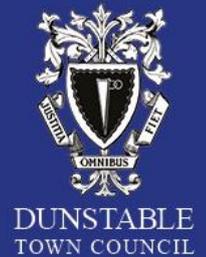


Dunstable Town Council  
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## Notice of a Meeting of the Finance and General Purposes Committee

**David Ashlee** Town Clerk and Chief Executive

Date: 5 November 2021

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 15 November 2021** at **Grove House in the Council Chamber commencing at 7.00pm**. Those members of the Town Council that are not Committee Members, members of the public and press who wish to attend are invited to do so remotely using Microsoft Teams. Therefore, they are asked to notify their intention to attend by emailing [Ian.Reed@dunstable.gov.uk](mailto:Ian.Reed@dunstable.gov.uk) by 12 November 2021.

### **AGENDA**

1. Apologies for Absence
2. To approve the Minutes of the Meeting of Finance and General Purposes Committee held on 20 September 2021 (copy previously circulated).
3. Specific Declarations of Interest.
4. Adoption of Play Area at the Gateway Development, London Road (see page 1)
5. Financial Monitoring - Report (see page 7)
6. Arrangements for the Annual Council Meeting 2022 (see page 20)

Continued

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

CAB Management Committee – Councillor Bater

Dunstable International Town Twinning Association – Town Mayor and Councillors Corkhill and Abbott

Hospice at Home Management Committee – Councillor Jones

Ashton Almshouses Charity – Councillors Corkhill and Hollick

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

Yours faithfully,



David Ashlee  
Town Clerk and Chief Executive

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

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 15 NOVEMBER 2021****ADOPTION OF A PLAY AREA AT THE GATEWAY DEVELOPMENT, LONDON ROAD,  
DUNSTABLE**

<b>Purpose of Report:</b>	To seek Members views on the adoption of a newly created play area at The Gateway housing development situated off London Road adjacent to the Holiday Inn hotel.
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee discusses and considers the request from Central Bedfordshire Council and Abbey Developments to formally adopt the play area at The Gateway development.
- 1.2 That, if Members are minded to adopt the play area, the Town Clerk and Chief Executive is authorised to negotiate the land transfer and the formal adoption process as outlined in this report.

**2. BACKGROUND**

- 2.1 Dunstable Town Council has been approached jointly by Central Bedfordshire Council (CBC) and Abbey Developments asking if the Council would like to adopt and maintain the new 400m<sup>2</sup> LAP play area located at the junction with Fossett Grove and Montgomery Grove. A plan showing the location of the play area is provided at appendix 1.
- 2.2 A LAP play area is a local area for play and is a small area of open space specifically designated and primarily laid out for very young children to play close to where they live within one minute's walking time. LAPs are designed to allow for ease of informal observation and supervision and primarily exist to encourage informal play and social interaction for toddlers.
- 2.3 Central Bedfordshire Council and Julian Hodge Bank Ltd are signatories to a Section 106 agreement requiring CBC, or its nominee, to adopt and maintain the play area. CBC have advised that the S106 maintenance contribution payment will be £92,517.
- 2.4 The Council manages and maintains 12 play areas on its existing open spaces and the last time that the Council was approached to adopt a play area under similar arrangements was in 2007 when the Council agreed to accept the Willoughby Close play area.

**3. MAIN CONSIDERATIONS**

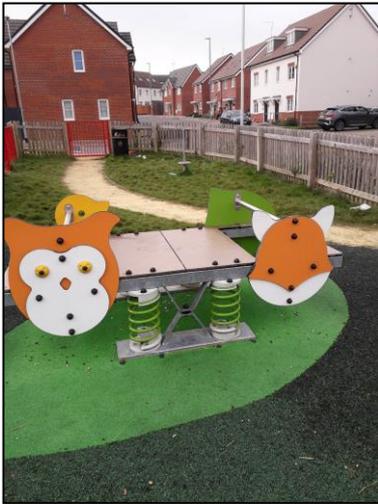
- 3.1 The play area has been built adjacent to a pedestrian pathway and shared access parking area on Fossett Grove. The play area is fenced with a wooden palisade

AGENDA ITEM 4

fence with two self-closing metal entrance gates and a vehicle maintenance gate. The play equipment provided includes a Multi See Saw (age 3+), a Toddlers Castle

for climbing and sliding (age 1+), a Play Panel (age 1+), a Birds Nest swing (age 4+), a rotating spring (age 1+) and a litter bin and seat. All equipment is located within safety surfacing and a small grass area provides informal play opportunities.

