

## Notice of a Meeting of the Finance and General Purposes Committee

**Paul Hodson** Town Clerk and Chief Executive

Date: 4 November 2022

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 14 November 2022** at **Grove House in the Council Chamber commencing at 7.00 pm**. Members of the public and press are welcome to attend, either online via Teams or in person. Anyone wishing to attend is asked to notify their intention to attend by emailing [Ian.Reed@dunstable.gov.uk](mailto:Ian.Reed@dunstable.gov.uk) or calling the Council office by 11 November 2022.

### **A G E N D A**

1. Apologies for Absence
2. To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 26 September 2022 (copy previously circulated)
3. Specific Declarations of Interest
4. Financial Monitoring Report (see page 3)
5. Budget Proposals for 2023/24 – Report (see page 9)
6. Civility and Respect Project - Report (see page 17)
7. Constitution Working Group - Report (see page 22)
8. Marketing and Communications - Report (to follow)

Continued

9. Annual Council Meeting and Mayor Making 2023 - Report (see page 24)
10. Meadway Capital Funds Projects - Report (see page 25)
11. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:

Citizen's Advice 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 to it are reminded to provide a report in time for the meeting.**

Yours faithfully,



Paul Hodson  
Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:  
Councillors Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Gloria Martin (Chairman), Philip Crawley (Vice-Chairman), Sid Abbott, Wendy Bater, 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****14 NOVEMBER 2022****FINANCIAL MONITORING REPORT**

<b>Purpose of Report:</b>	<p>To:</p> <ul style="list-style-type: none"> <li>i) provide a revenue budgetary control report for the period ending 30 September 2022</li> <li>ii) provide detail of the Council's earmarked reserves as at 31 October 2022</li> <li>iii) provide detail on current investments</li> <li>iv) provide report on utilities contract</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 2022 to 30 September 2022.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 October 2022 and known commitments in the current financial year.
- 1.3 For Members to note current investments.
- 1.4 For Members to note decision on the utilities contract.

**2. INTRODUCTION**

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as at 30 September 2022. 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 at 30 September 2022 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 £42,069. This takes account of the £50,000 contribution from general reserve agreed.
- 3.3 Within the **Town Clerk and Chief Executive's Office** the overall forecast is to be £10,856 overspent. Significant variances to budget are as follows:
  - *Staff Costs* due to overspend by £13,208 due to the pay award exceeding the budgeted amount
  - *Corporate Management* income to overachieve by £6,334 due to an increase in investment and bank interest received/due to be received in this financial year, offset by newsletter increased printing costs and unclaimable VAT.

- *Democratic Representation* is forecast to be overspent by £4,098 due to the purchase of the honour boards and robes (mitigated by increased interest due on Corporate Management).

3.4 Within **Grounds and Environmental Services** the overall forecast is to be £34,917 underspent. Significant variances in the budget are as follows:

- *Grounds Staff Costs* is due to be underspent by £5,758 due to a saving on vacancies, offset with additional overtime requirements to cover sickness /vacancies together with the pay award exceeding budgeted amount.
- *Cemetery* is due to overachieve by £14,946, largely based on burial and memorial income, together with underspends on staffing and equipment.
- *Recreation Grounds* is due to overachieve by £6,533, mainly due to an external maintenance contract not budgeted for, an insurance claim settlement received and additional football pitch bookings.
- *Town Centre and Gardens* is due to be overspent by £2,595, this is predominantly due to high electricity usage at the Skatepark and increased bedding plant costs.
- *Creasey Park* is due to overachieve by £13,883; this is mainly due to additional income forecasted for ATP Hire offset by additional expenditure being incurred of unclaimable VAT and increased waste disposal costs.
- *Bennett Memorial Recreation Ground Splash Park* is predicted to be overspent by £3,077 mainly due to the purchase of a replacement slushy machine.

3.5 **Community Services** overall is forecast to be £31,992 overspent. Significant variances to budget are as follows:

- *Community Services Staff Costs* is due to be underspent by £1,757 due to a saving on vacancies, offset by additional expenditure for the pay award exceeding budgeted amount.
- *Grove Corner cost centre* is due to overachieve by £1,927 mainly from an increase in room hire bookings, offset by additional expenditure for sessional staffing and pay award.
- *Events* is due to underspend by £11,676 mainly due to the Winter Events budget requirement being reduced
- *Town Centre Services* is due to be underspent by £1,178, this is due to a reduced waste disposal requirement offset by additional expenditure on staffing due to the pay award.
- *Priory House* has a forecast overspend of £47,215 which will be offset from the contingency contribution of £50,000 from the general reserve agreed.

#### 4. **RESERVES**

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from reserve funds in the current financial year as at 31 October 2022.
- 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 during the meeting.

**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 next quarterly financial Councillor audit is due to take place in November 2022, where Councillor Martin and Councillor Brennan will be carrying out a 'mini-audit'.
- 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. INVESTMENTS UPDATE**

- 6.1 Dunstable Town Council's current bank and investment account balances as 31 October 2022 were as follows:

<b>Account</b>	<b>Balance</b>	<b>Interest earned in month</b>
Current Account	£10,000.00	
Business Reserve Account	£976,241.20	£346.76
CCLA Deposit Account 1 – CP 3G Pitch	£91,144.20	£130.80
CCLA Deposit Account 2	£2,767,568.28	£2,415.97

- 6.2 Following on from the previous Committee report, noting investment movements to secure the best available interest with CCLA, the second part of the precept was received so a further £1,000,000 was invested with CCLA in September 2022, which is reflected in the table above.

