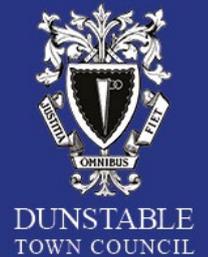


Dunstable Town Council
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Notice of a Meeting of the Finance and General Purposes Committee

Paul Hodson Town Clerk and Chief Executive

Date: 13 January 2023

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 23 January 2023** 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 inform the Council beforehand by emailing democratic@dunstable.gov.uk or calling the Council office by 20 January 2023.

Yours faithfully,

Paul Hodson
Town Clerk and Chief Executive

AGENDA

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 14 November 2022 (copy previously circulated)
3. Specific Declarations of Interest
4. Carbon Neutral Baseline Assessment Report and presentation by Ian Byrne, Consultant (see page 3)
5. Financial Monitoring Report - Report (see page 49)

6. Priory House Additional Works - Report (see page 64)
7. Corporate Plan Update - Report (see page 67)
8. Budget Proposals for 2023/24 (see page 70)
9. Marketing and Communications - Report (see page 111)
10. Referral Reports – to consider any referral reports from other Committees (see page 113)
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
 - Ashton Schools Foundation – Councillors Hollick and Martin
 - Chew’s Foundation – Councillors Corkhill and Kenson Gurney
 - Poor’s Land Charity – Councillors Hollick and Jones
 - Lockington Charity and Marshe Charity – Councillors John Gurney and Jones
 - Dunstable Concert Ensemble – Town Mayor and Deputy Town Mayor
 - Dunstable and District Scout Council Executive – Councillor Martin

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.

12. RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

13. Staffing - Report (**Report to follow**)

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 and Johnson Tamara and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 23 JANUARY 2023

CARBON NEUTRAL - BASELINE ASSESSMENT REPORT

Purpose of Report:	To provide Members with the draft carbon baseline assessment report and associated recommended actions to work towards carbon neutral by 2030. The consultant Ian Byrne will give a short presentation of his report and will be available to take questions from Members.
---------------------------	--

1. ACTION RECOMMENDED

- 1.1 That Members approve the summary of recommended actions detailed in the table provided in section 3.6 of this report.
- 1.2 That Members approve the recommendations of the working group outlined in section 3.7 of this report.
- 1.3 That Members agree to the submission of an expression of interest to Community Energy South who are working with Central Bedfordshire Council on establishing community energy groups across Central Bedfordshire.

2 BACKGROUND

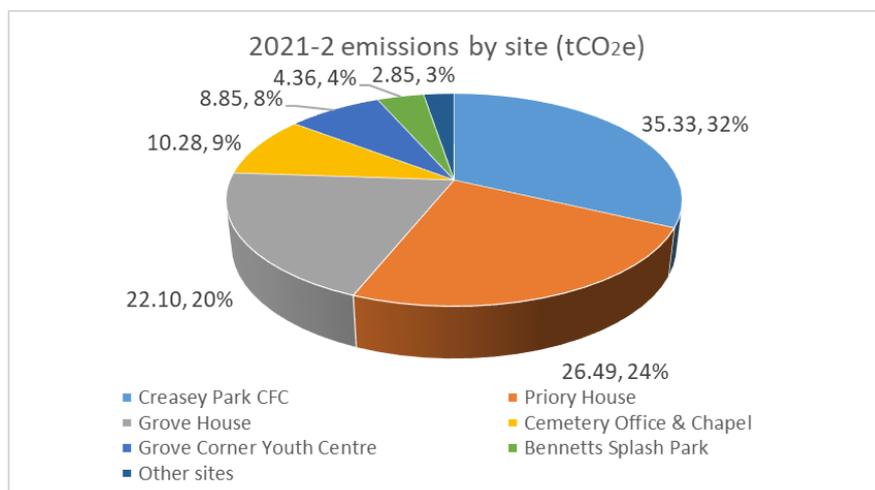
- 2.1 Members will be aware that one of the Council's ambitions set out in the Corporate Plan 2020 to 2023 is to work towards making the organisation carbon neutral by 2030.
- 2.2 This Committee established a Member / Officer working group in March 2020 and at the working group meeting held in September 2020 it was decided that it would be appropriate to secure the services of a specialist consultant to undertake a baseline study of the Council's greenhouse gas emissions and carbon footprint across the whole of the organisation and its wide range of services.
- 2.3 In March 2021 Members approved the release of up to £5,000 from predicted corporate revenue savings in 2020/21 to fund the consultancy. In June 2021 five companies expressed an interest in receiving the brief and these were sent out in early June. None of the companies submitted a quotation and two of the companies contacted the Head of Service to explain that they would not be submitting quotations. The reasons given included the level of existing commitments and the project not being commercially viable within the budget available.
- 2.4 During 2022, the Head of Grounds and Environmental was able to secure the services of IBECCS Ltd to undertake the baseline assessment within the budget made available. IBECCS had been used successfully by other town and parish Councils and came highly recommended.

3. MAIN CONSIDERATIONS AND FINDINGS

- 3.1 Ian Byrne from IBECCS Ltd visited Dunstable in June 2022 to undertake a comprehensive review and provided his report in October 2022. A copy of the full report is provided at Appendix 1. The Member / Officer working group met in November 2022 to review the findings.
- 3.2 The report details the estimated carbon footprint from the overall operations of Dunstable Town Council, and provides a more detailed review of the energy use of its principal sites. The report covers the two financial years 2020/21 and 2021/22, although some site operations were severely limited by closures as a result of the COVID pandemic. The main focus of the report is on greenhouse gas emissions arising from direct use of fossil fuels (gas, petrol and diesel – collectively “Scope 1”) and from the use of electricity (“Scope 2”) in its buildings and vehicles. The report also includes a review of other indirect emissions (often known as “Scope 3” emissions) from the use of water, business travel and selected major purchases. Data on waste has not currently been considered.
- 3.3 The consultant, Ian Byrne will be presenting his findings in person to this Committee and the information provided in the next section of this report is taken from his executive summary:

Executive Summary

- 3.4 **The headline carbon footprint from the Council’s energy use (Scopes 1 & 2) in 2021/22 amounted to around 136 tCO₂e (tonnes of carbon dioxide equivalent). This was a sharp increase from the 119 tCO₂e in the previous year, as operations returned to normality. Including the small emissions associated with water and business travel, the 2021/22 figure is equivalent to the emissions from around 18 average UK households.**
- 3.5 Emissions from the Council’s buildings came to 110.3 tCO₂e, including charging the new electric van, and emissions from its vehicles and grounds maintenance activities came to 25.7 tCO₂e. Within buildings, as may be expected, the largest contributor was Creasey Park Community Football Centre. The diagram below illustrates the emissions across all buildings.



3.6 Recommendations for reducing the footprint include:

- replacing the heating systems in Grove House and Priory House with ground source heat pumps,
- improving insulation where compatible with listed building status,
- reviewing and upgrading heating controls,
- replacing more vehicles with electric vehicles,
- looking at the installation of photovoltaic panels where rooves are at lower risk from vandalism or theft.

3.7 A more detailed summary of suggested actions is extracted from the main report and developed further in the table below.

3.8 The Member / Officer working group met on 16 November 2022 to review the report. The working group considered that the summary of recommended actions could be split into 3 types:

- Items highlighted in cream are likely to be achievable in the short term and through existing revenue budgets or allocated reserves.
- Items highlighted in light blue might be achieved through existing or emerging projects already approved by the Council.
- Items highlighted in green could be considered by members for inclusion within the next Corporate Plan
- Items highlighted in red are not considered to be achievable.

Summary of Key Recommendations

#	Location(s)	Brief Description	Costs	Savings	Payback	CO ₂	Action
Heating/hot water systems							
3	Grove House	Install GSHP (replacing boiler)	££££	££	⌚	🌍🌍🌍	Possible Future Corporate Plan Action
2	Grove House	Insulate hot water pipework	£	£	⌚⌚	🌍	Quick win – Existing Revenue
3a	Grove Corner	Decommission rear boiler, either join to newer condensing boiler or extend Grove House neat network	££ - ££££	£ - ££	⌚⌚	🌍 - 🌍🌍	Quick win – Existing Revenue
6	Priory House	Install GSHP (replacing boiler)	££££	££	⌚	🌍🌍🌍	Not feasible due to listed status and Priory Gardens being a Scheduled Ancient Monument
13a	CP Mess Room	Improve heating in mess room	££	£	⌚⌚⌚	🌍	As part of existing / emerging project. Subject to retention of site
15	Bennetts Rec	Improve controls in changing rooms	££	£	⌚⌚	🌍	Quick win – Existing Revenue
Insulation & building fabric							
1	Grove House	Consider internal wall insulation	£££	£	⌚	🌍	Possible Future Corporate Plan Action
18	Meadway	Investigate options for adding cavity wall/loft insulation if not present	£££	££	⌚⌚	🌍🌍	As part of existing / emerging project
Lighting							
4	Grove House	Replace remaining halogen spots and T12 tubes with LEDs	£	£	⌚⌚⌚	🌍	Quick win – Existing Revenue
7	Priory House	Replace halogens with LEDs in exhibition room	££	££	⌚⌚	🌍🌍	Quick win – Existing Revenue

#	Location(s)	Brief Description	Costs	Savings	Payback	CO ₂	Action
11	Creasey Park	Check/improve floodlight controls	£	£	⌚⌚⌚	🌍	Quick win – Existing Revenue
Renewable energy							
9	Creasey Park	Add solar thermal for hot water	£££	££	⌚⌚	🌍🌍	Possible Future Corporate Plan Action. Subject to retention of site.
10	Creasey Park	Add up to 40kWp of PV panels	££££	£££	⌚⌚	🌍🌍🌍	Possible Future Corporate Plan Action. Subject to retention of site.
16	Luton Road	Add solar thermal water on SE roof	£££	£	⌚	🌍	As part of existing / emerging project
General							
20	Vans	Replace vans/pickups with EVs when diesel ones reach end of life	££££	££	⌚⌚	🌍🌍🌍	Possible Future Corporate Plan Action
19	Vans	Improve monitoring of mileage	£	£	⌚⌚⌚	🌍	Quick win – Existing Revenue
12	Equipment	Continue to select energy efficient products when adding/replacing	££	££	⌚⌚	🌍🌍	Quick win – Existing Revenue
13	CP Mess Room	Consider well insulated replacement for portacabin	££££	££	⌚⌚	🌍🌍	As part of existing / emerging project
17	Meadway	Obtain smart metering at locations which are currently still billed quarterly					Quick win – Existing Revenue
5	All	Check equipment is not left on standby; appoint an energy champion for each site	£	£-££	⌚⌚⌚	🌍	Quick win – Existing Revenue

