and safety support through Croner Consulting. The Council is also implementing a rolling programme	Health and safety is an area the Council needs to take very seriously, and additional resources may need to be identified from time to time in future budgets	4	2	8	Health and Safety Policy to be reviewed annually within the annual governance report presented to the June Council meeting	Town Clerk and Chief Executive and Senior Management Team	

RISK	ASSESSMENT OF RISK			RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)				(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING		SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Personnel and management of human resources	4	4	16	The Council is continuingly updating the Staff Handbook. The Council has retained the services of a specialist HR company and has introduced an HR management package called Bright HR. All members of staff have their own handbook. The Council is a bronze accredited Investors in People Organisation	4	1	4	Annually	2021	Town Clerk and Chief Executive and Head of Finance and Support Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK				REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)						
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING				
Insurance, legal and public protection	4	3	12	The Council makes provision for public, employers, fidelity, building, contents, and equipment etc insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision is identified. The Council retains the services of a legal advisor.	Already identified in revenue budget	4	1	4	Insurances are reviewed on an ongoing basis and formally on an annual basis	Ongoing	Town Clerk and Chief Executive and Head of Finance and Support Services	

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of children and young people (child protection)	4	3	12	The Council has adopted and reviewed its child protection policy. All staff and volunteers that may come into contact with young people are subject to a DBS check. Seasonal staff undertake specific training on child protection issues and permanent staff are able to access regular training updates. The Council employs a qualified youth worker	Already identified in revenue budget	4	1	4	The child protection policy was recently reviewed and updated	Ongoing	Head of Community Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of vulnerable adults	4	2	8	The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check.	Already identified in revenue budget.	4	1	4	Ongoing	Ongoing	Head of Community Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Income generation	4	4	16	Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors.  The Covid-19 Pandemic will affect Council income for 2020/21	The Council relies on nearly £900,000 of income to part fund the revenue budget. It needs to focus on ensuring that this income is secured into the future especially at the Creasey Park Community Football Centre, Dunstable Cemetery, Priory House Tea Rooms, and the Splashside Cafe	4	3	12	Ongoing and annually through the budget setting process.	Ongoing	Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Service continuity and succession planning	4	2	8	The Council has a clear management structure and all staff have relevant job titles and clear job descriptions. Increased numbers of service-based meetings are now taking place and new wider management team meeting has now been established and cross service working is encouraged as well as the annual production of service plans	Further skills-based training is required in a number of areas, but resources are identified in the training budget.  The SMT are in the process of further updating continuity schedule for all jobs and service areas	4	2	8	Ongoing	Ongoing	Senior Management Team



RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Property Management	4	4	16	The Council has retained the services of a property expert and has made considerable progress on completing a backlog of work that was required on Council property. The Council now needs to look at its property strategy and at some point, determine the most cost-effective means of owning property	Considerable additional resources need to be identified in the revenue budget and reserves need to be built up to serve as a 'sinking fund' for the Council's property especially Priory House. The PH reserve will be called upon now the HSHAZ grant application has been successful. Members will need to consider creating a new Cemetery allocated reserve in the near future	4	3	12	Ongoing	2021	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Cemetery Management	4	3	12	The Council employs a cemetery team including grounds staff and managerial post was created in 2014. The Cemetery Manager has part completed the ICCM certificate in cemetery management. There are established cemetery rules and regs. that have been reviewed and updated. Additional burial land has been secured to ensure space for future needs. The Service Head will ensure that this area is further improved	Already identified in revenue budget  The Council achieved silver standard for the ICCM Charter for the Bereaved, and the Cemetery hold a Green Flag  Cemetery records are managed through a specialised digital package  The Council will need to consider establishing an allocated new Cemetery reserve in the near future	4	2	8	Ongoing	2021	Head of Grounds and Environmental Services

ASSESSMENT OF RISK				RESOURCES REQUIRED	CONTROLS	ASSESSMENT OF RESIDUAL RISK				REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
(Assume NO controls in place)			(Control measures in place)									
SEVERITY	L'HOOD	RISK RATING	SEVERITY			L'HOOD	RESIDUAL RISK RATING					
RISK  Developing new and additional services (devolution)	4	4	16	The development of any new services will be decided by the appropriate Council Committee or full Council. Any new services will be subject to full negotiation with CBC and the Council has already agreed policy that no services will be assumed without additional revenue commitments from CBC or the budget setting process	The Council may wish to enhance any new services delivered and this would be considered through the budget setting process – the Council has assumed responsibility for the management of CPCFC, Dunstable Market Rights, Ashton Square toilets' and a Town Ranger service, a new skate and splash park park and numerous contracts for external works.	4	2	8	All new services would be subject to ongoing review	Ongoing	Town Clerk and Chief Executive	