3.2 The original design for the play area is provided at appendix 2 and a selection of 'as built' pictures are provided below:



- 3.3 It is evident from the photographs that the play area is not being maintained to a high standard and some vandalism has occurred to the wooden fencing. It should be noted that none of the Councils existing play areas has a wooden fence; all are provided with metal fences which are much more robust.
- 3.4 It is proposed that Members discuss and consider the request by CBC and the developer to adopt the play area. It should be noted that the Council is under no obligation to formally adopt the area and if a decision is made not to adopt, the responsibility for adoption and future maintenance would remain with CBC.
- 3.5 If Members are minded to adopt the play space, the Head of Grounds and Environmental Services would ensure that the adoption does not take place until any remedial works, repairs and defects have been completed at nil cost to the Council. Furthermore, it will be necessary to obtain evidence that the play area has been inspected by an independent qualified play specialist as part of a post installation inspection to ensure that it conforms to current British and European standards and play industry guidelines.

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

- 4.1 If the Council is minded to adopt the play area under the terms of the Section 106 agreement CBC would pay the Council the commuted sum of £92,517 having already secured the monies from the developer.
- 4.2 The commuted sum can only be used for the purpose of maintaining the play area and undertaking repairs and replacement of equipment in the longer term. The funding would therefore be held in a separate ring-fenced reserve and each year an annual allocation equal to the calculated annual maintenance cost would be transferred to the revenue budget. It is estimated that the annual maintenance costs would be in the region of £2,600 per annum
- 4.3 It is considered that the commuted sum is of sufficient value to maintain the play area for about 20 years (including a full replacement of all equipment after 10 to 15 years) at nil additional cost to the Council.

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

- 5.1 The Council does not have an agreed policy on the formal adoption of play areas and open space offered by CBC or developers. Formal requests to adopt such facilities, for the benefit of local people, do not occur very often and each request is considered individually on its merits by Members.
- 5.2 The Councils Corporate Plan 2020-2023 includes several corporate priorities which would support the adoption of the play area as a community facility. These include '*To further improve and develop the provision of green and open space in the town*', '*to continue to improve services targeted to all community sectors in the town*' and

*'to contribute to the regeneration of the town centre and development of neighbourhoods in the town'*

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 The Council would manage and maintain the play area in accordance with the established safety arrangements in place for all other play areas.

**7. HUMAN RESOURCE IMPLICATIONS**

- 7.1 In 2019 the Council created a new Grounds Assistant post dedicated to the management and maintenance of play areas. There is sufficient capacity and resource within the current staffing arrangements to properly manage and maintain the play area.

**8. LEGAL IMPLICATIONS**

- 8.1 The formal adoption of the play area would require the transfer of the ownership of the land to the Council from the developer and either CBC or the developer would be required to pay all the Councils reasonable legal costs.

**9. ENVIRONMENTAL POLICY AND EQUALITIES IMPLICATIONS**

- 9.1 None

**10. APPENDICES**

- 10.1 Appendix 1 – Location of Play area  
10.2 Appendix 2 – Original design for the play area

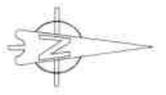
**11. BACKGROUND PAPERS**

- 11.1 Notice of Grant of Planning Permission - 7 January 2015  
11.2 Section 106 Planning Agreement - 6 January 2015