Key:

Costs

££££	Over £10,000
£££	£1,000-10,000
££	£100-1,000
£	Under £100

Savings

£££	Over £500 / annum
££	£50-£500 / annum
£	Under £50 / annum

Payback

⌚⌚⌚	Fast – under 5 years
⌚⌚	Medium – 5 to 20 years
⌚	Slow – Over 20 years

Carbon Saving

🌍🌍🌍	Significant >1tCO ₂ e / annum
🌍🌍	Moderate 0.1 to 1 tCO ₂ e/ annum
🌍	Low <0.1 tCO ₂ e per annum

3.9 In addition the working group concluded that it is now very important that the Council embraces a strategic and more corporate approach to achieving a reduction in carbon output and reducing energy and resource usage, not least as energy costs rise globally. Furthermore, there needs to be a change of culture in the organisation so that carbon reduction is at the forefront of policy and decision making, project development and management and daily routine activity and changed behaviour. It is therefore proposed that, in addition to adopting the recommendations contained in the baseline report, and summarised in the table at 3.5, the Council adopts the following courses of action:

- The working group continues to meet on a regular basis to guide and support officers moving forward.
- The Finance and General Purposes Committee monitor progress by receiving a progress update report twice per year.
- Officers set up named carbon neutral / energy champions for each service.
- A full package of training is developed for Members, officers and appointed champions.
- All future service and management plans include carbon reduction and energy saving actions and objectives.
- All performance appraisals make reference to and include carbon reduction and energy saving key outputs and targets where appropriate.
- All reports for decision making to the three standing committees and Full Council include carbon reduction implications where appropriate.
- The Council publicises its work on carbon reduction and energy saving to ensure that local residents are aware of the actions being taken and are seen as an exemplar of good practice within the town.

3.10 The Head of Community Service recently attended an online workshop facilitated by Central Bedfordshire Council and Community Energy South on the topic of **community energy groups**. CBC have been successful in being one of 10 authorities who have qualified for the first stage of the pathway to be funded by the Department for Business, Energy and Industrial Strategy to support the growth of the community energy sector. Community Energy South will deliver a six-step mentoring programme to help establish a thriving community energy sector across Central Bedfordshire. Appendix 2 provides a summary of the initiative.

3.11 At this stage Community Energy South are seeking expressions of interest (EOI) only. With this type of project being inherently about what the Council is seeking to achieve, it is proposed that an EOI be submitted before the end of January 2023.

3.12 In order to assess progress towards achieving carbon neutral by 2030 it has already been suggested that this Committee receives twice yearly progress reports. It is anticipated that monitoring and reporting on progress will take two forms. Firstly, there will be reporting on progress against achieving the specific recommendations set out in sections 3.6 and 3.7 of this report. Secondly, it will be necessary to regularly measure the Council's carbon output to determine if the organisation is achieving an ongoing reduction and progress towards carbon neutral. It will therefore be necessary for the Member / Officer working group to work closely with the consultant to develop tools to measure future carbon output.

4. FINANCIAL IMPLICATIONS

4.1 The adoption of the specific actions and recommendations and the subsequent delivery of these will have future financial implications for the Council. Whilst an

indication of costs, savings and payback is provided in the report it will be necessary to establish a clear cost for each action and ensure that adequate budget provision is made through the budget setting process.

- 4.2 It should be noted that some low cost, easily delivered actions can likely be funded through existing revenue budgets or allocated reserves. Furthermore, it may be possible to deliver some actions through ongoing or emerging projects such as Luton Road pavilion refurbishment.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The proposals contained within this report are in line with the Council's stated Corporate Plan objective to work towards achieving carbon neutral status by 2030.

6. ENVIRONMENTAL POLICY IMPLICATIONS

- 6.1 The proposals and recommendations contained in this report are in line with the Council's approved Environment and Sustainability Policy

7. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND EQUALITIES IMPLICATIONS.

- 7.1 None at this stage.

8. APPENDICES

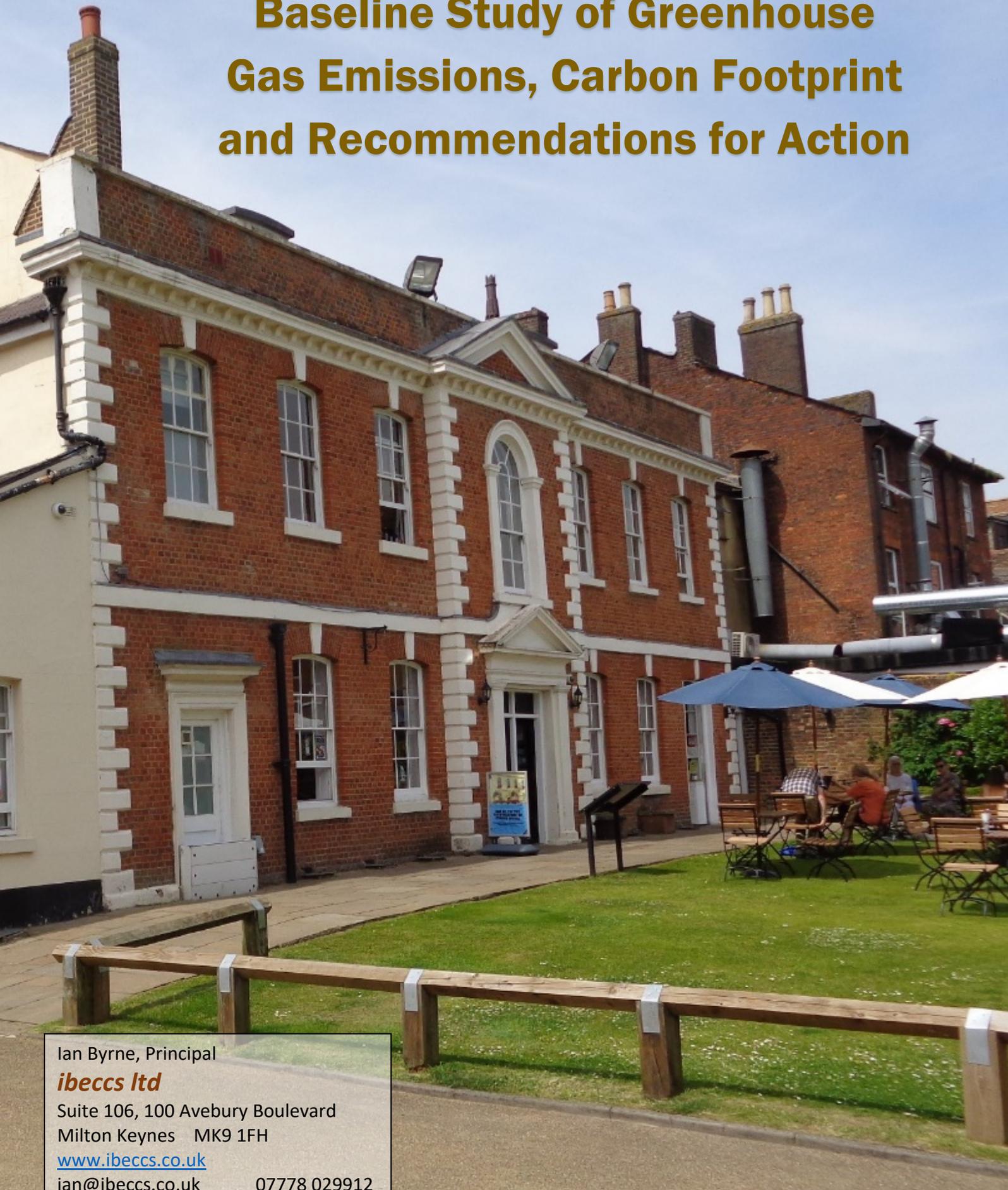
- 8.1 Appendix 1 - Base Line Study of Greenhouse Gas Emissions, Carbon Footprint and Recommendations for Action - Ian Byrne, IBECCS Ltd
- 8.2 Appendix 2 – Community Energy Initiative – Pathway Project Briefing Note

9. AUTHOR

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Dunstable Town Council

Baseline Study of Greenhouse Gas Emissions, Carbon Footprint and Recommendations for Action



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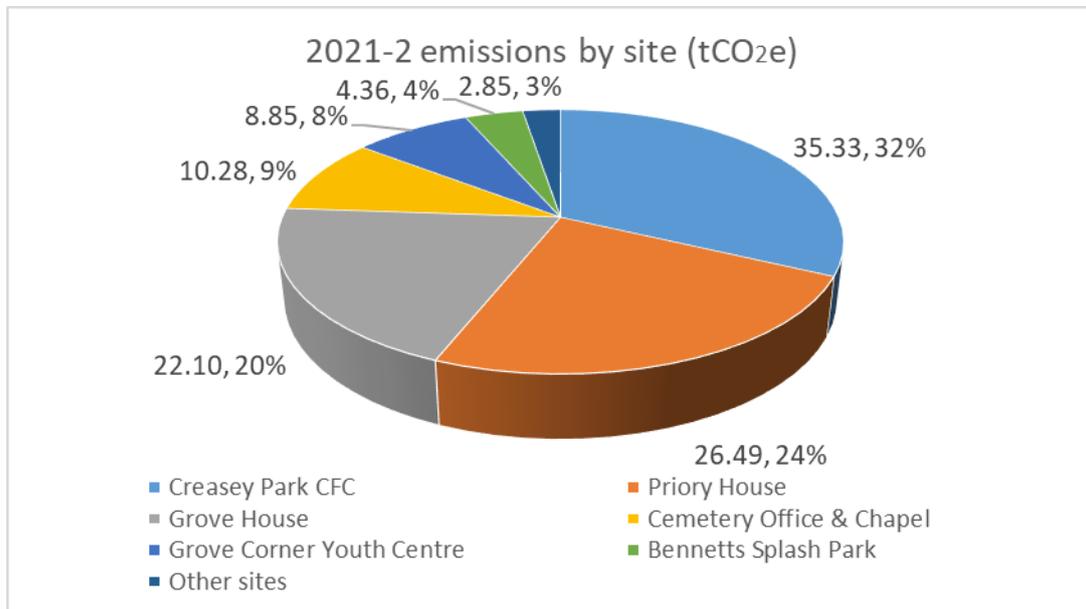
Baseline Study of its Greenhouse Gas Emissions, Carbon Footprint and Recommendations for Action

Executive Summary

IBECCS is pleased to present a report showing the estimated carbon footprint from the operations of Dunstable Town Council, as well as a more detailed review of the energy use of its principal sites. The report covers the two financial years 2020-1 and 2021-2, although some site operations were severely limited by closures as a result of the COVID pandemic. The main focus is on greenhouse gas emissions arising from direct use of fossil fuels (gas, petrol and diesel – collectively “Scope 1”) and from the use of electricity (“Scope 2”) in its buildings and vehicles. The report also includes a review of other indirect emissions (often known as “Scope 3” emissions) from the use of water, business travel and selected major purchases. Data on waste has not currently been considered.