**7. UTILITIES CONTRACT**

- 7.1 Members will recall the report brought to Committee regarding the utilities contract renewal 'to secure a new contract for the supply of Gas and Electricity to the Council renewal from April/June 2023'. This was recommended to Full Council.
- 7.2 Council discussed options for securing a new contract for the supply of Gas and Electricity to the Council from April / June 2023. Members decided "to delay securing a deal until the Finance and General Purposes Committee Meeting to be held in November subject to a caveat that if in the meantime it rapidly transpires that it would be in the Council's best interests to sign up to an immediately available deal, the Town Clerk and Chief Executive be granted the delegated power to secure the most advantageous deal in liaison with the Town Mayor and Chairman of the Finance and General Purposes Committee."
- 7.3 Following various quotes being received and ongoing discussions with the Town Mayor and Chairman, the Council accepted the lowest quote on 19 October 2022 for a 2 year contract at 12.63% lower than originally reported, which was accepted.
- 7.4 Whilst the quotes received were far beyond what we would have hoped for, the view was taken that the risk of costs rising again was too great to delay any longer.

**8. FINANCIAL IMPLICATIONS**

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

**9. APPENDICES**

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

**10. AUTHOR**

- 10.1 Lisa Scheder – Head of Finance and Responsible Financial Officer  
[lisa.Scheder@dunstable.gov.uk](mailto:lisa.Scheder@dunstable.gov.uk)

## Town Clerk and Chief Executive's Office

Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-341,959	-182,058	-355,167	-13,208
Central Services	-105,850	-50,115	-105,157	693
Grove House	-12,168	-9,618	-12,745	-577
Corporate Management	-129,075	-95,247	-122,741	6,334
Democratic Management & Representation	-20,750	-9,663	-24,848	-4,098
Capital & Projects (inc loan charges)	-94,749	-70,824	-94,749	0
<b>Grand Total</b>	<b>-704,551</b>	<b>-417,525</b>	<b>-715,407</b>	<b>-10,856</b>

## Grounds and Environmental Services

Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-718,178	-333,664	-712,420	5,758
Allotments	600	-3,078	917	317
Cemetery	66,954	78,370	81,900	14,946
Recreation Grounds	-64,100	-30,534	-57,567	6,533
Town Centre and Gardens	-30,900	-17,492	-33,495	-2,595
Town Ranger Service	-12,000	-4,363	-12,849	-849
Capital & Projects	-129,001	-105,939	-129,001	0
Sub Total	-886,625	-416,700	-862,515	24,111
Income: Creasey Park - Football	201,022	226,584	253,788	52,766
Costs: Creasey park - Football	-75,528	-72,334	-113,685	-38,157
Income: Bar & Catering	210,000	126,118	224,400	14,400
Costs: Bar & Catering	-349,118	-192,357	-364,244	-15,126
Sub Total	-13,624	88,011	259	13,883
Bennett Memorial RG Splash Park	-31,664	-32,032	-34,741	-3,077
<b>Grand Total</b>	<b>-931,913</b>	<b>-360,721</b>	<b>-896,997</b>	<b>34,917</b>

## Community Services

Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	-249,474	-115,909	-247,717	1,757
Older People's Support Service	-26,045	-8,059	-27,296	-1,251
Community Engagement (inc Grants)	-19,707	-10,987	-19,707	0
Grove Corner	-23,630	3,228	-21,704	1,927
Events Programme	-135,910	-83,879	-124,234	11,676
Central Marketing	0	0	0	0
Town Centre Services (inc Special Markets)	-64,301	-20,831	-63,123	1,178
Public Conveniences (Ashton Square)	-3,050	-2,819	-3,300	-250
High Street Heritage Action Zone	-26,167	-1,096	-25,980	187
Capital & Projects	-65,588	-44,469	-65,588	0
Sub Total	-613,872	-284,821	-598,649	15,223
Income: Priory house - Tea Rooms	138,500	79,300	110,000	-28,500
Costs: Priory house - Tea Rooms	-48,000	-33,107	-56,000	-8,000
Income: Priory house - Shop	14,600	8,631	16,600	2,000
Costs: Priory house - Shop	-6,500	-5,861	-8,000	-1,500
Other Costs (Inc Staff)	-378,754	-157,081	-389,969	-11,215
Sub Total	-280,154	-108,118	-327,369	-47,215
<b>Grand Total</b>	<b>-894,026</b>	<b>-392,939</b>	<b>-926,018</b>	<b>-31,992</b>

<b>DTC Grand Total</b>	<b>-2,530,490</b>	<b>-1,171,185</b>	<b>-2,538,421</b>	<b>-7,931</b>
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	50,000	<b>Contribution from General Reserve</b>	<b>50,000</b>
Precept	-2,480,490	<b>Balance</b>	<b>42,069</b>