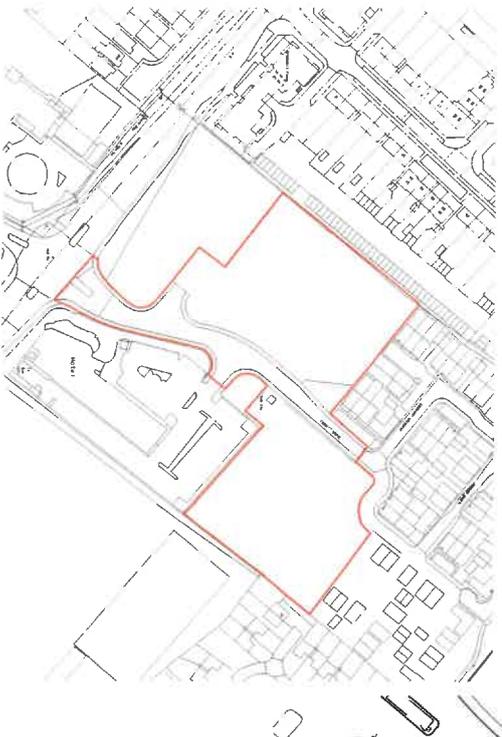
**12. AUTHOR**

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

# Appendix 1



LOCATION PLAN 1:1250



SITE LAYOUT 1:500



**Schedule of Accommodation.**

Type	Bedrooms	No.
B	2 Bed House	8
A	3 Bed House	1
C	3 Bed House	17
M	3 Bed House	2
L	3 Bed Townhouse	1
E	4 Bed House	1
<b>Affordable</b>		
40		
Type	Bedrooms	No.
HAI	3 Bed House	4
HAS	2 Bed House	1
ZBM	2 Bed Masonrie	4
K	2 Bed F.O.G.	1
<b>TOTAL</b>		
		50

TOTALS  
 3 - AFFORDABLE UNITS  
 8 - MASONRY UNITS  
 4 - TOTAL



**KEY**

- SITE BOUNDARY
- 1.8m LARCH LAP FENCE
- 1.8m CLOSE BOARD FENCE
- 1.8m BRICK SCREEN WALL
- 1.8m BRICK SCREEN WALL WITH BRICK PIERS
- 1.1m BLACK RAILINGS
- TURF TO GARDENS
- INDICATIVE TREE PLANTING
- EXISTING TREES TO BE RETAINED
- EXISTING TREES TO BE REMOVED
- EXISTING SHRUB PLANTING
- INDICATIVE SHRUB PLANTING
- GATE
- DOOR AND PATIO TO REAR ACCESS
- DOOR/SWEL THRESHOLD AND PATIN CONCRETE SLABS
- PERSONNEL DOOR TO GARAGE
- ADDITIONAL WINDOW
- PRIVATE UNITS
- AFFORDABLE UNITS
- BUILDING TO BE REMOVED
- BIN COLLECTION POINT

5

**Abby**  
 THE ARCHITECTS  
 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

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 No. P1242.01  
 Client: DGP  
 Planning  
 Under the Residential Planning Act 2014, this drawing is the copyright of ABBY ARCHITECTS LTD.