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Covid-19 Pandemic	4	4	16	Covid-19 Secure Risk Assessments have been carried out and will be published for all operating functions of the Council. This includes the provision a appropriate PPE for all staff	These have and will be identified from the Council's H&S budget	4	2	8	Ongoing	Ongoing	Town Clerk and Chief Executive and Senior Management Team

## Dunstable Town Council

### Health and Safety Policy

Dunstable Town Council is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended), and associated protective legislation, both as an employer and as an organisation. To assist achieve those objectives it has retained the services of a specialist health and safety advisory company (Croner Consulting) to advise on the Council's approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Council and its Councillors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

This advisory role is supported through the Council's bi-monthly Health and Safety Advisory Group meetings which are chaired by the Town Clerk and Chief Executive and attended by all Service Heads and all other staff with line management responsibilities.

The main responsibility for health and safety lies with the Council who is in turn advised by the Town Clerk and Chief Executive. The Council is bound by any acts and/or omissions of the Town Clerk and Chief Executive and his staff, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Council business.

To comply with its statutory and common law duties, the Council has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Council.

Council employees agree, as part of their contract of employment, to comply with their individual duties under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and

Safety Executive, in addition to its statutory duty to provide an Accident Book at all work place locations. The Council will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations as far as are reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Council's premises and activities, the Council will pay strict attention to its duties under the **Health and Safety at Work, etc. Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all Councillors, the Town Clerk and Chief Executive, Heads of Service and employees, in the interests of employees and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

**Signed:**

**Dated:**

**Town Clerk and Chief Executive**

**Signed:**

**Dated:**

**Chairman of the Council**

## **Organisation - Duties, Roles and Responsibilities**

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

### **Councillors**

The Councillors have the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, and that effective structures are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

### **Town Clerk and Chief Executive**

The Town Clerk and Chief Executive has the responsibility for ensuring that policy objectives are achieved and that the Council is kept fully informed of changes and developments with regard to health and safety legislation and regulations. He will also ensure that Council policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure that the Council is informed of the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

### **Heads of Service**

Heads of Service are accountable to the Town Clerk and Chief Executive for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

With regard to the departmental activities under their general control, all such Heads of Service will ensure that necessary consideration is given at all times to the requirements of the Council's Health and Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the storage and use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise and assist with safety training of personnel.

All Heads of Service will be specifically responsible for the following within their own areas of responsibility:

- Ensuring that all activities carried out by Council employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, nor members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Council procedures are adhered to at all times.

- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that supervisors and line reports are properly trained and receive the support they need to perform their duties.

In fulfilling these responsibilities, all Heads of Service will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons' responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Council's health and safety adviser.
- Safe systems of work are implemented and are adhered to, with such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, etc.
- All relevant statutory records are regularly maintained and inspected.
- Heads of Service are also responsible for the health and safety of all employees for whom they have an operational responsibility.

### **Supervisors**

Supervisors are accountable to their Heads of Service for the day-to-day implementation of the Council's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

They will also liaise with the departmental Heads of Service concerning any queries raised by visitors or subcontractors on health and safety matters.

### **Employees' Responsibilities**

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Council in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate line manager.
- When local management cannot resolve a hazardous situation they must raise it with a relevant Service Head who will then address the issue through the Health and Safety Advisory Group (HASAG).



- During the course of their normal duties, employees will use all equipment and facilities for the intended purpose in a safe, correct manner.

### **Competent Persons**

The Council will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have been sufficiently trained and/or have experience or knowledge and other qualities to enable them to properly assist in undertaking such measures.