## Dunstable Town Council - Reserves Summary 2022/23

	Description	Officer	Balance as at 01.04.22	Contributions Revenue/Other	Expenditure in year	Bal as at 31.10.22	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	TC&CE / HofF	£637,314			£637,314	Agreed in 22/23 Budget Setting: £50,000 contribution to revenue budget re Priory House Contingency; FGP 26.09.22-Minute 148= £34,000 for Performance Area works	-£84,000	£553,314
312	Vehicles Reserve	HofGES	£30,027	£20,000	-£3,747	£46,280			£46,280
313	GPCFC Reserve	TC&CE	£50,078		-£13,474	£36,604	Bal of £25,667 - 4 years sponsorship £212,500/26 (from £7,506) £3,305 Chairmans Approval 26.07.22-new furniture (from £5,942.24)	-£11,002	£25,602
314	Christmas Lights Reserve	HofCS	£17,902	£3,500	-£20,500	£2	5 year replacement lighting plan 21/22-25/26	-£2	£0
316	Downside Building Maintenance Res	HofCS	£1,530	£3,000		£4,530			£4,530
317	Grove Corner Building Maint Reserve	HofCS	£29,565	£4,000		£33,565			£33,565
318	Building Security Systems	TC&CE / HofF	£5,357			£5,357			£5,357
319	Cemetery Memorial Safety	HofGES	£4,300	£1,000		£5,300	Chairmans approval 31.08.22= £5,300 - 5 year cycle - Memorial safety checks	-£5,300	£0
320	Priory House Tearooms Equipment	HofCS	£3,000	£1,500		£4,500			£4,500
321	IT/Equipment Reserve	TC&CE / HofF	£28,840	£15,000	-£2,134	£41,706	Bal of £2,100 for Cemetery Software (from £21,690 agreed)	-£2,100	£39,606
322	Older People's Day Care Svc	HofCS	£12,545		-£220	£12,325	£3,687 for increased transport costs	-£3,687	£8,638
323	Election Reserve	TC&CE / HofF	£30,517	£12,500		£43,017			£43,017
324	Grove House Building Reserve	TC&CE / HofF	£119,550	£29,000		£148,550			£148,550
326	Mayoral Reserve	TC&CE / HofF	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	HofCS	£11,149			£11,149			£11,149
328	Priory Churchyard	HofGES	£39,862	£5,000		£44,862	As determined by quinquennial report		£44,862
329	Performance Area Reserve	HofCS	£10,174		-£3,910	£6,263			£6,263
330	Town Twinning Reserve	TC&CE / HofF	£8,833	£500	-£1,095	£8,239	Retained for twinning activities to be determined		£8,239
331	Tree Reserve	HofGES	£1,544	£10,000	-£2,560	£8,984	GES Minute 67 13.03.17- 5 year tree maintenance programme	-£8,984	£0
332	Open Spaces Improvement Plan	HofGES	£39,137	£15,000		£54,137	FGP Minute 8 20.01.20- Bal of £4,723 for improvement works (from £26,886 agreed) Council Minute 66 29.06.20- £18,000 agreed for Priory Gardens Pergola Repairs	-£19,723	£34,414
333	Priory House Building Reserve	HofCS	£78,174	£20,395	-£554	£98,015	Chairmans Approval 06.07.22= bal of £9,446 - lease of bean machine (£10,000 approved)	-£9,446	£88,569
334	Pavilion Buildings Maintenance Res	HofGES	£78,590	£15,000	-£57,871	£35,719	Downside repair works (from £75,000 agreed), FGP Minute 147 26.09.22- £9,608 - Meadoway Store Refurbishment	-£27,037	£8,682
335	Capital Receipts Reserve	TC&CE / HofF	£0	£500,000		£500,000	Income from sale of land- report to future committee		£500,000
336	Staff Restructuring/Recruitment	TC&CE / HofF	£2,603		-£2,603	£0	Restructuring / TC&CE Recruitment	£0	£0
338	Allotments Reserve	HofGES	£28,170	£5,000	-£14,777	£18,393	£17,000 for 2020/21 - £3,988 for infrastructure improvement programme- up to £20,000 in 2022/23 & £22,800 in subsequent years (includes £5,000 pa contributions)	-£8,023	£11,370
339	Creasey Park 3G Pitch - Interest	TC&CE	£6,946	£427		£7,374	Interest accrued on designated deposit - retained for contribution towards future pitch replacement - veth 381 below		£7,374
341	Splashpark/Skatepark/BMX Reserve	TC&CE / HofGES	£56,718	£12,000		£68,718	Chairmans Approval 12.09.22= £7,635 - Sewerage Pump and associated works- Splash Park	-£7,635	£61,083
342	Memorial Kerbs Reserve	HofGES	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	HofGES	£56,769	£5,000	-£26,043	£35,726	FGP Minute 148 20.09.21- Bal of £28,087 - Cemetery repair works (from £58,342 agreed)	-£29,057	£6,669
344	Fencing Maintenance Reserve	HofGES	£2,000	£5,000		£7,000			£7,000
346	HS&AZ Scheme	HofCS	£606,529	£30,345	-£201,380	£435,494	4 year H&AZ scheme programme	-£435,494	£0
348	NEW - Unfulfilled Orders	TC&CE / HofF	£51,466		-£26,594	£24,872	Unfulfilled orders committed in 2021/22= all committed	-£24,872	£0
<b>Earmarked Reserves Total</b>			<b>£2,058,859</b>			<b>£2,394,565</b>		<b>-£676,363</b>	<b>£1,718,203</b>