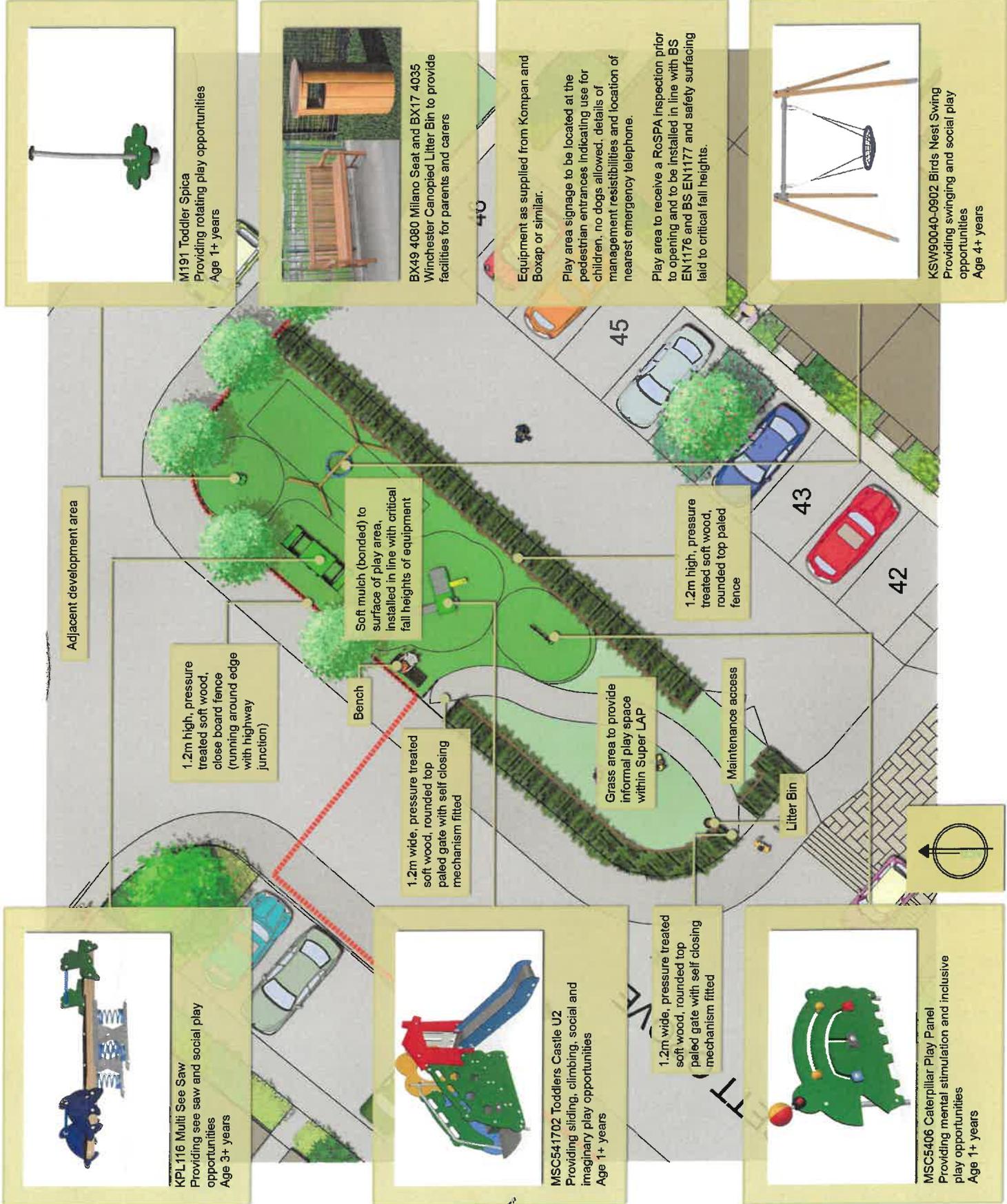
# London Road Dunstable Super LAP Proposals

Client: Abbey Developments  
Address: London Road, Dunstable  
Drawing: Super LAP Proposals  
Date: July 2016  
Scale: 1:1000/A2  
Drawn: HCS  
Checked: JB  
Approved: ABBEY20077.16

Project Office:  
Architectural Paper Business Centre  
Orange Lane  
Museum Road, MK4 0DS  
Tel: 01462 322546  
Client's Office:  
Council House  
100, 101, 102, 103, 104  
Tel: 01462 420714  
Site: 6, Cavendish House  
Thrythel Close  
Exelsham, MK20 3JN  
Tel: 01462 352604



Ecology  
Archaeology  
Arborealiculture  
Landscape Architecture



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****15 NOVEMBER 2021****FINANCIAL MONITORING REPORT**

<b>Purpose of Report:</b>	The purpose of this report is to: <ul style="list-style-type: none"> <li>i) provide a revenue budgetary control report for the period ending 30 September 2021</li> <li>ii) provide detail of the Council's earmarked reserves as of 31 October 2021</li> <li>iii) report the outcome of the External Audit report for financial year 2020/2021</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 2021 to 30 September 2021.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as of 31 October 2021 and known commitments in the current financial year.
- 1.3 For Members to note the outcome of the External Audit for financial year 2020/2021.

**2. INTRODUCTION**

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as of 30 September 2021. This forms the basis for the projected outturn at the end of this financial year taking account current known variances.

**3. REVENUE BUDGETARY REPORT**

- 3.1 The summary at Appendix 1 shows the net expenditure on 30 September 2021 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 overspend at the end of the financial year of £53,683. This figure contains £84,910 of approved commitments from the General Reserve, including £58,342 of cemetery works and £21,568 for the Market Clock refurbishment. **So, whilst this may appear that the Council is going to be overspent at the end of the financial year, members should note that in fact the Council's financial position is greatly improved from previous reporting and the situation is now, notwithstanding approved commitments from the General Reserve, the actual revenue budget is forecast to be underspent by £31,227 at the end of the financial year. This is primarily as a result of improved trading at Creasey Park Community Football Centre and savings accrued as a result of staff vacancies as explained below.**