The following members of staff have been designated competent persons for the responsibilities shown:

<b>Council health and safety:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Manual handling assessment:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>COSHH assessments:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Administration of all other risk assessments:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Vetting of subcontractors' health and safety policies:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Auditing of health and safety compliance at all work sites:</b>	Retained health and safety advisers – Croner Consulting

**In addition the Town Clerk and Chief Executive and Heads of Service will assume the following responsibilities**

- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and Council policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used by the Council conform to statutory health and safety requirements.
- Arranging for the provision of appropriate Personal Protective Equipment (PPE) based on risk assessment.
- Arranging for the provision of written procedures for contractors.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Council.
- Ensuring that all employees of the Council receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.

### **Council's Health and Safety Adviser**

The Council's Health and Safety Adviser has been retained in order to provide and disseminate advice and information to the Town Clerk and Chief Executive, and staff. He/she will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He/She will be retained to ensure the effectiveness of the safety policy, safety procedures and practices in relation to Council premises, carrying out regular audits and monitoring activities as necessary. The results of such monitoring will be recorded and corrective action, if required, will be undertaken.

In fulfilling these general responsibilities, the Health and Safety Adviser is retained to assist the Senior Management Team with specific responsibilities for:

- Ensuring the Council is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring the provision of first aid, fire safety and emergency procedures.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.

## **First-Aiders**

There is a nominated first aider for all Council premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended**. The nominated first aider is responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The nominated first aider is responsible for the maintenance of the contents of all first aid kits and will ensure that only items specified will be retained in the kits.

A number of key staff across all departments have been given first aid training to assist with any unforeseen accidents to Council staff or users of Council services. All large scale Council events are attended by a fully qualified first aid organisation such as St John's Ambulance.

## **Arrangements and Procedures**

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

## **Risk Assessments**

All premises and activities are subject to risk assessments and must be assessed in accordance with the relevant legislation using the Council documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the relevant Service Head. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventive measures. The Council shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

## **Specific Operational Policies and Procedures**

- All Council policies and procedures issued in the interests of health and safety will be regarded as supplementary to this Policy. These will be included within all Council Health and Safety Manuals and will be available to all members of staff.

Specific procedures will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements
- That any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.

- That all subcontractors who are to work on or in any of the Council's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- That the fire procedure is displayed and reviewed at frequent intervals with regular tests of the procedure.
- That no new chemicals/substances will be purchased or brought into the premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- Any other specific policy required under relevant regulations and Approved Codes of Practice.

### **Reporting and Investigating of Accidents and Dangerous Occurrences**

All accidents, no matter how minor, will be reported on the HSE Accident Report Form with copies being sent to the relevant Head of Service.

- All accidents, dangerous occurrences and near misses will be reported immediately to the Heads of Service responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant Heads of Service.
- Where an employee of another Council or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

### **Training**

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- Repeat training at regular intervals.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Heads of Service at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained by the Head of Finance and Support Services.

### **Consultation**

Consultation will take place via the Health and Safety Advisory Group (HASAG) to discuss matters of health and safety.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to a member of the Health and Safety Advisory Group

(HASAG) who may make representations to the supervisor concerned. This must be in writing.

The advice of the Health and Safety Adviser should be sought if agreement cannot be reached with the supervisor.

If still dissatisfied, the employee may seek an early meeting with the appropriate Heads of Service. Failing resolution at this stage, the matter may be entered on to the Agenda of the next meeting of the Health and Safety Advisory Group (HASAG) at the Chairman's discretion.

### **Review**

Notwithstanding the above, this Policy will be reviewed on an annual basis.

*Last Update: 29 June 2020 – Town Clerk and Chief Executive*

*(Minute)*

### Dunstable Town Council Environmental and Sustainability Policy

#### Introduction

This document sets out Dunstable Town Council's policy for ensuring the ongoing improvement in the environmental sustainability of our activities and core functions. We recognise that our activities have the potential to impact both positively and adversely on our environment and we are duty bound to ensure that the adverse impacts are minimised.

#### Legal Obligations

There is a substantial body of legislation in the UK and Europe that relates to the protection and care of the environment. The Council is duty bound to comply with all relevant legislation relating to its wide ranging activities. The Council will conduct its business at all times in line with applicable legislation and where necessary will seek specialist advice and support to ensure adequate compliance.

#### Definitions

##### **Environment**

The immediate context is the local environment in which our services operate within Dunstable and surrounding districts including both indoor and outdoor environments. However, it is recognised that our organisation can have an impact on wider regional, national and global environments.