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

325	Shop Front Improvement Scheme	HofCS	£990		-£990	£0	Shop Front Scheme	£0	£0
380	Developers Contributions- CAP	HofGES	£18,065			£18,065	French Avenue S106 £13,779, French Avenue Fencing £4,286		£18,065
381	CPCFC Capital	TC&CE	£83,641			£83,641	Retained for future repair/replacement of All Weather Pitches at CPCFC (with 339 above)		£83,641
385	Development Contributions- REV	HofGES	£34,316			£34,316	£8,000 committed in 22/23 revenue budget from Bal of £30,129 for Withoughy (from S106 £47,645) Bal of £4,038 for Oupst Drive Landscaping (from C&C £15,000)	-£12,038	£22,278
570	Joint Committee Fund	HofCS	£8,766	£50,000	-£2,645	£56,121	Bal in holding code as committed Joint Committees fund only = not DTC	-£56,121	£0
<b>S106/External Funding Total</b>			<b>£145,778</b>			<b>£192,143</b>		<b>-£68,159</b>	<b>£123,984</b>
			<b>£2,204,638</b>			<b>£2,586,709</b>		<b>-£744,522</b>	<b>£1,842,187</b>

Key:

- = Finance and General Purposes Committee
- = Grounds and Environmental Services Committee
- = Community Services Committee



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 14 NOVEMBER 2022****BUDGET PROPOSALS FOR 2023/24**

**Purpose of Report:** For members to consider and comment on draft budget proposals for the Town Clerk and Chief Executive's Department for 2023/24

**1. ACTION RECOMMENDED**

- 1.1. For members to consider and comment on draft budget proposals and fees and charges for the Town Clerk and Chief Executive's Department for 2023/24, as well as indicative budget changes for the following three years.

**2. INTRODUCTION**

- 2.1. A full budget for 2023/24 has been drafted and is included below. This year each committee is being given two opportunities to review in the budget; for Town Clerk and Chief Executive's service area this will be on 14 November 2022 and 23 January 2023. This will enable members to agree any initial requests for alternative options to be developed during the first meeting, in time for officers to present any other required information at the following meeting.
- 2.2. In providing a full budget, officers have had to make assumptions about the salary increase being forecast for 2023/24. Staff contracts specify that pay will increase by the amount set by the national agreement each year. For 2023/24 this has been estimated at 8%. This figure was arrived at following discussions with a range of professionals from the public sector.
- 2.3. The Council has now signed up to a new utilities contract starting from April 2023. The utilities costs are therefore actual costs and cannot be changed unless the use of power is reduced. The annual cost for the whole Council will be £207,026, compared to a budget in 2022/23 of £67,750.
- 2.4. It is not yet possible to be precise about the impact of the proposed budget on the precept and individual Council Tax payers because the Council Tax Base has not yet been provided by Central Bedfordshire Council. This will be available for the next budget round.

**3. TOWN CLERK AND CHIEF EXECUTIVE'S OFFICE BUDGET 2023/24**

- 3.1. The proposed budget for the Town Clerk and Chief Executive's Department for 2023/24 presents a revenue cost to the Council of £814,569 that includes an income target of £85,222 giving a gross budget of £899,791.
- 3.2. The following summarises the movements in the proposed budget for the Town Clerk and Chief Executive's Department for 2023/24 excluding staff costs.

3.3. **Excluding staffing and utility costs, the overall Town Clerk and Chief Executive's budget for 2023/24 has grown by £807.** The key changes are as follows:

3.4. Growth items over £1,000:

Cost Centre	Code	Nominal Description	Commentary	Growth
101	4007	Staff Training	This year the Council has not provided all of the training required by the outcome of Continual Performance Reviews; and increase is required to ensure all staff receive the training required to carry out their roles effectively.	£7,000
101	4037	Equipment maintenance /Software Support	Forecast increases	£3,000
101	4038	Repairs & Maintenance	Forecast increases	£2,500
106	4026	Insurance	Forecast increase (due to be retendered)	£2,500
106	4033	Newsletter	Forecast increases, even based on only three editions next year	£7,500
106	4066	HR Related Costs	Forecast increases	£1,500
106	4096	Bank Charges/Card Transaction Fees	Forecast increases	£2,000
106	4599	VAT unclaimable	Forecast increase	£15,000
107	4007	Member Training	Required one year increase to ensure new Councillors receive all required training	£1,000
107	4501	Mayoral Transport	Forecast increase based on rising costs this year	£1,000
110	4721	Reserve Contribution- IT	Required increase to ensure the Council's systems remain secure and robust	£5,000

3.5. Savings over £1,000:

Cost Centre	Code	Nominal Description	Commentary	Saving
101	4058	Professional Services	Project fees now incorporated with full project costs	£7,500
102	4011	Grove House Business Rates	Leased office space	£1,500
106	1096	Bank Investment/Interest	Forecast increases	£42,000
110	4051	Grove House Loan Interest	Forecast savings	£1,083

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

- 4.1. The proposed budget would ensure the Council continued to provide the current level of service while maintaining good governance and treasury management. The provision of indicative budget changes for the following three years enables Members to ensure that plans are in place to maintain sufficient reserves to sustain the Council's current assets.