- 3.3 Within **Finance and Support Services** the overall forecast is to be £32,789 underspent. Significant variances to budget are as follows:
- *Finance and Support Services staff costs* forecast to be underspent by £30,349 due to a restructure resulting in the loss of the Head of Service role.
  - *Central Services* is forecast to be underspent by £2,531.
  - *Grove House* is forecast to be underspent by £13,015 due to rent due from new tenants and a saving on cleaning.
  - *Corporate Management* costs to be overspent by £14,415, mainly due to a pay award pending.
  - *Democratic Representation* is forecast to be overspent by £1,309.
- 3.4 Within **Grounds and Environmental Services** the overall forecast is to be £16,098 underspent. Significant variances to budget are as follows:
- *Grounds Staff Costs* is due to be underspent by £23,000 due to vacancies.
  - *Cemetery* is due to be underspent by £9,247 based on burial income to date.
  - *Recreation Grounds* has a forecast underspend of £2,048.
  - *Town Centre and Gardens and Town Ranger Service* are close to budget.
  - *Creasey Park* is over-achieving by £40,000 due to income from the second ATP. However, there is an overspend of £42,642 consisting of a £60,000 predicted loss on room hire, bar and catering sales due to circumstances surrounding the COVID-19 pandemic, offset by £16,810 of reduced related expenses on stock and staffing.
  - *Bennett Memorial Recreation Ground Splash Park* is predicted to be £8,897 overspent: £22,000 underachievement on income due to reduced opening, offset by £13,000 staff savings.
- 3.5 Within **Community Services** overall it is forecast to be £17,660 overspent. Significant variances to budget are as follows:
- *Community Services staff cost costs* has a forecast underspend of £1,905 due to a vacancy.
  - *Older Peoples Services* has a forecast underspend of £5,120 based on a 3-month closure of services due to Covid-19 pandemic.
  - *Grove Corner cost centre* is underspent by £8,294 from an increase in room hire bookings.
  - *Events programme* is forecast to overspend this financial year by £32,444 due to a £13,500 underachievement predicted on concessions, £26,308 overspend on salaries due to restructure, and £7,200 of various cost savings.
  - *Town Centre Services* is £1,242 underspent from increased stall income offset by Portering costs.
  - *Priory House* has a forecast overspend of £3,458. This is due to loss of income due to the pandemic offset by a saving on staffing due to restructuring.

#### 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 of 31 October 2021.
- 4.2 The schedule also includes the detail of further agreed/known commitments from earmarked reserves, as well as general reserve, 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 and was completed on the 29 October 2021 with the Chairman of Finance and General Purposes Committee, Councillor Abbott and Councillor Kenson Gurney taking part. The Councillors carried out a 'mini-audit' which included requests of financial information on various purchase ledger invoices paid, together with verifying all of the bank statements of the accounts against the Accounts Software relating to July, August, and September 2021.
- 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. EXTERNAL AUDIT 2020/2021**

- 6.1 Officers have received the completed AGAR for the financial year 2020/2021 from our appointed external auditors Mazars LLP, and Members will be pleased to note the successful completion of external audit. Please find Appendix 3 attached for information.

## **7. FINANCIAL IMPLICATIONS**

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

## **8. APPENDICES**

- 8.1 Appendix 1 – Summary of Net Revenue Expenditure  
Appendix 2 – Summary of Reserves  
Appendix 3 – Completed AGAR – External Audit Report 2020/2021

## **9. AUTHORS**

- 9.1 Lisa Scheder – Finance & Procurement Manager & Deputy RFO  
E-mail: [Lisa.Scheder@dunstable.gov.uk](mailto:Lisa.Scheder@dunstable.gov.uk)

David Brough – Senior Finance Manager  
E-mail: [David.brough@dunstable.gov.uk](mailto:David.brough@dunstable.gov.uk)

## Dunstable Town Council

## Summary of Actuals vs Budget

30 September 2021

## Finance and Support Services

Service Area	Budget 2021/22	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-328,912	-150,667	-298,563	30,349
Central Services	-106,850	-32,674	-104,319	2,531
Grove House	-45,498	-13,867	-32,483	13,015
Corporate Management	-133,227	-80,885	-147,642	-14,415
Democratic Management & Representation	-15,750	-4,906	-14,441	1,309
Capital & Projects (inc loan charges)	-95,832	-70,762	-95,832	0
<b>Grand Total</b>	<b>-726,069</b>	<b>-353,761</b>	<b>-693,280</b>	<b>32,789</b>