##### **Sustainability**

Ensuring our plans, actions, processes and consumption accommodate our residents and community aspirations for the longer-term care of the environment.

#### Aims and Objectives

The Council will work towards maximising the environmental sustainability of its services within the practical considerations of its corporate and service plans, financial plans, risk strategy and available resources. This policy will aim to achieve the following objectives:

- **Material and Water Resources** - maximise efficient use, re-use and recycling of materials and water resources with safe and sustainable waste disposal.

- **Pollution** - reduce the use of toxic and environmentally damaging materials and processes and put steps in place to reduce unnecessary pollution generation.
- **Energy** - promote with staff and partners energy efficiency to reduce waste and CO2 emissions
- **Procurement** - encourage the purchase of locally sourced products and where possible ensure that products and materials originate from sustainable sources and accredited sustainable companies.
- **Management** - ensure that all operations and activities carried out by us or on our behalf comply with or exceed statutory obligations.
- **Ecology** - minimise any negative ecological impact of our activities and those of contractors and suppliers working on our behalf.
- **Technology** – Utilise technological advances, where appropriate, to drive and inform change.

### Policy Statement

Dunstable Town Council will:

- Embrace sustainability, where applicable, within new and emerging policies, strategies and plans.
- Raise environmental awareness and responsibility among staff, volunteers and partner organisations.
- Seek to mitigate the impacts of any major construction and refurbishment projects under its direct control on the wider environment.
- Manage its waste in line with the established principles of the waste hierarchy namely to prevent, minimise, reuse, recycle, energy recover and lastly dispose of waste.
- Engage with its contractors to establish a commitment to sustainability policies and practices, especially with regard to recycling and waste management, either through accredited systems or contractual obligations.
- Require that, where feasible, materials incorporated in design, construction and maintenance shall be from accredited sustainable or safely recycled sources.
- Ensure that all new external lighting is designed to minimise the effects of light pollution.
- Reduce, where possible, the general consumption of water, gas and electricity.
- Design all new developments and major landscape improvements with due regard for the protection of local habitats and biodiversity.

### Responsibilities

This policy will be implemented by the Council its elected Members, its Senior Management Team and second tier mangers. However, all staff and volunteers within the organisation will contribute to reducing the Council's environmental impact and increasing sustainability through utilising working practices that:

- Minimise waste and maximise efficiency.
- Minimise travel.
- Minimise energy consumption.
- Promote greater use of new sustainable technologies.
- Keep material consumption to a minimum.
- Encourage residents to make environmentally sustainable choices.

### Training and Investment

The Council is committed to ensuring that its Members and officers are provided with sound training and knowledge to support the implementation of this policy.

### Monitor and Review

The Council will record, monitor and review its impact on the environment through a series of service specific baseline assessments and the establishment of action plans designed to progress change.

**Name:** David Ashlee

**Signature:** .....

**Position:** Town Clerk & Chief Executive Officer

**Date:** .....

**Name:** Cllr Peter Hollick

**Signature:** .....

**Position:** Town Mayor

**Date:** .....



**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**29 JUNE 2020**

**TOWN CLERK AND CHIEF EXECUTIVE USE OF DELEGATED POWERS AS A RESULT OF THE COVID-19 PANDEMIC LOCKDOWN PERIOD**

<b>Purpose of Report:</b>	The purpose of this report is to inform members of the decisions taken by the Town Clerk and Chief Executive during the Covid-19 Pandemic lockdown period following authority delegated to him at the Finance and General Purposes Committee held on 16 March 2020. The report also contains information for members on other Council matters.
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**1. ACTION RECOMMENDED**

- 1.1 That members note the decisions taken by the Town Clerk and Chief Executive in conjunction with appropriate Committee Chairman using delegated powers agreed by the Finance and General Purposes Committee on 16 March 2020.