The headline carbon footprint from its energy use (Scopes 1 & 2) is that they amounted to around 136 tCO₂e (tonnes of carbon dioxide equivalent) in 2021-2, a sharp increase from the 119 tCO₂e in the previous year, as operations returned to normality. Including the small emissions associated with water and business travel, the 2021-2 figure is equivalent to the emissions from around 18 average UK households.

Emissions from the Council’s buildings came to 110.3 tCO₂e, including charging the new electric van, and emissions from its vehicles and grounds maintenance activities came to 25.7 tCO₂e. Within buildings, as may be expected, the largest contributor was Creasey Park Community Football Centre:



Recommendations for reducing the footprint include replacing the heating systems in Grove House and Priory House with Ground Source Heat Pumps; improving insulation where compatible with listed building status, reviewing and upgrading heating controls, replacing more vehicles with EVs, and looking at the installation of photovoltaic panels where roofs are at lower risk from vandalism or theft.

Ian Byrne, October 2022

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Introduction and Scope

IBECCS Limited was invited to make a response to a brief originally issued in June 2021 for a baseline study of the GHG emissions¹ of Dunstable Town Council, and the ways in which they may be cost-effectively reduced. The Council wished to establish its current carbon footprint arising from its activities and services, with the intention that the assessment will inform the development of a carbon reduction plan to achieve carbon neutrality by 2030. Essentially the study consisted of three elements:

1. A baseline assessment of Dunstable Town Council’s greenhouse gas emissions and carbon footprint. Essentially these have been undertaken on a building by building basis, although there is also an overview of other, indirect Scope 3 emissions;
2. Provision of a straightforward Excel spreadsheet containing current year data that can be used as a tool in subsequent years (separately provided), with reference to sources and assumptions to provide consistent monitoring and targeting of emissions in future years;
3. An indicative list of opportunities for emissions reductions or removals split between quick, low-cost wins and those that may require access to grant funding.

For readability this report is arranged so that after an initial review of the overall footprint, each building is then considered in turn, before a review of Scope 3 emissions, including a partial quantification.

Background – energy budgets

From a review of publicly available data, the Council’s energy bills and budgets are in the region of:

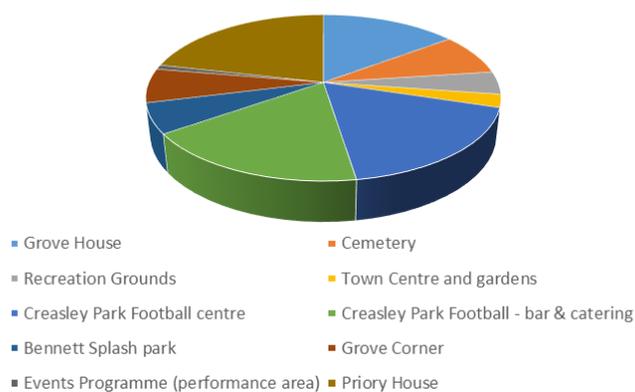
	Gas £	Electricity £	Road fuels £
Actual 2020/1	16,069	37,747	7,740
Budget 2021/2	20,200	47,550	15,500
Budget 2022/3 (no change)	20,200	47,550	15,500

The increase between years may partly reflect fuel costs, but also an expectation of the resumption of more normal services as COVID restrictions eased. In particular, there were no vehicle fuel costs for the town ranger service in 2020/1 nor electricity bills for the Bennett Splash Park, and there were significant increases in gas consumption expected in the two areas with catering, the Creasey Park Football Centre and Priory House, in 2021/2.

Energy consumption is quite evenly split between the various buildings and

functions with the largest user, based on budgeted figures, being the Creasey Park Football centre – the division between catering and other activities appears to be arbitrary as they receive a single bill. Energy budgets were prepared before the rapid increases in unit rates following the invasion of Ukraine.

Dunstable Town Council - Gas & Electricity Budgets - 2022/3



¹ Terms that may be technical or unfamiliar are explained very briefly in an annex. They are shown in underlined italics the first time they appear in this document.

Carbon Footprint

Summary

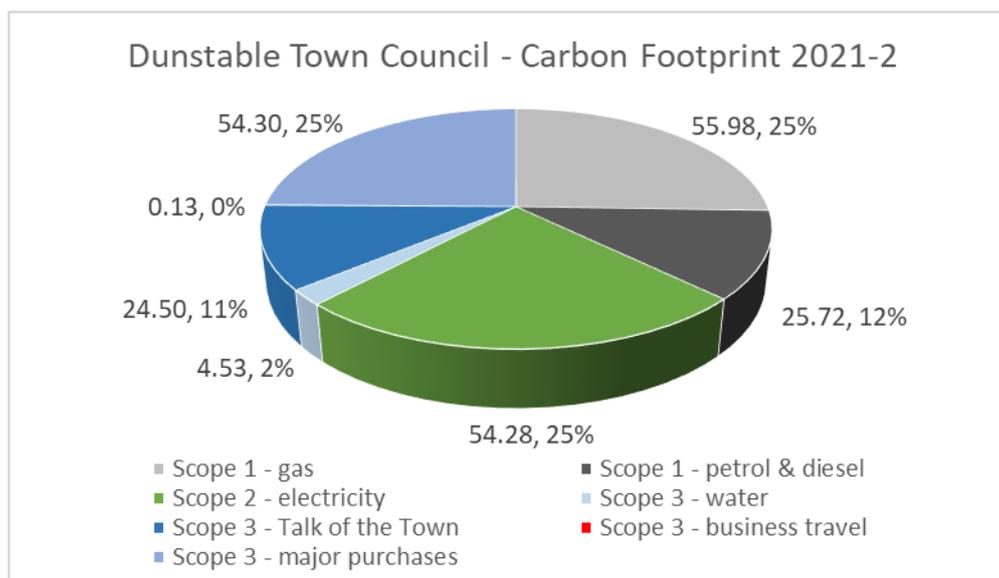
The estimated carbon footprints for the activities of Dunstable Town Council over the last two financial years are:

	2020-1	2021-2
	tCO ₂ e	tCO ₂ e
Scope 1 - gas	51.82	55.98
Scope 1 - petrol & diesel	26.63	25.72
Scope 2 - electricity	40.78	54.28
Scope 3 - water	4.79	4.53
Scope 3 - Talk of the Town	24.50	24.50
Scope 3 - business travel	0.05	0.13
Scope 3 - major purchases	n/a	54.30
	148.56	219.45

Given that there is considerable uncertainty about most of the indirect (Scope 3) emissions, other than those relating to water and business travel, it is useful to focus on energy-related emissions:

	2020-1	2021-2
	tCO ₂ e	tCO ₂ e
Scope 1 - fossil fuels (direct emissions)	78.45	81.71
Scope 2 - electricity	40.78	54.28
	119.22	135.98

Data for the most recent year can be shown as, in tonnes of carbon dioxide equivalent:



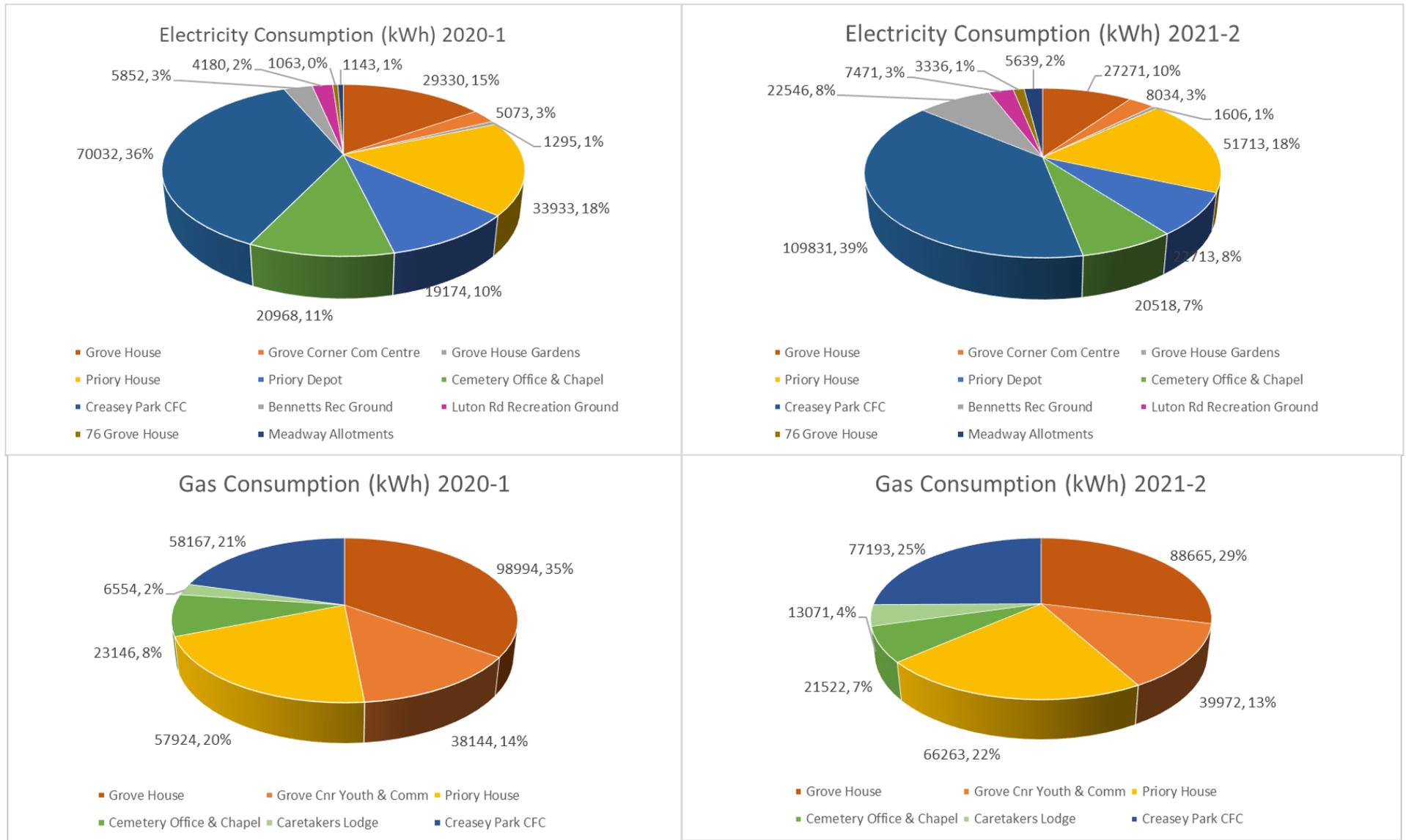
As a word of caution major purchases only includes a selection of the items with the largest footprints. Scope 3 emissions identified to date also exclude recurring purchases of goods and services, waste disposal, and emissions associated with the sale of food and drink in the cafés and Creasey Park bar. In comparison, the average UK household is responsible for about 7.8 tonnes for energy, water and travel only, so the council's emissions are equivalent to around 18 households.

Site specific footprints

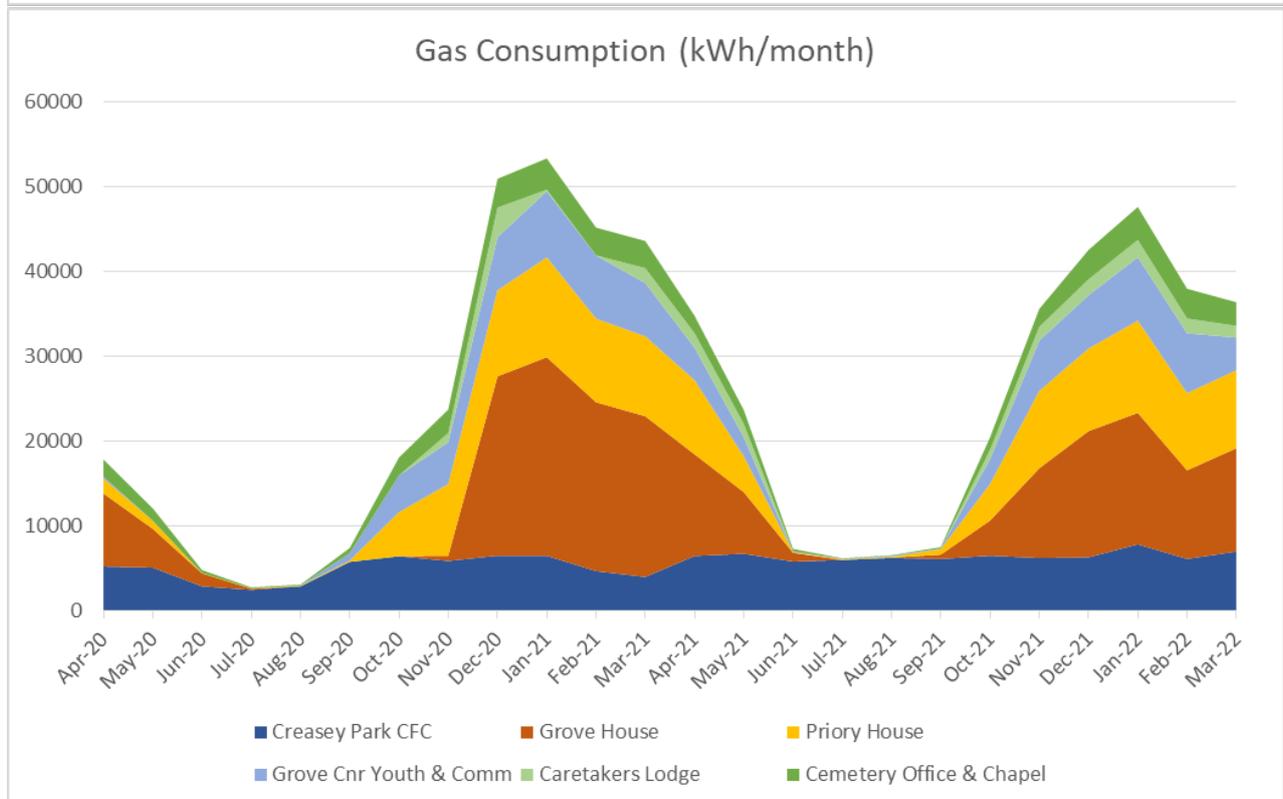
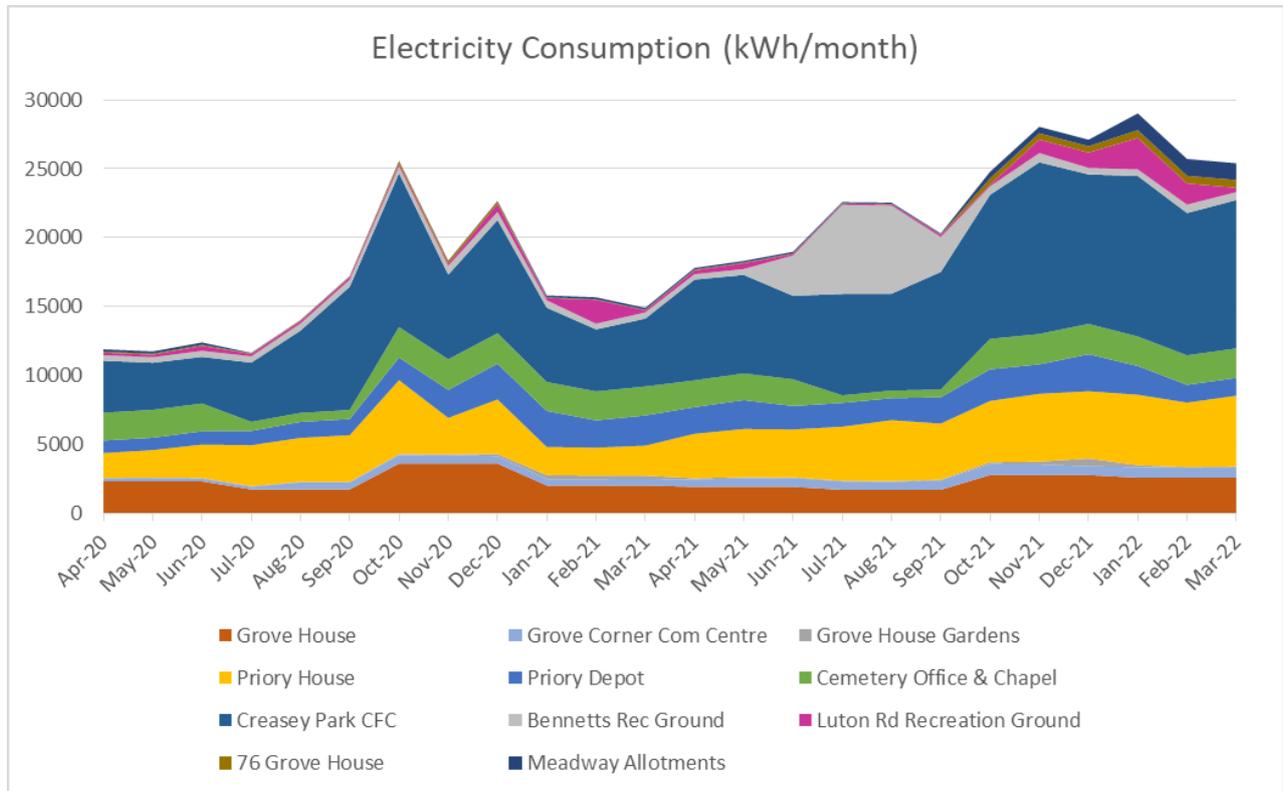
The energy consumption from electricity (Scope 2) and gas (Scope 1) can be summarised as:

	2020-1	2021-2	2020-1	2021-2	Fuel CO ₂	Total CO ₂	Area	Intensity
Electricity	kWh	kWh	tCO ₂ e	tCO ₂ e	%	%	m ²	kWh/m ²
Grove House	29330	27271	6.23	5.27	9.7%	4.8%	812.7	33.6
Grove Corner Com Centre	5073	8034	1.08	1.55	2.9%	1.4%	203	39.6
Grove House Gardens	1295	1606	0.27	0.31	0.6%	0.3%		
Priory House	33933	51713	7.20	10.00	18.4%	9.1%	382.2	135.3
Priory Depot	19174	22713	4.07	4.39	8.1%	4.0%	91.5	248.2
Cemetery Office & Chapel	20968	20518	4.45	3.97	7.3%	3.6%		
Creasey Park CFC	70032	109831	14.87	21.24	39.1%	19.3%	391	280.9
Bennetts Rec Ground	5852	22546	1.24	4.36	8.0%	4.0%	186	121.2
Luton Rd Recreation Ground	4180	7471	0.89	1.44	2.7%	1.3%	189	39.5
76 Grove House	1063	3336	0.23	0.65	1.2%	0.6%		
Meadway Allotments	1143	5639	0.24	1.09	2.0%	1.0%	64.6	87.3
			40.78	54.28		49.2%		
Gas								
Grove House	98994	88665	18.13	16.18	28.9%	14.7%	812.7	109.1
Grove Cnr Youth & Comm	38144	39972	6.99	7.30	13.0%	6.6%	203	196.9
Priory House	57924	66263	10.61	12.10	21.6%	11.0%	382.2	173.4
Cemetery Office & Chapel	23146	21522	4.24	3.93	7.0%	3.6%		
Caretakers Lodge	6554	13071	1.20	2.39	4.3%	2.2%		
Creasey Park CFC	58167	77193	10.65	14.09	25.2%	12.8%	391	197.4
			51.82	55.98		50.8%		
Total Electricity	192042	280678	40.78	54.28				
Total Gas	282928	306686	51.82	55.98				
	474970	587364	92.60	110.26				

Graphically this may be seen as:



Monthly data is included as Appendix 4 and on an associated spreadsheet. However when viewed graphically, the seasonality of energy consumption becomes clear for most sites, as well as the increased consumption following the relaxation of pandemic restrictions, with sites such as the Bennetts Splash Park re-opening in May 2021:



Other points to note are that less gas was used in winter 2022 than the previous year and that Creasey Park CFC uniquely has almost constant gas consumption throughout the year.