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

- 5.1. The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-23. While the Council is likely to agree a new Corporate Plan during 2023, the budget proposed would enable completion of most of the outstanding items, and enable the Council to maintain the current range and quality of services provided.

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

- 6.1. The draft general health and safety budget for 2023/24 has been maintained at the same level as for 2022/23.

#### **7. HUMAN RESOURCE IMPLICATIONS**

- 7.1. The staffing costs as illustrated on the separate enclosure assume an 8% pay award for all staff in 2023/24. Any surplus generated from this assumption if an 8% pay award is not agreed will contribute to the General Reserve balance at the end of 2023/24 and will assist in budget setting for 2024/25.

#### **8. EQUALITIES AND LEGAL IMPLICATIONS**

- 8.1. There are none arising directly from this report.

#### **9. SEPARATE ENCLOSURES**

- 9.1. Enclosure 1 - Draft budget 2023/24

#### **10. BACKGROUND PAPERS**

- 10.1. None

#### **11. AUTHOR**

Lisa Scheder – Head of Finance (and Responsible Financial Officer)

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Paul Hodson – Town Clerk and Chief Executive

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**TOWN CLERK AND CHIEF EXECUTIVE'S OFFICE****SUMMARY OF PROPOSED BUDGET**

<b>Service Area</b>	<b>Budget 2022/23</b>	<b>Budget 2023/24</b>
Staff Costs	-341,959	-429,582
Central Services	-105,850	-113,270
Grove House	-12,168	-32,436
Corporate Management	-129,075	-117,115
Democratic Management & Representation	-20,750	-23,500
Capital & Projects (inc loan charges)	-94,749	-98,666
<b>Grand Total</b>	<b>-704,551</b>	<b>-814,569</b>

**TOWN CLERK AND CHIEF EXECUTIVE'S OFFICE****STAFF COSTS - 100**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4001	Salaries	-341,959	-356,141	-429,582	-429,582	-429,582	-429,582
4002	Wages	0	-226	0	0	0	0
		<b>-341,959</b>	<b>-356,367</b>	<b>-429,582</b>	<b>-429,582</b>	<b>-429,582</b>	<b>-429,582</b>
	<b>Total Net Expenditure</b>	<b>-341,959</b>	<b>-356,367</b>	<b>-429,582</b>	<b>-429,582</b>	<b>-429,582</b>	<b>-429,582</b>

**CENTRAL SERVICES - 101**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4007	Staff Training	-15,000	-15,000	-22,000	-22,000	-22,000	-22,000
4010	Payroll Services	-5,400	-6,008	-6,150	-6,150	-6,150	-6,150
4021	Telephones/data links	-6,480	-6,954	-7,000	-7,000	-7,000	-7,000
4022	Postage	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000
4023	Stationery	-2,500	-2,500	-3,000	-3,000	-3,000	-3,000
4025	Subscriptions/Publications	-4,600	-5,130	-5,250	-5,250	-5,250	-5,250
4037	Equipment maint/support	-34,870	-37,720	-37,870	-37,870	-37,870	-37,870
4038	Repairs & Maintenance	0	0	-2,500	-2,500	-2,500	-2,500
4039	Equipment Hire (copier rental)	-8,000	-8,000	-8,000	-8,000	-2,000	-2,000
4058	Professional Services	-28,000	-23,000	-20,500	-20,500	-20,500	-20,500
		<b>-105,850</b>	<b>-105,312</b>	<b>-113,270</b>	<b>-113,270</b>	<b>-107,270</b>	<b>-107,270</b>
	<b>Income</b>						
1099	Misc Recharges (postage)	0	155	0	0	0	0
		<b>0</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Net Expenditure</b>	<b>-105,850</b>	<b>-105,157</b>	<b>-113,270</b>	<b>-113,270</b>	<b>-107,270</b>	<b>-107,270</b>