**2. INTRODUCTION**

- 2.1 Since the Covid-19 Pandemic lockdown period was announced at the end of March this year, the Council has cancelled all meetings except those of the Plans-Sub Committee and the Annual Council Meeting held remotely on 18 May. In anticipation of having to cancel meetings, at the meeting of the Finance and General Purposes Committee held on 16 March 2020 the Committee agreed the following:

*That if Council meetings have to be cancelled, then all executive decision making is delegated to the Town Clerk and Chief Executive in liaison with the Chairman of the Finance and General Purposes Committee. Covid-19 Contingency Plan - Finance and General Purposes Committee 16 March 2020.*

- 2.2 This report sets out the key decisions taken by the Town Clerk and Chief Executive in liaison with the Chairman of the Finance and General Purposes and Committee and other relevant Committee Chairmen.

**3. DECISIONS TAKEN BY THE TOWN CLERK AND CHIEF EXECUTIVE**

- 3.1 **End of Year Revenue Surpluses** – Reported elsewhere on this agenda is the Council's end of year financial position with regards to the 2019/20 revenue budget. Members will note that the financial position was positive with an approximate £100,000 positive variance on anticipated revenue expenditure. In liaison with the Chairman of the Finance and General Purposes Committee and the Responsible Financial Officer, the Town Clerk and Chief Executive determined that the £100,000 revenue surplus should be allocated to a High Street Heritage Action Zone (HSHAZ) revenue reserve as opposed to the General Reserve to ensure that the HSHAZ programme is now fully funded for the four year duration of the project.
- 3.2 **Priory House Environmental Monitoring** – In preparation for the development work required at Priory House as part of the HSHAZ grant funded programme, a recent

meeting was held between Historic England, and specialist advisors including conservation structural engineers and an environmental monitoring expert. At this meeting Historic England strongly advised that the Council carry out additional environmental monitoring throughout the House for the duration of the HSHAZ four-year programme. Ordinarily, such work would be tendered, securing at least four separate quotes. However, because of the specialist nature of the work, the urgency to establish monitoring whilst the House was not in use and the fact that the monitoring company had already been used by the Council before; the Town Clerk and Chief Executive, in liaison with the Chairman of Finance and General Purposes and the Responsible Financial Officer, agreed that Standing Orders and Financial Regulations relating to the procurement of services should be waived and the specialist environmental monitoring company be retained over a four year period. The value of the work is £18,832 over four years which will be match funded through the HSHAZ programme. Historic England were also in agreement with this course of action.

- 3.3 **Christmas Lighting Contract** – The Council retains a specialist lighting company to maintain, store, erect and dismantle the annual town centre Christmas lighting display. The contract for this work is normally tendered on a three/four-year basis and this should have been carried out during 2020. However, because of the proposed improvement work to High Street North and South and the fact that the established member review group for Christmas lights has not been able to meet because of the Covid-19 Pandemic, the Town Clerk and Chief Executive, in liaison with the Chairman of Finance and General Purposes and the Chairman of the Community Services Committee, have agreed that the existing contract should be extended for an additional year.
- 3.4 **Annual Events Programme** – Following Government guidance on social distancing and not encouraging any mass gatherings, in liaison with the Chairman of Community Services and the Chairman of Finance and General Purposes, the Town Clerk and Chief Executive has taken the decision to cancel all events and the summer activities programme up to and including the annual fireworks display on 5 November. This decision has already been announced in the special Covid-19 edition of Talk of the Town.
- 3.5 **Furlough Scheme for Casual Staff** – Whilst members agreed that all contracted staff should continue to be fully paid during the Covid-19 lock down period, in liaison with the Chairman of Finance and General Purposes Committee, the Town Clerk and Chief Executive has made an application to the HMRC to 'furlough' all existing casual staff retained on the Council's payroll. The application has been made for 16 casual staff for various amounts depending on their recent employment history. A decision from HMRC on the application is still pending.
- 3.6 **Head of Finance and Support Services Maternity Leave** – Members are aware that the Head of Finance and Support Services is due to go on maternity leave at the beginning of August 2020. In liaison with the Chairman of Finance and General Purposes, the Town Clerk and Chief Executive has made arrangements to provide suitable cover for the maternity absence. This will comprise the appointment of a qualified accountant to provide two days a week financial support for the Council working with the existing Finance and Procurement Manager who, in turn, will be given additional responsibilities. All existing line reports to the Head of Finance and Support Services will report directly to the Town Clerk and Chief Executive who will also assume the role of Responsible Financial Officer for the duration of the maternity leave. A temporary structure chart for the Finance and Support Services section is

given at appendix 1. All costs related to this arrangement can be accommodated within savings that the maternity leave will generate. It is anticipated that the arrangements should yield a saving of approximately £31,000 over the financial years 2020/21 and 2021/22.