Analysis by site

Grove House

Overview

Grove House serves as the main administrative offices for Dunstable Town Council, and is generally open from around 8am to 6pm, with occasional evening meetings. Most of the ground floor is separately let to a local firm of solicitors. The area of the building is 812.7m². Energy consumption in 2021-2 is approximately

The building was constructed around 1750 in brick, and has been listed as Grade II for over 70 years, limiting the opportunities for major structural changes. Externally it is of 2 storeys, with heavy stucco covering and a number of late 18th and 19th century alterations. The listing notes that it has a very steep pitched gabled roof with some early tiles remaining in situ and a variable ridge line, broken by 6 widely spaced dormers. The windows are sash, some early single hung, in wide wooden cases. The interior has been much altered but many minor details of the C17 have survived.

Most of the Council functions are carried out at first floor level, with the largest office at the NE end, and then a series of smaller room, including a “library”, mayor’s parlour, CEO offices and rooms used by local charities arranged along the NW (rear) side of the building; rather fewer room including another office, toilets and a small kitchen are arranged long the opposite side facing the High Street North.

Building Fabric

As a listed building, there are limits as to what can be done to improve the building fabric. However internal wall insulation can be fitted as in the office areas as internal features would not be covered by the listing; this clearly could not be done in areas such as the Mayor’s parlour or the entrance hall where there is internal stucco work. In the open office areas some cabling is already on the surface of the walls (see image) so could be moved relatively simply.



Recommendation 1: Prior to the next redecoration of office or corridor areas, investigate (and install) the addition of internal insulation to selected external walls.

Heating



The main source of heating in Grove House is from a single Hamworthy Purewell floor-mounted cast iron condensing boiler. This is located in an unheated basement, accessed through an external stairwell, with a considerable amount of unidentified pipework, often poorly or uninsulated. However, the actual boiler

and immediately associated hot water pipework appear to be relatively modern (the Purewell Mk 2 is still sold by Hamworthy). The photo above right shows where some of the modern, well insulated pipework joins onto older less well insulated pipes – the pipe in the foreground is gas, so does not need insulation. There is also some uncertainty about how the boiler is controlled; the boiler’s own thermostat was showing a temperature of 21°C, so was not firing, but at least one circulation pump appeared to be running.

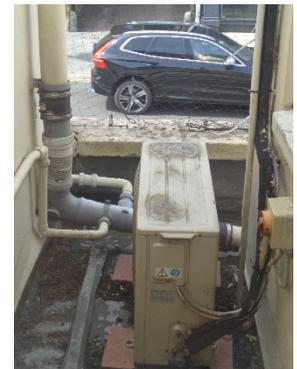


Heat distribution is through a plethora of different types and ages of radiators, mostly with thermostatic radiator valves (TRVs) fitted. A majority of the radiators were large, older cast iron units, with the TRV variously located at the top or bottom of the inlet, but there were some more modern radiators as well; this will make it very hard to balance the system especially if employees turn up the TRV in the hope that it will make them warmer. In one case the head of the TRV was simply sitting on top of the radiator (4th from left) and as in many offices, some radiators had furniture or boxes blocking them to a degree, but as the visit was in summer this may only be temporary. The right image shows how despite there being two quite different radiators in close proximity, the employee still needed to have an electric heater to maintain an adequate temperature.

Recommendation 2: For so long as the boiler is reliable, it can continue to be used. All pipework in the unheated basement should be checked for proper insulation, including the provision of sleeves around valves on heated pipes.

Cost: Under £500 if undertaken at the same time as a boiler service

Recommendation 3: In the longer term, as much of the distribution system has relatively large bore pipework, subject to upgrading insulation levels it could be used for slightly lower temperature water, potentially from a heat pump. An air source heat pump would be difficult to locate on the exterior of the building, owing to its listed status – there is currently a small air-conditioning fan unit tucked into one of the valleys between dormers hidden at street level behind the first floor parapet, and it is unlikely sites could be found for more. Although in theory one could be sited remotely from the building – perhaps by one of the Grove Corner outbuildings – and then warm water piped back to the main building, this would be unduly complex and likely to be expensive and inefficient.



So in the longer term, if the Council is to reduce its footprint by electrification this would most likely be by using a ground source heat pump (GSHP) sourcing heat from boreholes in the car park behind the building, and placing the actual heat pump unit with a buffer tank in the basement, where there is plenty of space. More information on ground source heat pumps, including the local area geology, is included in the Appendix 2.

3a: A ground source heat pump solution could also be shared with the adjacent Grove Corner building, spreading the capital costs, for example by running a warm water distribution pipe from the basement under the car park entrance to the other building.

Cost: In excess of £20,000 depending on number of boreholes required

Lighting

Grove House uses a mix of types of lighting, with a preponderance of fluorescent strips or bulbs. It was noted at the time of the visit the entrance lights (chandeliers) were left on, although the entrance is not generally accessible to the public or part of an internal corridor route. The chandeliers included one old 60W tungsten filament bulb which should be replaced at the earliest opportunity; the balance were compact fluorescent lamps (CFLs) which will need to be replaced by LEDs as they fail. Given the relative inaccessibility of the lights, it might be wise to replace all remaining bulbs with LEDs – which have a very long lifespan – at the same time.



In some other rooms, halogen spots were still in use – these should also be replaced as a matter of some urgency with LEDs. This included the photocopy room (6 halogens), the council chamber (6 halogens, although only half appeared to be working) and the mayor's office (**Recommendation 4**).

There are significant number of conventional strip lights in use; these too should be retrofitted with LED tubes (or replaced) when the existing tubes fail. Most are regular T8 tubes, although the older very inefficient T12 tubes were spotted in the hospice room and the attic store room. Although these may be areas of low use, consideration should be given to replacing the tubes – perhaps by reusing a T8 tube in an area of near continuous use, where the latter may then be upgraded to LEDs.

A few 2D fluorescent tubes were also seen – notably in the council chamber (8 lights, fitted inside an imitation cut glass hemisphere – see right) and photocopy room. Until recently direct LED replacements were unavailable on the UK market, but they are now appearing in both GR8 (2 pin) and GR10Q (4 pin) formats. If they are currently used as emergency lights, extra care should be taken over compatibility.



The former registrar's office and store use square ceiling lights, but it was not possible to determine the efficiency of these units.

Other Energy Uses

Only one room has air conditioning, the front office (where traffic noise and fumes makes opening windows less of an option). The current unit is a Mitsubishi MSC-12RV split unit which is rated at 3.5kW in cooling mode. This is an elderly unit, probably fitted around 2001, and would originally have used the R22 refrigerant (a hydrochlorofluorocarbon that is now banned in the UK under the Montreal Protocol). If the unit is still using R22 it is possible under carefully controlled conditions for the refrigerant to be removed and replaced by a less harmful one, such as R410a. Alternatively a new unit is likely to operate more efficiently as well as avoid ozone-depleting gases. Some other rooms in Grove House have extract fans in the windows, but it is not known if this would be adequate for this office.

Hot water for toilets and kitchen is provided through undersink units, such as the Ariston unit shown here. Although these are sometimes referred to as instantaneous, they actually contains a small unvented hot water tank typically of 6 litres in size. Rated A for efficiency, they are appropriate for Grove House and require no further action.



Grove House also contains an amount of audiovisual equipment such as the Lansar 75" UHD LED TV in the council chamber. Again, this is appropriate and was rated A+ when bought in March 2021.



There is also a fan heater mounted over the entrance door in a position that would appear to be almost entirely useless (see left) as any heat produced would simply be deflected up to the ceiling.

The only minor **recommendation (5)** to be made is the fairly obvious point to switch off equipment when not in use; some of the older AV equipment may have a significant energy consumption in standby, although most modern kit keeps this to as little as 1W.

76 Grove House & Grove House Gardens

Electricity bills is also used on two additional locations described as Grove House Gardens and 76 Grove House and together are responsible for about 4% of the Council's electricity consumption, equivalent to 2.1 tCO₂e in 2021-2. The former probably mainly covers external lighting and the latter the outbuildings adjacent to the Grove Corner Community Centre. Both are billed quarterly and show a seasonal pattern of usage, but the electricity at 76 Grove House rose significantly in late 2021 as it is believed to be the base for the Groupil electric pick-up truck. To estimate its effect, consumption in the first calendar quarter of 2022 was 3,641kWh compared to just 131kWh in the equivalent quarter in 2020-1.

Grove Corner Community Centre

Overview

Formerly known as The Place, and originally built as an ambulance station, the Grove Corner Community Centre is located adjacent to Grove House. It consists of a two storey building with double height function room at the front (the former ambulance garage) with two single storey outbuildings (see under 76 Grove House). The main buildings have flat roofs; the outbuildings have pitched tiled roofs. The main building appears to have a brick cavity wall; one of the outbuildings has solid brick walls.