## Grounds and Environmental Services

Service Area	Budget 2021/22	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-672,819	-328,175	-649,819	23,000
Allotments	1,000	-2,820	-287	-1,287
Cemetery	72,090	37,833	81,337	9,247
Recreation Grounds	-49,500	-28,904	-51,548	-2,048
Town Centre and Gardens	-31,900	-13,231	-34,227	-2,327
Town Ranger Service	-12,000	-6,081	-11,610	390
Capital & Projects	-120,831	-96,917	-120,831	0
Sub Total	-813,960	-438,295	-786,985	26,975
Income: Creasey Park - Football	196,522	236,106	240,895	44,373
Costs: Creasey park - Football	-72,155	-40,797	-75,866	-3,711
Income: Bar & Catering	200,000	78,978	140,548	-59,452
Costs: Bar & Catering	-324,367	-151,160	-307,557	16,810
Sub Total	0	123,127	-1,980	-1,980
Bennett Memorial RG Splash Park	-31,664	-22,292	-40,561	-8,897
<b>Grand Total</b>	<b>-845,624</b>	<b>-337,460</b>	<b>-829,526</b>	<b>16,098</b>

## Community Services

Service Area	Budget 2021/22	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-181,590	-90,706	-179,685	1,905
Older People's Support Service	-24,352	-2,075	-19,232	5,120
Community Engagement (inc Grants)	-16,707	-6,165	-14,394	2,313
Grove Corner	-24,977	5,300	-16,683	8,294
Events Programme	-149,362	-87,158	-181,806	-32,444
Central Marketing	-28,500	-11,435	-28,389	111
Town Centre Services (inc Special Markets)	-61,908	-64,486	-60,666	1,242
Public Conveniences (Ashton Square)	-3,050	-1,004	-3,445	-395
High Street Heritage Action Zone	-23,455	-18,237	-23,803	-348
Capital & Projects	-64,995	-43,010	-64,995	0
Sub Total	-578,896	-318,976	-593,098	-14,202
Income: Priory house - Tea Rooms	138,500	58,419	100,000	-38,500
Costs: Priory house - Tea Rooms	-48,000	-22,529	-40,000	8,000
Income: Priory house - Shop	13,500	5,516	10,000	-3,500
Costs: Priory house - Shop	-6,500	-3,975	-6,500	0
Other Costs (Inc Staff)	-340,879	-171,383	-310,337	30,543
Sub Total	-243,379	-133,952	-246,837	-3,458
<b>Grand Total</b>	<b>-822,275</b>	<b>-452,928</b>	<b>-839,935</b>	<b>-17,660</b>
<b>DTC Grand Total</b>	<b>-2,393,968</b>	<b>-1,144,149</b>	<b>-2,362,741</b>	<b>31,227</b>