**GROVE HOUSE - 102**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4011	Rates	-12,500	-10,787	-11,000	-11,000	-11,000	-11,000
4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000
4014	Electricity	-5,500	-6,000	-15,400	-15,400	-15,400	-15,400
4015	Gas	-4,500	-7,000	-16,188	-19,250	-19,250	-19,250
4016	Cleaning	-10,600	-9,500	-10,600	-10,600	-10,600	-10,600
4017	Waste disposal	-900	-850	-900	-900	-900	-900
4021	Telephones/data links	-300	-216	-300	-300	-300	-300
4027	Licences	-220	0	0	0	0	0
	Building Maintenance						
4036	Contracts	-3,220	-3,220	-2,870	-2,870	-2,870	-2,870
4038	Repairs and Maintenance	-7,000	-7,000	-7,000	-7,000	-7,000	-7,000
4040	Equipment/Materials/Tools	-3,000	-3,500	-3,750	-3,750	-3,750	-3,750
		<b>-48,740</b>	<b>-49,073</b>	<b>-69,008</b>	<b>-72,070</b>	<b>-72,070</b>	<b>-72,070</b>
	<b>Income</b>						
1001	Lettings/Facility Hire	500	250	500	500	500	500
1002	Rents and Rates (Tenants)	36,072	36,078	36,072	37,572	37,572	37,572
		<b>36,572</b>	<b>36,328</b>	<b>36,572</b>	<b>38,072</b>	<b>38,072</b>	<b>38,072</b>
	<b>Total Net Expenditure</b>	<b>-12,168</b>	<b>-12,745</b>	<b>-32,436</b>	<b>-33,998</b>	<b>-33,998</b>	<b>-33,998</b>

**CORPORATE MANAGEMENT – 106**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4003	Pension/HR Related Costs	-6,900	-7,019	-7,150	-7,150	-7,150	-7,150
4006	Health & Safety	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000
4019	DBS Checks	-300	-800	-900	-900	-900	-900
4021	Telephone	-1,675	-1,400	-1,675	-1,675	-1,675	-1,675
4026	Insurance	-69,000	-68,185	-71,500	-71,500	-71,500	-71,500
4030	Advertising - Recruitment	-2,000	-2,721	-2,000	-2,000	-2,000	-2,000
4032	Publicity / Marketing	-5,000	-8,730	-5,500	-5,500	-5,500	-5,500
4033	Newsletter	-20,000	-26,000	-27,500	-27,500	-27,500	-27,500
4034	Website	-4,000	-3,000	-4,000	-4,000	-4,000	-4,000
4056	Audit Fees - External	-2,800	-2,800	-2,940	-2,940	-2,940	-2,940
4057	Audit Fees - Internal	-2,250	-2,300	-2,350	-2,350	-2,350	-2,350
4061	Annual Report	-1,750	-1,565	-2,250	-2,250	-2,250	-2,250
	HR Related Costs - (inc						
4062	Uniform workwear)	-4,000	-4,000	-5,500	-5,500	-5,500	-5,500
4096	Bank Charges	-2,500	-4,375	-4,500	-4,500	-4,500	-4,500
4599	VAT Unclaimable	-5,000	-5,000	-20,000	-20,000	-20,000	-20,000
4739	Tfr to 3G Pitch Reserve	0	-740	0	0	0	0
		<b>-135,175</b>	<b>-146,635</b>	<b>-165,765</b>	<b>-165,765</b>	<b>-165,765</b>	<b>-165,765</b>
	<b>Income</b>						
1096	Investment/Bank Interest	500	15,000	42,500	42,500	42,500	42,500
	Beds FA Insurance +						
1099	recharges	5,600	10,154	6,150	6,150	6,150	6,150
1911	Reserves Income General	0	740	0	0	0	0
		<b>6,100</b>	<b>25,894</b>	<b>48,650</b>	<b>48,650</b>	<b>48,650</b>	<b>48,650</b>
	<b>Total Net Expenditure</b>	<b>-129,075</b>	<b>-120,741</b>	<b>-117,115</b>	<b>-117,115</b>	<b>-117,115</b>	<b>-117,115</b>

**DEMOCRATIC MANAGEMENT – 107**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4007	Member Training	-1,000	0	-2,000	1,000	1,000	1,000
4024	Printing Costs (Civic Events)	-1,000	-1,000	-1,250	-1,250	-1,250	-1,250
4025	Subscriptions	-2,750	-2,158	-2,250	-2,250	-2,250	-2,250
4040	Equipment/Materials/Tools	0	-5,065	0	0	0	0
4501	Mayoral Transport	-2,500	-2,500	-3,500	-3,500	-3,500	-3,500
4502	Mayoral Allowance	-4,000	-4,000	-4,500	-4,500	-4,500	-4,500
4503	Civic Hospitality	-8,000	-8,285	-8,000	-8,000	-8,000	-8,000
4504	Civic Regalia	-500	-500	-500	-500	-500	-500
4515	Remembrance Services	-1,000	-1,340	-1,500	-1,500	-1,500	-1,500
		<b>-20,750</b>	<b>-24,848</b>	<b>-23,500</b>	<b>-20,500</b>	<b>-20,500</b>	<b>-20,500</b>
	<b>Total Net Expenditure</b>	<b>-20,750</b>	<b>-24,848</b>	<b>-23,500</b>	<b>-20,500</b>	<b>-20,500</b>	<b>-20,500</b>