Building fabric

With cavity walls, it should be possible for these to be filled internally at a relatively low cost – there was no sign that this has been done before. This would reduce the heat demand from the boilers (see also below) and potentially improve internal comfort.

As a longer term option, consideration could be given to reroofing the building, possibly adding a pitched roof and current levels of loft insulation (300mm). From the aerial views on the web, the roof appears to suffer from some pooling of water.

Windows observed have adequate double glazing.

Heating

Heating for the main building is provided by a pair of wall mounted boilers located in the same room: a Vaillant Thermocompact for the rear of the building and a Worcester Greenstar i MT10 for the front of the building. Both supply radiator systems fitted with TRVs and have relatively straightforward controls that are appropriate to a venue where there may be occasional users (see below).



The Vaillant boiler is a model that was manufactured from 2000-2008 so is likely to be towards the end of its life; described as being a “standard efficiency boiler” it is non-condensing and has a seasonal efficiency of around 79% (depending on the exact model). It is controlled by an integral electromechanical timer on the front panel.

The Greenstar is a modern high efficiency condensing boiler, A-rated with a 92% seasonal efficiency. Unusually for such a boiler it also has a mechanical timer (hence the MT10). The exact Greenstar model was not displayed, but output is likely to be 27kW (the entry level model output), and this might be adequate to heat the entire building. If, as is likely, the Vaillant unit ceases to work or is declared unsafe in the near future, than a competent heating engineer should be asked to look at whether it would be straightforward to modify the plumbing to operate both parts of the building from the more modern boiler. Ideally this should be matched to full zone control with separate thermostats and a motorised valve diverting hot water to whichever zone was calling for heat. This should be a lot cheaper than buying a new boiler, and should enable to Greenstar boiler to operate at maximum efficiency more of the time. It might be that in the very coldest weather some degree of auxiliary heating is still required, but providing this was not used habitually to maintain high internal temperatures.

Distribution is through conventional radiators with TRVs (although there is no TRV in the disabled toilet). The main function room has radiators around its perimeter but inevitably these can become blocked by furniture - in summer this does not matter, but it could lower the effectiveness of the system in winter (in the photo the radiator is almost completely hidden).



In the longer term, if Grove House moves to a ground source heat pump system it may be possible to link Grove Corner to the wider system as the Southern corner of the building is only around 20m from the basement area in Grove House where a heat pump could be installed.

Lighting

Lighting is largely though a mix of CFLs and conventional fluorescent tubes. The small room with the boiler, for example, has three pairs of twin T8 tubes, each using 56W, which is an enormous lighting load for the area lit. Relatively high levels of light provision are found elsewhere; the rear office, for example, was measured as being 18.4m², has two double fluorescent tubes (totalling 224W), six recessed ceiling lights fitted with CFLs and 4 wall lights with CFLs.

The main hall has 9 pendant lights each fitted with a pair of CFLs, probably totalling around 36-44W per pendant) as well as 3 over counter lights. Although this may not be very efficient, in absolute terms total electricity consumption per square metre is not all that high at around 40kWh/m²/year, reflecting low use.

Other Energy Uses

The main hall has a small kitchen area at the rear with a water boiler, microwave, two kettles and a Beko fridge-freezer. The hall also has an AV projector on the ceiling. None of this is unusual for a facility of this type, although when electrical items fall due for replacement it is always advisable to look at their energy label.

The toilets each have a Steeple 1600W hand dryer. Lights in the toilets are not controlled on a passive infrared or motion sensor, which may lead to them being left on for long periods when not in use.

Priory House

Overview

Priory House is used as a heritage centre and tea rooms; it is understood that the Tourist Information centre will not be retained. Essentially a Georgian building dating from 1743, it incorporates a vaulted undercroft believed to date back to the thirteenth century. The entire building is Grade II* listed and covers around 382m² of floor area spread over three storeys plus a small basement.

As with Grove House there are some limitations in what can be done to a listed building; much of the ground floor tea rooms (incorporating the vaulting has been renovated relatively recently. Priory House is open from 9am to 6pm Monday to Saturday, as well as on some evenings for special events and once per month on a Sunday.

Heating

Heating is provided through an Ideal Evomax 60 condensing boiler installed in 2003 in a cupboard in the registrar's office on the first floor, matched to a Satchwell (Drayton) DC1100 self-optimising digital controller. Despite its age, this is rated with a high seasonal efficiency and a heat output of 60kW, and the controller was also a top of range model when installed. Heat distribution is largely through radiators with TRVs, although there is some underfloor heating in the undercroft area. The exhibition area had two heated benches which, while unusual, would serve their purpose. This system is well matched to the building and should be retained unless or until it becomes unreliable.



The **recommendation (6)** for the future would then be very much as at Grove House (above) – if gas is to be eliminated, it would require a heat pump and, as a listed building, air source heat pumps would again be inappropriate. (As above, there may be an area where one could be sited by or in the outbuildings, but this is not an ideal solution.) A ground source heat pump could be linked to collector loops (boreholes) under the area used for external café seating in summer, although it could conceivably also work with trenched loops (slinkies) extending into the adjacent park, keeping as far as possible under grassed areas.

Internal distribution at Priory House uses more modern radiators, so could be more problematic with a heat pump, which tends to work better at lower temperatures (although the underfloor in the undercroft area would be fine).

Lighting

Priory House has a mix flat panels, bulkhead lights (generally using 2D bulbs) and – on the top floor – conventional strip lighting. The flat panels are generally from Eterna (such as the Vecosmount shown here) and are designed to take LED lights, providing an even light output across a slimline unit. Assuming these do indeed contain LEDs (and they are not easy to inspect internally) they provide a good low energy solution. As elsewhere T8 fluorescent strips should be replaced with LEDs as soon as any become defective, especially in areas of high or continuous use. Uplighting in the undercroft has been recently upgraded to LEDs.



However significant numbers of halogen spots remain in use in two areas: in the TIC (where we understand they will be removed) and on flood strips in the first floor exhibition rooms – at a rough count there were a total of 146 halogen spots (GU-10 type) on three separate rails as well as some illuminating exhibition boards. Some, if not all, appeared to be linked to PIRs (passive infrared to detect motion – i.e. visitors, as shown left) but others appear to have burnt out and not been replaced.

Recommendation 7: all remaining halogens in the exhibition area should be replaced by LED spots (the same GU-10 fitting is possible), and the PIRs adjusted if necessary for them to function as planned.

Lighting controls in the basement toilets were linked to PIRs, which is appropriate for facilities used by the public, who are rarely motivated to switch lights on or off.

Catering



Priory House also contains tea rooms open to the public, with internal and, in summer, external seating. As such it has an array of commercial catering equipment on the ground floor behind a servery. This includes Lincat ovens, three fridges and two under the counter freezers, a gas cooking range, extractor hoods, UV lighting and an Amika dishwasher, as well as small appliances. There is also a hot water tank especially for the kitchen. As the tea rooms pride themselves on home baking demand on the oven is quite high. No detailed comments will be made, other than to note the constrained space inevitably means that the fridges and freezers will be fighting against waste heat from the ovens and range, and that this is one area where gas use would be likely to continue even if the heating system were to be electrified.

The consequences of the tea room extend into the basement where there two tall larger fridges, and across to the depot (separately metered for electricity) where there is a large freezer, as well as a washing machine and tumble dryer. The washer and dryer were both apparently quite new models; the washer is a Whirlpool AWG 1212/PRO 12kg/1200 rpm spin machine with an energy rating of A and the dryer a Hoover Link 9kg condenser machine with an energy rating of B or C, depending on the exact model variant (this was bought in February 2022). The washer will use between 1.08 kWh (half load at 40°C) and 2.24 kWh (full load at 60°C) per cycle, and uses 0.4W on standby.

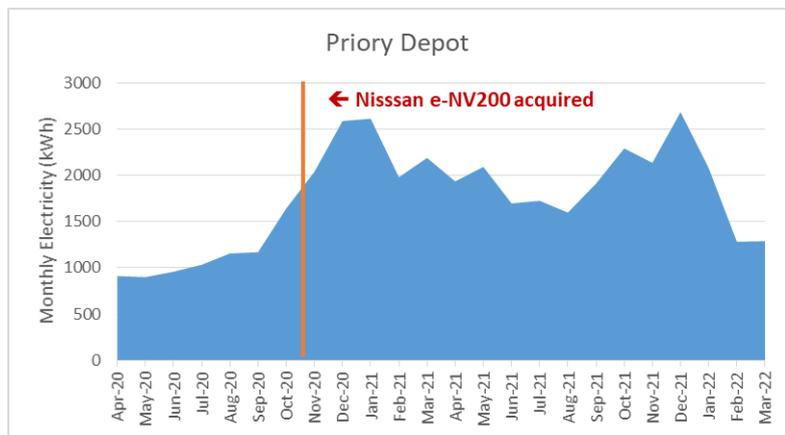
Other Energy Uses

Another tea-room related miscellaneous use was found on the top floor, where there is a commercial ironing press. Elsewhere most of the additional energy use will come from hot water; a Santon electric boiler provides hot water for the toilets in the basement for example and an Ariston unit in the staff room. Some of the toilets (both in the basement and on the top floor) have small additional Dimplex heaters, as they are not connected into the main central heating system. The rooms in the basement also have small extract fans. Finally in the Jacobean room on the first floor, where there are Tudor wall paintings to preserve, a dehumidifier runs continually – this is unlikely to have a high power consumption, though. Apart from behavioural matters, such as checking equipment is not left on when not in use, there is probably little concrete to recommend.

Priory Park Mess Room & Depot

The white goods associated with the tea room located in this area have been mentioned above. There is a small mess room, with a microwave fridge and instant hot water as well as basic fluorescent lighting.

The depot is used to store a mix of electrical and petrol garden equipment, but also now has a Nissan e-NV200 electric van. This was acquired in November 2020, and is charged through a slow connection – just the normal 13A socket. The effect on overall electricity consumption is will be to increase demand, but the effect is not huge; demand at this site rises in summer in part due to greater patronage of the tea rooms.