*In year commitments from General Reserve* **-84,910**

*Net Balance due from General Reserve 31.03.22* **-53,683**

## Dunstable Town Council - Reserves Summary 2021/22

Description	Balance as at 01.04.21	Contributions Revenue/Other	Expenditure in year	Bal as at 31.10.21	Commitments/Programme of works etc	Committed Amount	Bal after committed
310 General Reserve	£625,022			£625,022	£21,568- Council Minute 85 29.06.21- Market Clock Refurbishment, £5,000- Synthetic Material Animal as part of WBF (Chairs Approval 15.06.21); £58,342- FGP Minute 148 20.09.21- Cemetery Works	-£84,910	£540,112
311 Corporate Plan Reserve	£3,195		-£1,663	£1,532	Council Minute 85 29.06.20- Bal of £2,499.50 for Market Clock refurbishment (from £6,432 agreed)	-£1,532	£0
312 Vehicles Reserve	£54,498	£26,167	-£35,769	£44,895	FGP Minute 8 20.01.20- Bal of £10,020 for new grounds equipment (from £42,000 agreed)	-£10,020	£34,875
313 CP Sinking Fund	£7,879		-£5,216	£2,663			£2,663
314 Christmas Lights Reserve	£27,244	£3,500		£30,744	5 year replacement lighting plan	-£30,744	£0
316 Downside Building Maintenance Res	£4,523		-£2,992	£1,530			£1,530
317 Grove Corner Building Maint Reserve	£30,329	£4,000	-£4,764	£29,565	Bal of £2,969 for e-gaming equipment (from £10,000 agreed)	-£2,969	£26,596
318 Building Security Systems	£5,357			£5,357			£5,357
319 Cemetery Memorial Safety	£3,300	£1,000		£4,300	Memorial safety inspections		£4,300
320 Priory House Tearooms Equipment	£1,500	£1,500		£3,000			£3,000
321 IT/Equipment Reserve	£24,796	£15,000	-£9,000	£30,796	Bal of £2,100 for Cemetery Software (from £21,690 agreed) £1,931 for WiFi at CP Depot (Chairs approval)	-£4,031	£26,765
322 Older People's Day Care Svce	£12,545			£12,545	£3,687 for increased transport costs Bal of £237 donation for activities (from £1,000 received)	-£3,924	£8,621
323 Election Reserve	£18,017	£12,500		£30,517			£30,517
324 Grove House Building Reserve	£90,550	£29,000		£119,550			£119,550
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		-£3,851	£11,149			£11,149
328 Priory Churchyard	£34,862	£5,000		£39,862	As determined by quinquennial report		£39,862
329 Performance Area Reserve	£11,535		-£408	£11,127	Council Minute 85 29.06.20- Bal of £10,355 for Performance Area (from £14,000 agreed)	-£10,355	£772
330 Town Twinning Reserve	£8,867	£500		£8,867	Retained for twinning activities to be determined		£8,867
331 Tree Reserve	£7,763	£5,000	-£9,334	£3,429	GES Minute 67 13.03.17- 5 year tree maintenance programme	-£3,429	£0
332 Open Spaces Improvement Plan	£40,000	£15,000	-£15,863	£39,137	FGP Minute 8 20.01.20- Bal of £4,723 for improvement works (from £26,888 agreed) Council Minute 85 29.06.20- £15,000 agreed for Priory Gardens Pergola	-£19,723	£19,414
333 Priory House Building Reserve	£56,396	£21,778		£78,174			£78,174
334 Pavilion Buildings Maintenance Res	£65,435	£15,000		£80,435	£1,845 for Security Fencing to rear of Bennett Pavilion	-£1,845	£78,590
336 NEW - Staff Restructuring	£20,000		-£3,723	£16,277	Restructuring costs	-£16,277	£0
338 Allotments Reserve	£24,170	£5,000		£29,170	Improvement works required		£29,170
339 Creasey Park 3G Pitch	£6,883	£14		£6,897	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,897
341 Splash park/Skate park/BMX Reserve	£47,408	£12,000	-£2,690	£56,718			£56,718
342 Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
343 Cemetery Building Maintenance Res	£28,963	£5,000	-£2,160	£31,803	FGP Minute 8 20.01.20- Bal of £21,190 agreed for Cemetery works (from £23,800 agreed) FGP Minute 148 20.09.21- Bal of £10,162 agreed for additional Cemetery works	-£31,352	£451
344 Fencing Maintenance Reserve	£3,957	£1,000	-£2,957	£2,000			£2,000
346 NEW - HSHAZ Scheme	£437,493	£10,008	-£73,907	£373,595	4 year HSHAZ scheme programme	-£373,595	£0
<b>Earmarked Reserves Total</b>	<b>£1,726,557</b>			<b>£1,740,227</b>		<b>-£594,707</b>	<b>£1,145,520</b>

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

315 Awards for All Event	£207		-£207	£0	Weird and Wonderful Event- 7 & 8 September 2019		£0
325 Shop Front Improvement Scheme	£3,546	£4,789	-£6,135	£2,200	Shop Front Scheme	-£2,200	£0
380 Developers Contributions- CAP	£18,065			£18,065	Frenchs Avenue S106 £13,778; Frenchs Avenue Fencing £4,286		£18,065
381 CPCFC Capital	£83,641			£83,641	Retained for future repair/replacement of All Weather Pitches at CPCFC (with 339 above)		£83,641
385 Development Contributions- REV	£34,316			£34,316	£8,000 committed in 21/22 revenue budget from Bal of £30,129 for Willoughby (from S106 £47,845) Bal of £4,038 for Court Drive Landscaping (from CBC £15,000);	-£12,038	£22,278
570 Joint Committee Fund	£10,709		-£28	£10,681	Bal in holding code as committed Joint Committees fund only = not DTC	-£10,681	£0
<b>S106/External Funding Total</b>	<b>£150,484</b>			<b>£148,904</b>		<b>-£24,919</b>	<b>£123,984</b>
	<b>£1,877,041</b>			<b>£1,889,130</b>		<b>-£619,626</b>	<b>£1,269,504</b>