- 3.7 **High Street Heritage Action Zone (HSHAZ) Update** – As members are aware, the Council was successful in securing the full anticipated grant from the HSHAZ scheme. During lockdown, as much as possible has been progressed to forward the planned project. This has included the successful recruitment of a new HSHAZ Programme Manager. Michelle Collings will start with the Council at the beginning of August. In addition, a tendering process is underway to procure the project lead conservation architectural support that the Council will need to complete the Priory House aspect of the overall project. The tendering process should be completed by early July and the development phase of the Priory House project can then begin with a potential completion date of the end of March 2021. This in turn should then keep the Council on track to procure and complete the main phase of the Priory House project during 2022/23. The Town Clerk and Chief Executive is also in active discussions with the owner of properties on Middle Row in order to potentially secure the first renovation project for this aspect of the overall scheme. Members should note that whilst very local promotion of the scheme is now permitted by Historic England, the DCMS are still not announcing the result of the full programme and as a result public communications on the HSHAZ programme will be kept to a minimum for the time being.

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

- 4.1 These are included in the narrative above.

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

- 5.1 All decisions have been made in accordance with agreed and ongoing Council aspirations.

#### **6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 These are included in the narrative above.

#### **7. HUMAN RESOURCE AND LEGAL IMPLICATIONS**

- 7.1 These are included in the narrative above.

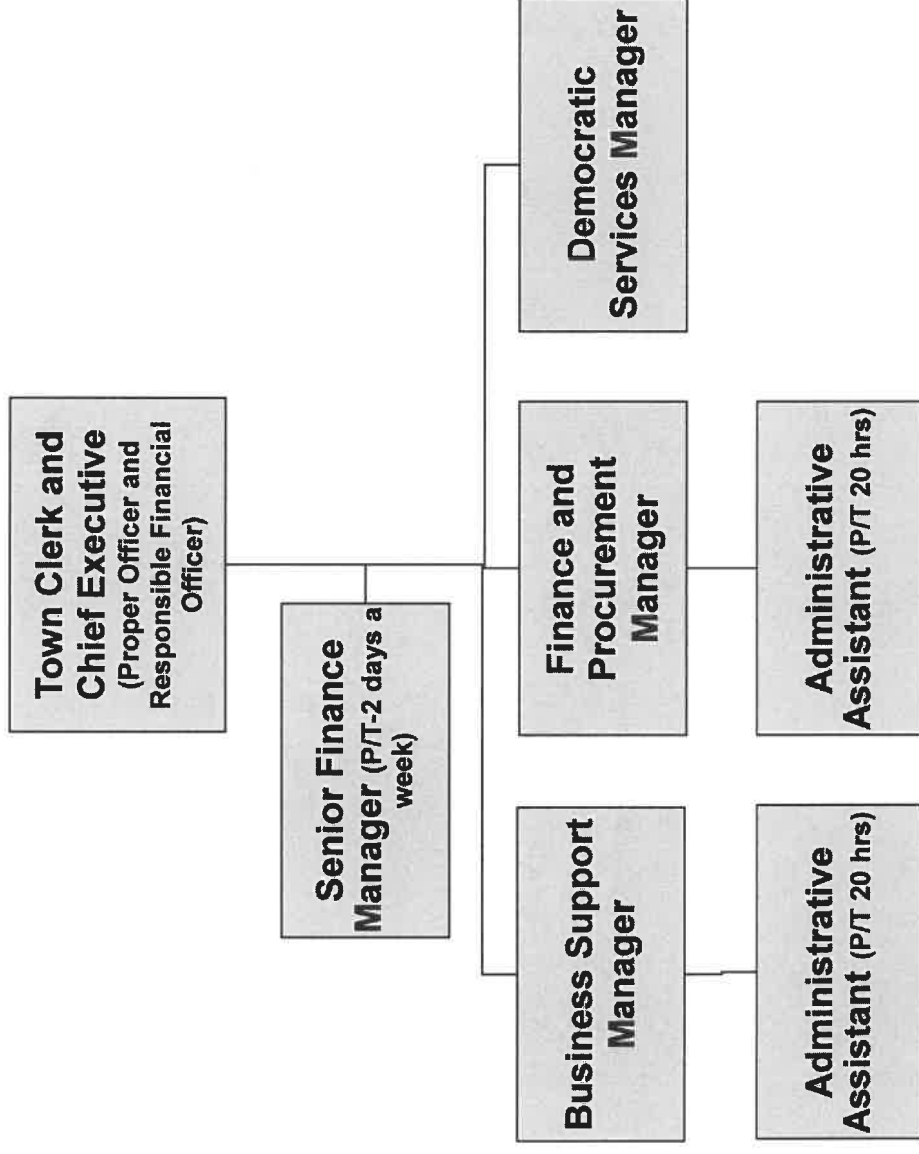
#### **8. APPENDICES AND BACKGROUND PAPERS**