As additional electric vehicles (EVs) are acquired, it is worth noting the effect on electricity consumption.

Cemetery Office & Chapel

Overview

This consists of two linked buildings – an office (referred to on some bills as the Burial Board) and chapel that is only used for services at most once or twice per week. The office is used by Council staff from 7.30am to 5.00pm Monday to Friday.

The buildings are essentially symmetrical around the linked arch, and were constructed in brick around 1861; they are not however listed. The walls are solid brick with considerable use of stone features for

architraves and corners. The right-hand building has been divided internally to form two floors, with the main office function on the upper level and a store/mess room below.

The office appears to have been quite recently refurbished; as before when the next refurbishment is due, consideration should be given to looking at opportunities for internal wall insulation. This would also help reduce the problem of overheating in summer that has been reported.

Energy consumption appears high compared to the footprints of the two buildings – in 2021-2 it was responsible for around 7% of both electricity and gas use.

Heating

There are separate heating systems for the two buildings. The office, which is more frequently used, is heated by a Potterton Gold HE combination condensing boiler (A-rated) serving conventional radiators – we were told there are no other controls, apart from those on the boiler. This includes an electromechanical time that was set to 12 hours on and 12 hours off, with no ability to change patterns at weekends. The boiler is acceptable by modern standards but the controls are rather inadequate.

Recommendation: the addition of a combined room thermostat (which tends to be more accurate and responsive than TRVs) and seven day timer, to prevent unnecessary heating at weekends.

The chapel is heated by eight suspended EcoSun electrical heaters. Given the pattern of usage, these are adequate.

Lighting

The office has modern T5 fluorescent tubes arranged in six pairs – these are the most efficient form of fluorescent lighting so need not be upgraded for the time being. Switching should be checked to see if it is possible for partial illumination only when the room is not fully occupied.

The lower mess room has four new twin strips, which appeared to be LEDs, so are up to modern standards.

The chapel has fluorescent luminaires.

Other Energy Uses

The main other use in the office is a small air-conditioning unit – a Mitsubishi MSZ-AP71VGK installed to cope with summer overheating. This has a nominal 7.04 kW cooling capacity and a coefficient of performance of 3.53, making it A++ rated for cooling. Maximum input energy (consumption) in cooling mode is quoted as being 2.01 kW. While use of air-conditioning units should be avoided where possible, with natural ventilation used, this does represent an efficient unit. The literature suggests that it can also be used in heating mode (with an 8.0 kW output), and this would be both cheaper and lower carbon than the boiler, so may be a viable alternative at times when the office but not the mess room need heat.

The toilet has an Ariston water heater and an electric heater – in other words it is not connected to the heating system, even though as a combi it can efficiently provide both heating and hot water.

There is the usual collection of domestic appliances in the mess room – fridge, microwave, roaster, kettles – and office equipment upstairs.

Creasey Park Community Football Centre

Overview

This is a large modern building that is not owned by the Town Council, but by Central Bedfordshire Council. The net floor area is approximately 391m², based on the Display Energy Certificate (DEC) issued in 2015. Our own estimate, based on scaling from Google maps aerial view was substantially higher

(831m²) using the perimeter of the roof. In addition to a main building with bar, small office, showers/changing rooms, function room and food preparation areas, there are external all weather pitches with floodlighting and an irrigation system. The centre is open from 9am daily and closes at 10pm on weekdays (7pm on Saturday and 530pm on Sunday).

The main building is of breeze blocks and was constructed in 2010. It has a suspended ceiling beneath a corrugate metal roof. Any significant changes to the building would need to be agreed with Central Bedfordshire, but if they were clear upgrades it can be presumed that they would be acceptable.

The council's main depot is across the car park from the football centre. This is a single agricultural type storage facility for grounds vehicles, tools and equipment with a separate single story portacabin mess facility including toilets used 7.30am to 4.00pm Monday to Friday.

The pattern of energy use is significantly different compared to the other council buildings. Gas consumption, used primarily for showers, is more or less constant throughout the year: the slight dips in mid-2020 and early 2021 almost certainly reflect lower activity due to COVID. The centre also has by far the largest electricity consumption among the council's properties – representing around 35% of the total in 2021-2, but only 25% of gas consumption. In carbon terms this equates to 32% of all gas and electricity emissions.

Heating

Space heating is a relatively insignificant proportion of the energy consumption at Creasey Park. From the gas consumption – which lacks much seasonal variation, it is also less important as a percentage of the whole council's energy use as space heating than for other locations. Heating is provided by an Ideal Evomax 40 condensing boiler, similar to that installed at Priory House, but with a smaller (40kW) maximum output. Heat distribution is underfloor, as most the spaces are open plan, with movable room dividers.

Hot Water (and Solar Energy)

From the pattern of gas consumption, it appears that the bulk of the energy used is for hot water for the changing rooms. Water is heated by two Andrews EC380/980 unvented units, each with a hot water storage capacity of 380 litres. These are fully condensing water heaters with an A rating and a nominal efficiency of 98%. Energy input is up to 58.9kW; note that each unit is capable of producing as much heat output as the boiler heating Priory House (and that the hot water output combined is three times that of the heating boiler at Creasey Park). The controls over these units are therefore paramount in managing gas use, to ensure there is hot water when needed in large volumes after matches but to minimise standing losses, which are stated by the manufacturer to run at 220 kWh/month.

To put this into context, total summer gas consumption at Creasey Park (when the sole use is understood to be water heating) runs at around 6,000 kWh/month. We have no specific recommendations as the units are of good quality, other than to check the operating control settings regularly. In the longer term, it might be worth investigating solar thermal collectors to provide some pre-heating to the water input (**Recommendation 9**). The Andrews units were able to be matched to their SOLARflo solar thermal water heating system with evacuated tubes, although it is difficult to estimate how great annual savings would be, and from the Andrews website it appears that this may now have been discontinued (and an enquiry was acknowledged by Andrews but has yet to be answered).

Recommendation 10: The large flat roof expanse at Creasey Park should also be able to take photovoltaic panels, subject to testing its load bearing capacity. Given the reported building footprint of 390m², potentially up to 250m² of panels could be installed. With panels typically rated at around 165 W_p/m², this could accommodate up to around 40kW_p of panels, which might cost around £50,000. This would

also be subject to a G99 connection agreement from the local district network operator (DNO - UK Power Networks) which might require an additional payment for a capacity upgrade. In future, this could potentially be matched to a battery for storage, although currently the economics only work in areas where flexibility payments can be earned from the DNO.

Lighting

Internal lighting is mainly recessed in the suspended ceiling, with more conventional fluorescent strips in toilet areas.

External lighting is more significant than in other locations as the all-weather pitches have a total of 16 LED floodlights. Each floodlight has three directional LED arrays; although the exact wattage is not known it seems likely that this is likely to be up to 1500W (each head being 500W). It was noted that some of the lights were on, even though it was a bright sunny day (although the one shown is more likely to be a 150W unit) – it is **recommended (11)** to review controls.



Bar and Catering

Creasey Park has the largest catering operation of the Council’s sites. Although there is gas in the building, the kitchen area appears to be all-electric. A detailed inventory of equipment has not been taken, but among the items identified were:

Food preparation area	Bar and front of house
Lincat 6 hotplate with oven below	Heated lights over servery
Two fat fryers	Three display fridges for chilled drinks
Griddle with hot cupboard	Le Capri coffee machine
Samsung microwave oven	Hoshizaki IM30 ice maker
Problend Touch 950 bar blender	Halcyon AM H450 glasswasher
Buffalo hot food display cabinet	
Heating lights (over counter)	Beermaster keeping products at 11°C
Two Le Capri coffee machines	Two hydrocarbon coolers
Polar display chilled drinks cabinet	
Three freezers including one double unit	Four large screen TVs
Large double fridge	Audio visual equipment
Small Beko washing machine	
Halcyon Amika 50 place dishwasher	

The Council continues to invest in new equipment periodically – on the day of our visit a new glasswasher was being delivered. As with most commercial catering equipment there are no energy labels, although the product fiche will always give information about energy consumption, typically per cycle, and water consumption where relevant.

Again, there are no specific **recommendations**, other than to consider energy and water consumption prior to purchasing equipment (**12**), although most equipment on the major purchases list appears to be energy efficient. Large items of equipment will have significant embodied carbon Scope 3 (indirect) emissions. As an example the specification sheet for the newly acquired glasswasher is shown below:

Halcyon AMH45

undercounter
GLASSWASHER



Technical Data

Dimensions (W x D x H)	mm	525 x 560 x 705 + Feet
Feet height	mm	10-20
Rack size	mm	450 x 450
Maximum useable height	mm	280
Door opening	mm	305
Theoretical productivity	Racks/h	30
Effective productivity	Racks/h	24*

Wash tank element	kW	1.4
Boiler element	kW	2.6
Wash pump	kW	0.18
Tank capacity	L	14
Noise emission	dB	≤ 55

Packaging Specs

Gross weight	Kg	49
Cubic volume	m ³	0.37
Dim. (W x D x H)	mm	640 x 580 x 870

*Allowing 30 seconds for reloading
Cycle times may vary depending on local conditions/services

For scope 3 it is also notable that the package weight is 49kg. The BEIS conversion factors now include an estimate of the carbon intensity for purchased large electrical items of 3,267 kgCO₂e/tonne – so this glasswasher would have an attributable footprint of 160 kgCO₂e. To put that into context, it is 20% more than the total attributable footprint from staff mileage on council business in 2021-2, although that was admittedly low.

Irrigation System

At the rear of the building there is a large water tank and an adjacent small building, which has a warning notice of high voltage, housing an irrigation system. This was installed in summer 2019, and mirrors those used by professional clubs. The main stadium pitch has a full pop up sprinkler system installed by SJS Irrigation and all youth pitches benefit from the same irrigation system. The power consumption of the pumps and ancillary equipment used to manage the system is unknown, but is probably not significant in the wider context as much of the water flow will be from gravity. The council has confirmed that power used by the irrigation system is drawn from the main Creasey Park electrical supply.