**CAPITAL AND PROJECTS - 110**

<b>Nominal Code</b>	<b>Expenditure</b>	<b>2022/23 Budget</b>	<b>Forecast 2022/23</b>	<b>2023/24 Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
4051	Loan Interest Payable (GH)	-14,182	-14,182	-13,099	-12,016	-10,933	-9,850
4052	Loan Capital Repaid (GH)	-23,567	-23,567	-23,567	-23,567	-23,567	-23,567
4721	Cont. to Reserves (IT)	-15,000	-15,000	-20,000	-20,000	-20,000	-20,000
4723	Cont. to Election Reserve	-12,500	-12,500	-12,500	-12,500	-12,500	-12,500
4724	Cont. to Reserve (GH Maint)	-29,000	-29,000	-29,000	-29,000	-29,000	-29,000
4730	Cont. to Twinning Reserve	-500	-500	-500	-500	-500	-500
		<b>-94,749</b>	<b>-94,749</b>	<b>-98,666</b>	<b>-97,583</b>	<b>-96,500</b>	<b>-95,417</b>
	<b>Total Net Expenditure</b>	<b>-94,749</b>	<b>-94,749</b>	<b>-98,666</b>	<b>-97,583</b>	<b>-96,500</b>	<b>-95,417</b>

**DUNSTABLE TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MONDAY 14 NOVEMBER 2022**

**CIVILITY AND RESPECT PROJECT**

<b>Purpose of Report:</b>	For members to decide whether to recommend to Full Council to sign the Civility and Respect Pledge
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**1. ACTION RECOMMENDED**

- 1.1. For members to recommend to Full Council to sign the Civility and Respect Pledge.

**2. BACKGROUND**

- 2.1. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), are carrying out a substantial programme of works to seek to address issues of bullying and disrespect in the sector. The organisations believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- 2.2. The overall project includes work to develop training for councillor and officers. Knowing how to recognise and address bullying and harassment, discrimination is an essential step in prevention.
- 2.3. the Committee on Standards in Public Life undertook a review of Local Government Ethical Standards and, in January 2019, produced a report comprising 26 recommendations for legislative changes. The resulting recommendations included:
- The ability for the principal authority to impose sanctions on a parish councillor following a review.
  - The ability for a local authority to suspend councillors.
  - Mandatory training for clerks.
- 2.4. The lobbying of the government to implement these, and other recommendations, is ongoing within NALC and SLCC. The project will highlight the continuous action taken to progress these and other legislative changes.

**3. THE PLEDGE**

- 3.1. All councils are being asked to sign the Civility and Respect Pledge as part of this process.
- 3.2. More information about the pledge is available here: <https://www.nalc.gov.uk/our-work/civility-and-respect-project#the-pledge>

- 3.3. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- 3.4. Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.
- 3.5. Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

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

4.1. None

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



5.1. The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-23. While the Council is likely to agree a new Corporate Plan during 2023, the budget proposed would enable completion of most of the outstanding items, and enable the Council to maintain the current range and quality of services provided.

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

6.1. Adhering to the pledge will help to ensure that the Council supports the wellbeing of Councillors and staff.

## **7. HUMAN RESOURCE IMPLICATIONS**

7.1. Adhering to the pledge will help to ensure that the Council supports the wellbeing of Councillors and staff.

## **8. EQUALITIES AND LEGAL IMPLICATIONS**

8.1. There are none arising directly from this report.

## **9. SEPARATE ENCLOSURES**

9.1. Enclosure 1 – Civility and Respect Summary

## **10. BACKGROUND PAPERS**

10.1. None

## **11. AUTHOR**

Paul Hodson – Town Clerk and Chief Executive  
Email – [paul.hodson@dunstable.gov.uk](mailto:paul.hodson@dunstable.gov.uk)

Appendix to  
Agenda item 6



## Civility & Respect For the local council sector

- IS top of the  
agenda

### Definition of civility & respect

**Civility means politeness and courtesy in behaviour, speech, and in the written word.**

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

For more information about how  
to get involved, visit:

[www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.

## How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens



Take the  
pledge

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The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 14 NOVEMBER 2022****CONSTITUTION WORKING GROUP**

<b>Purpose of Report:</b>	For Members to agree to establish a Working Group to review the current constitution, consider officer recommendations for changes and provide any proposed changes to the Committee for agreement.
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**1. ACTION RECOMMENDED**

- 1.1. It is recommended that Members agree to establish a Working Group of five Councillors to review the current constitution, consider officer recommendations for changes and provide any proposed changes to the Committee for agreement.
- 1.2. That the Working Group submits its findings to the meeting of the Committee on 20 March 2023.

**2. BACKGROUND INFORMATION**

- 2.1. The Town Council's constitution consists of the Standing Orders and Terms of Reference for committees. The National Association of Local Councils (NALC) produced its most recent model standing orders in April 2022 to reflect current legislation and good practice. The Town Council's current Standing Orders are different in a number of areas from the new model.
- 2.2. It would be helpful for the Council's current experienced Members to review and if necessary update the Standing Orders before the elections scheduled for next May.
- 2.3. It is proposed to establish a working group to review a proposed updated version of the standing orders and then present a revised version to the Committee for future consideration.

**3. FINANCIAL IMPLICATIONS**

- 3.1. Reviewing the Standing Orders would ensure they are compliant with current legislation.

**4. HUMAN RESOURCE, HEALTH AND SAFETY AND EQUALITIES IMPLICATIONS**

- 4.1. Reviewing the Standing Orders would ensure they are compliant with current legislation.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1. The recommendation of this report accords directly with the Council priority of *"Continuing to improve the organisational management and efficiency of the Town Council"*.