- 8.1 Appendix 1 – Temporary Finance and Support Services staff structure
- 8.2 Background papers – *Covid-19 Contingency Plan, March 2020*, as considered at the Finance and General Purposes Committee, 16 March 2020

#### **9. AUTHOR**

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

# Senior Management Team



**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**29 JUNE 2020**

**REFURBISHMENT OF THE MARKET CROSS CLOCK TOWER, GROVE HOUSE  
GARDENS PERFORMANCE AREA AND PRIORY GARDENS PERGOLA**

<b>Purpose of Report:</b>	To seek Member approval for funding to undertake refurbishments and repairs to the town's clock tower and the performance area in Grove House Gardens and to the replacement of the pergola in Priory Gardens.
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**1. ACTION RECOMMENDED**

- 1.1 That Members approve the release of up to £57,000 from reserves, as set out in sections 3 and 4 of this report, in order to refurbish and repair the Market Square clock tower and the Grove House Gardens performance area and to replace the Priory Gardens pergola.

**2. BACKGROUND**

- 2.1 Dunstable benefits from a number of well-recognised and much-loved structures located in public places including the Market Cross clock tower, the performance area in Grove House Gardens and the rose covered pergola in the centre of Priory Gardens.
- 2.1 The clock tower was designed and installed in 1999 by the Town Council to celebrate the millennium. The project was run as a national design competition and was partly funded by donations from local people. The clock tower has become a well know landmark and iconic feature for Dunstable and its image is often used in publicity to promote the town.
- 2.2 The performance area in Grove House Gardens was installed in 2002 and is an important feature within the gardens providing a stage for many of the Council's much loved and well attended music events.
- 2.3 The central wooden pergola in Priory Gardens was erected and planted in 2008 by the grounds staff and the Priory House team as one of a number of projects to improve the gardens.

**3. MAIN CONSIDERATIONS**

- 3.1 The structures are all in need of significant levels of repair and refurbishment if they are to remain in a safe and attractive condition. The pergola requires complete replacement in the longer term. Each structure is dealt with in turn below:
- 3.2 Market Cross clock tower
- 3.2.1 In 2016 the clock mechanism stopped working due to issues with the power supply and the condition of the electrical installation. Supply upgrades and rewiring were undertaken to get the clock running again but at the time it was noted that the

overall condition of the tower had deteriorated having received little if any structural maintenance or redecoration since being built in 1999.

3.2.2 Members have subsequently included the refurbishment as a key objective within the Council's Corporate Plan 2020 – 2023 and have more recently called for the work to be brought forward to coincide with the improvements being undertaken through Phase 2a of the Hight Street works managed by Central Bedfordshire Council (CBC).

3.2.3 The Head of Grounds and Environmental Services has prepared a brief for the works which is summarised below:

<b>Objectives and Actions</b>	<b>Project cost estimate</b>	<b>Fees and disbursements</b>
Condition survey, research options, design, procurement and management of works contract.		£5,000
Repair and redecorate structure elements including framework and steels, pillars, posts, roofs, ceilings, stonework, decorative facings	£15,000	
Restore or replace lantern lighting system.	£3,000	
Replace shields / coats of arms	£500	
Options for installing audio / PA system.	£2,000	
Options for installing hanging basket hangers	£500	
Contingency	£2,000	
<b>Totals</b>	<b>£23,000</b>	<b>£5,000</b>
<b>Project Total Budget</b>		<b>£28,000</b>

### 3.3 Performance Area

3.3.1 The refurbishment of the performance area in Grove House Gardens is also included within the Council's Corporate Plan 2020 – 2023 as a key objective. Whilst parts of the structure have been repainted over the years and minor modifications have been made it has received very little attention and is now showing signs of significant wear and tear. With the majority of the 2020 events programme now cancelled this is an ideal time to bring forward the refurbishment works.