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NE1 1DF

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www.mazars.co.uk

Mr D Brough  
Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF

Direct line: +44 (0)191 383 6348  
Email: local.councils@mazars.co.uk  
Date: 5 October 2021

Dear Mr Brough

#### **Completion of the audit for the year ended 31 March 2021**

We have completed our audit for the year ended 31 March 2021 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

#### **Action you are required to take**

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

#### **Mazars LLP**

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861. VAT number: GB 839 8356 73

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

***Minor scope for improvement in 2021/22***

Although the Council provided explanations for all significant variances the reasons initially given for unusual income or expenditure in a particular year did not include values so it was not possible to determine if the variance was sufficiently explained from the information submitted for audit. In future, all explanations provided on the variance analysis should be quantified.

***Accessibility Regulations***

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

***Audit fee***

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Cameron Waddell**  
Partner

# Annual Governance and Accountability Return 2020/21 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 2020/21

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** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
  - 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 2020/21

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 the authority website/webpage:

**Before 1 July 2021** 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

**Not later than 30 September 2021** 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 (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

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 the dates set for the period for the exercise of public rights, 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 31 March 2021 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 2020/21

## DUNSTABLE TOWN COUNCIL

www.dunstable.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

26/11/2020 15/03/2021 02/06/2021

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

*SF Christopher*

Date

02/06/2021

\*If the response is 'no' please 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 2020/21

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 2021, 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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*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:

28/06/2021

and recorded as minute reference:

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

Chairman

*G. K. Martin*

Clerk

*[Signature]*

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## Section 2 – Accounting Statements 2020/21 for

### DUNSTABLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,686,282	1,723,714	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.
2. (+) Precept or Rates and Levies	2,297,506	2,369,323	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,023,515	725,446	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-1,650,643	-1,687,643	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.
5. (-) Loan interest/capital repayments	-114,618	-111,553	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,518,328	-1,152,955	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,723,714	1,866,332	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,827,379	2,013,545	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,796,550	7,837,531	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.
10. Total borrowings	983,546	917,154	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 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

Date

16/06/2021

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

28/06/2021

as recorded in minute reference:

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

GL Martin

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## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Dunstable Town Council

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

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.

Although the Council has fully implemented recommendations made in the 2019/20 external audit report there is no evidence that the Council formally considered our report and the audited AGAR. The Council answered yes to the relevant assertion in the 2020/21 Annual Governance Statement, indicating that it has considered matters brought to its attention. In future, the Council should ensure that the audited AGAR including the complete external audit report is discussed at the first available meeting after its issue.

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

Not applicable.

### 3 External auditor certificate 2020/21

We 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 2021.

\*We do not certify completion because:

Not applicable

External Auditor Name

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**Mazars LLP, Newcastle, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**4 October 2021**

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 15 NOVEMBER 2021****ARRANGEMENTS FOR THE ANNUAL COUNCIL MEETING 2022**

<b>Purpose of Report:</b>	For Members to consider options for the venue for the Annual Council Meeting to be held on 16 May 2022
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee agrees that the venue for the Annual Council Meeting and Mayor Making Ceremony to be held on 16 May 2021 be secured by the Democratic Services Manager in consultation with the Mayor subject to the hire of the venue not exceeding £700.

**2. BACKGROUND INFORMATION**

- 2.1 As Members will be aware, for the last two years Mayor Making Ceremony was held remotely because of the Covid-19 pandemic. The Council would like to secure a venue for the Annual Council Meeting and Mayor Making Ceremony for May 2022 so the arrangements can go ahead at a suitable venue.

**3. VENUE FOR 2021**

- 3.1 The Democratic Services Manager (DSM) is making enquiries of suggested alternative venues to secure the holding of the Annual Council Meeting and Mayor Making Ceremony in 2021. These venues include Central Bedfordshire College and The Dunstable Conference Centre.

**4. FINANCIAL IMPLICATIONS**

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

**5. AUTHOR**

- 5.1 Ian Reed, Democratic Services Manager  
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