**6. LEGAL IMPLICATIONS**

6.1. Reviewing the Standing Orders would ensure they are compliant with current legislation.

**7. AUTHOR**

Paul Hodson, Chief Executive & Town Clerk  
e-mail: paul.hodson@dunstable.gov.uk



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 14 NOVEMBER 2022****ANNUAL COUNCIL MEETING AND MAYOR MAKING 2023**

<b>Purpose of Report:</b>	For Members to note plans for the Annual Council Meeting to be held on 15 May 2023
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**1. ACTION RECOMMENDED**

- 1.1. That the Committee notes that the venue for the Annual Council Meeting and Mayor Making Ceremony to be held on 15 May 2023 will again be the Dunstable Conference Centre subject to the hire of the venue providing good value to the Council.

**2. BACKGROUND INFORMATION**

- 2.1. Last year the Mayor Making Ceremony and Annual Council Meeting was held at the Dunstable Conference Centre, having been held online for the previous two years. The 2023 event will take place shortly after the May election, so it is not possible for the next Mayor to be known or involved in the planning process informally in the usual way. Plans for the event will be made by officers based on previous events.

**3. VENUE**

- 3.1. The Dunstable Conference Centre is large enough, available and within the parish boundary. No other suitable venue has been identified which meets these criteria.

**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.

**5. AUTHOR**

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**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 14 NOVEMBER 2022****MEADWAY CAPITAL FUNDS PROPOSAL**

**Purpose of Report:** For Members to review options and decide how to allocate the £500,000 raised from the sale of land.

**1. ACTION RECOMMENDED**

- 1.1. It is recommended that Members agreed to recommend to Full Council to allocate the funding raised from the sale of the Meadway land to the schemes listed.

**2. BACKGROUND INFORMATION**

- 2.1. Members will be aware that the Council recently sold a small area of land at the Meadway Allotments site for £550,000. Central Bedfordshire Council owned the access to the site which meant they had a 'ransom strip' for which they wanted 'best consideration'. It was agreed that CBC would commit £50,000 of their capital receipt to the Dunstable Joint Committee and DTC would receive £500,000 for their land.
- 2.2. Funds raised from a capital sale such as this cannot be used to supplement the Council's revenue budget (the precept); it can only be used for capital works.<sup>1</sup>
- 2.3. Officers have reviewed decisions made by the Council, the Corporate Plan, and current and upcoming capital pressures. The following list of projects is proposed to allocate funding against the following schemes.

**3. Recommended Schemes:**

White Lion land landscaping (Land still to be obtained) – This project would involve developing the land at the junction between the busway and College Drive into a small pocket park and gateway entrance to the town.	£30,000
Luton Road Multi Use Games Area (MUGA) – This project involves the installation of a kickabout area as detailed in the GES report and would be undertaken alongside a refurbishment of the play area (the play area to be funded using S106 funding).	£80,000
Luton Road pavilion roof repairs and changing room revitalisation – The roof of the pavilion and the internal condition of the changing rooms is poor and the building is in need of some significant renovation. This work would also compliment any future proposals to relocate the Dunstable Town Bowls Club to the site in future years.	£170,000
New Cemetery design and development – The task of securing a suitable new site for future burial use requires significant input	£75,000

<sup>1</sup> Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 s.23

from specialist consultants more especially around ground water protection, assessment of site suitability, and initial design work.	
Depot extension (Additional floor to be added to the current staff facility) – The current mess and office provision for grounds staff and supervisors is in need of an upgrade and additional office space is required to meet health and safety requirements.	£100,000
Priory House Furniture (to be installed following the completion of works)	£27,000
Street Dressing; re-usable banners etc. (Coronation)	£18,000
<b>Total</b>	<b>£500,000</b>

#### 4. **Alternative Options**

4.1. **Do nothing**; Members may decide not to allocate any funds and wait for the new Council to decide how to use the available funding once the Council is in place after the election.

4.2. **Downside Community Centre roof**. The Council has been advised that similar work to that just completed on part of the roof will be required on the extension in the next 2-5 years at an approximate cost of £75,000. There is no money ear-marked for this at present. Alternatively, this could be funded from the current unallocated money in the General Reserve, which totals £74,000.

4.3. **New Allotments**; it would be possible to provide 16 new full sized plots (or 32 half sized plots) at the Downside Recreation Ground. This would cost approximately £75,000, which would include new fencing, water and preparation.

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

5.1. These are inherent within the report.

#### 6. **HUMAN RESOURCE, HEALTH AND SAFETY AND EQUALITIES IMPLICATIONS**

6.1. None

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

7.1. The recommendation of this report accords directly with the Council priority of *“Continuing to improve the organisational management and efficiency of the Town Council”* and specifically with the objective to *“Ensure the Council maximises the financial benefit of any future Council owned land sales”*.

#### 8. **LEGAL IMPLICATIONS**

8.1. Legal advice would be sought before delivering the projects listed.

#### 9. **APPENDICES**

9.1. None

#### 10. **BACKGROUND PAPERS**

10.1. None

#### 11. **AUTHOR**

Paul Hodson, Town Clerk and Chief Executive  
paul.hodson@dunstable.gov.uk