3.3.2 Using and setting up the performance area has not always been straightforward and the events team have identified a number of modifications and improvements which could be considered. These are detailed more fully in the table below.

<b>Objectives and Actions</b>	<b>Project cost estimate</b>	<b>Fees and disbursements</b>
Condition survey, research options, design, procurement and management of works contract.		£4,000
Repair and redecorate structure elements including framework and steels, pillars, posts, roofs, ceilings, stonework, decorative facings	£5,000	
Address safety trip hazards and options for permanent steps at front corner stage left.	£1,000	
Options for improving banner fixing mechanism.	£500	
Options for 32- amp 3 phase power socket, a separate 16-amp power socket and two 16-amp sockets on lighting rails	£1,300	
Options for permanent rope light / neon strip to follow or pick out the curves at the front of the roof.	£500	
Address rainwater issue at rear of roof	£500	
Options for installing hanging basket hangers	£200	
Contingency	£1000	
<b>Totals</b>	<b>£10,000</b>	<b>£4,000</b>
<b>Project Total Budget</b>		<b>£14,000</b>

### 3.4 Priory Gardens Pergola

- 3.4.1 The wooden pergola, installed in 2008, was damaged in strong winds during March 2020 and it was necessary to close it off to the public for safety reasons. The pergola has been temporarily repaired as an interim measure but will need replacing in the longer term with a more robust metal structure.
- 3.4.2 The need to replace the pergola represents an opportunity to erect something which is more in keeping with the historic nature of the gardens in line with the recently adopted Conservation Management Plan and the Council's desire to achieve Green Heritage status for the site.
- 3.4.3 The replacement works may also be something which the Friends of Priory House and Gardens might like to support. Some further detail is provided below:

Objectives and Actions	Project cost estimate	Fees and disbursements
Commission a specialist architectural metal fabricator to design and install a bespoke metal pergola to match the arched windows and entrance arch features.  Include within the design brief the opportunity to incorporate metal artwork features to represent the history and heritage of the gardens.	15,000	Included in project cost
<b>Totals</b>	£15,000	
<b>Project Total Budget</b>		£15,000

#### 4. FINANCIAL IMPLICATIONS

- 4.1 No specific funding has been earmarked or set aside for these three projects. The value of the projects is estimated to be £57,000. Funding is available from existing reserves and in order to deliver the projects contributions will be required from the General Reserve, the Corporate Plan Reserve, the Performance Area Maintenance Reserve and the Open Space Improvement Reserve as well as a transfer of £10,000 from the Grove Corner Reserve.
- 4.2 With the exception of the fees and disbursement elements, the costs identified for each project are indicative to assist budget setting. Full research, design and procurement will inform more detailed costs and it may be necessary to drop or defer some optional elements of the works to remain within budget.

#### 5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Dunstable Town Council Corporate Plan 2020 to 2023 includes the refurbishment of both the clock tower and the performance area as key objectives within corporate priority two – *‘To preserve and enhance the history and identity of the town creating a sense of pride in Dunstable’*
- 5.2 The replacement of the Priory Gardens pergola will support the Corporate Plan key objective to secure Green Heritage status for Priory Gardens

#### 6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 Maintaining the structures in a safe condition will assist the Council in complying with its Health and Safety obligations and duty of care to the public.
- 6.2 Contractors will be required to evidence that they have made arrangements to work in a Covid-19 secure manner throughout the duration of the works.

#### 7. ENVIRONMENTAL POLICY IMPLICATIONS

- 7.1 Designers and contractors will be required to implement solutions which are in line with the Council's Environmental Policy standards such as LED lighting, other carbon reduction technologies.



**8. HUMAN RESOURCE, LEGAL IMPLICATIONS AND EQUALITIES IMPLICATIONS**

8.1 None

**9. APPENDICES**

9.1 None

**10. BACKGROUND PAPERS**

10.1 Dunstable Town Council Corporate Plan 2020 - 2023

**11. AUTHOR**

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