Outbuildings

The outbuildings on the far side of the car park are used as a mess room (in a portacabin) and unheated store which just has a few lights and power to charge electrical items. The portacabin is scheduled for replacement, and is currently heated by an oil filled radiator (in the main area) and a Dimplex Coldwatcher 1000 radiant heater in the toilet. It contains the usual staff mess room appliances including a fridge, microwave and kettle.

Recommendation 13: Depending on the budget and nature of its replacement, it will be worth looking both at the fabric of the replacement (especially heat losses through walls and roof), and the method of heating – a small air source heat pump such as a reversible air conditioning unit operating solely in heating mode might prove cost effective. **13a** As an example, a smaller Mitsubishi unit in the range used in the Cemetery Lodge, the Mitsubishi Electric MSZ-AP35VGK Wall Heat Pump R32 A+++ has a heating

coefficient of performance in excess of 3.5, producing up to 4 units of heat for every unit of electricity used and a maximum output of 3.5kW (which can modulate down to 1.1kW), with an equipment cost of just under £1,000 before VAT.

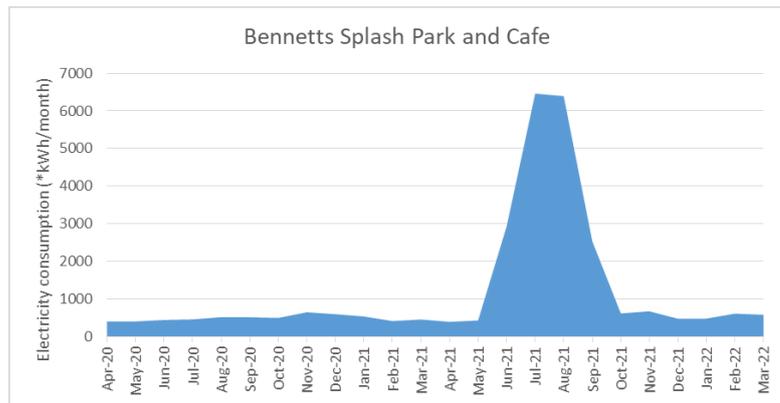
Liquid Fuels (Red or white diesel)

The Creasey Park Store is also used for the diesel tank, holding red diesel supplied by Barton Petroleum; a further supply of white diesel is held at the Cemetery. Total diesel purchases in 2020-1 came to 5,700 litres in 2020-1 and 1,500 in 2021-2. The difference represents timing of orders, with 2 loads in the first year and just one in the second. For reporting purposes, the March 2021 purchase has been moved into 2021-2, providing a more realistic reflection of consumption. The adjusted split becomes 4,000 litres (equivalent to 10.05 tCO₂e) and 3,200 litres (equivalent to 8.19 tCO₂e) respectively.

Bennetts Recreation Ground, Splash Park and Splashside Café

Overview

Bennetts Recreation Ground comprises Bennetts Splash Water Play, Splashside Café, Pump House and Changing Rooms, all located in a small (186m²) single storey brick building with an almost flat roof. The café and toilets are used from May to September (10am to 6pm, 7 days a week) and the changing facilities used for the rest of the year twice per week by football



users. The Splash Park was not open in 2020 due to COVID, but reopened for summer 2021 as can immediately be seen by the graph of energy consumption (right). Not all the peak can be attributed to the operation of the Splash Park, as the café is only open for the same period and has a variety of equipment for the preparation of hot food. However in its peak summer period, Bennetts Recreation Ground uses more electricity than any other property managed by the Council.

Heating & Hot Water (Showers)

Heating energy use will be low, as the building is only used infrequently in the winter months. The changing rooms comprise six showers with two dry rooms, each with a high-level directly switched electric wall heater to provide heating on demand (right). There was no evidence that these are on a timer or motion sensors to avoid the danger of them being left on accidentally.



Hot water is provided by a Gledhill 210 litre hot water tank, apparently using a simple immersion heater.

The café area is heated by two Dimplex wall mounted heaters.

Recommendation 15: consider installing additional controls over the changing room heaters to provide thermostatic and motion sensors, and/or a 7 day timer.

Lighting

Lighting in the café area is from modern strip units.

Catering



For a small café, the Splashside has a wide range of kit:

Splashside café (in images above)
Lincat double pizza oven (top left)
Lincat double chip fryer
Burcoat glass fronted oven (bottom left)
Buffalo microwave oven (middle left)
Two blenders for smoothies, etc.
Buffalo CD232 hot food display cabinet
Buffalo Heating lights for chips (top centre left)
Roma coffee grinder/machines (ex-Creasey)
Polar display chilled drinks cabinet
Frilixa Prima cool display 1,00M
Three freezers (1 Prodis, 2 Polar) (centre right)
One Polar fridge
Polar Slush machine (right)
Halcyon dishwasher (bottom centre left)

Each item of equipment has a baseplate rating, but this is often not indicative of their power consumption in general use, but indicates the maximum likely to be drawn. So, for example, Buffalo hot display is rated at 1,500W and the Prima Cool Display at 265W, but neither would be expected to run continually when in operation.

The kitchen has its own hot water boiler – a wall mounted Heatrae Sadia multipoint 30/3, which maintains a small reservoir of 30 litres of hot water when switched on.

As at Creasey Park, there are no specific **recommendations**, other than to consider energy and water consumption prior to purchasing equipment.

Other Energy Uses

The main other use is in the Splash Park, also operated seasonally. The pump room is behind the café, and contains four main pumps – a filter pump, an effects pump, and two sump pumps, although one is permanently switched off. Pumps are generally rated around 4kW, and there is also an electronic control panel. There are unlikely to be any user interventions that would significantly reduce energy use without affecting the user experience.

The (almost) flat roof slopes gently to the Northwest. It would be suitable for photovoltaic (PV) panels to generate electricity only if they were mounted in some sort of framing to angle them better to the sun.



Given the pattern of use, adding approximately 4kWp (kilowatt-peak) of panels would make a useful contribution to the energy supplied, but given the accessibility of the roof and the isolated location of the building there would be concerns about vandalism or theft that would probably go against a recommendation for installation.

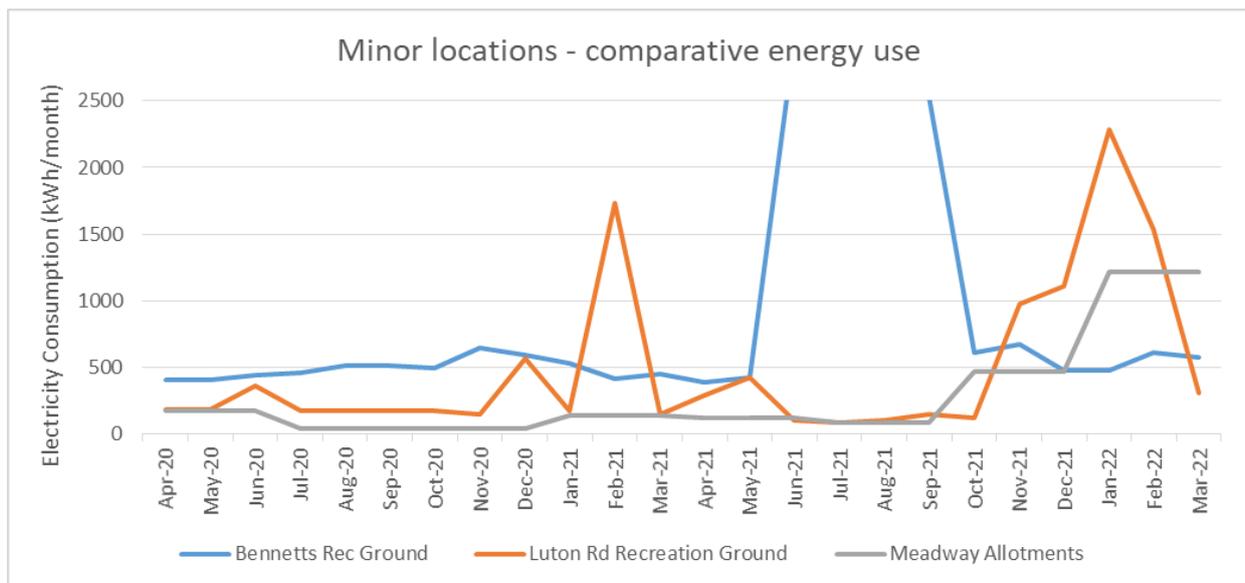
Luton Rd Recreation Ground (Kingsbury Park)

Overview



This is an L-shaped single storey brick pavilion with a floor area of 189m², almost the same as the Bennetts pavilion. However, the Luton Road one is relatively underused, with low energy consumption, totalling 7,471 kWh in 2021-2, equivalent to around 1.44 tCO₂e. Because its main use is in winter as changing rooms and showers, winter consumption sometimes exceeds that at Bennetts Recreation Ground, although they are nominally only both used twice each

weekend. The graph has been scaled to cut out the summer café and Splash Park use:



Note: Meadway has a different use profile (no changing rooms) and quarterly billing.

Heating & Hot water

Heating is by older wall heaters, augmented by two storage heaters in the bowling club room.

Given its primary use as changing rooms, water heating is likely to have a greater impact, and there are three Mx Inspiration LXi shower units, as well as four Heatrae Sadia Streamline water heaters. The shower units are long discontinued, but appear to have been sold in two models, with rated power of 8.5 and 10.5kW. The water heaters are also available in a number of different models, but most commonly seen as 3kW units incorporating a 7 litre hot water reservoir. Both are adequate for the occasional use, but consideration should be given to placing 7 day timers on them, as the energy consumption suggests that they may sometimes be using energy for longer periods than necessary.

This building has shingles on its roof, which would provide a reasonable angle for the installation of solar panels – either solar thermal (**Recommendation 16**) which would need to be matched to a new hot water storage system for the showers) or photovoltaic (PV) for electricity. Unlike at Bennetts, PV production would be seasonally ill-matched to maximum demand, and there would again be concerns over security, as the pavilion is located in the centre of its recreation ground, away from other buildings.

Other locations

Meadway Allotments (Community Workshop)

This site was not visited but has a single storey brick building with a pitched roof and a floor area of 64.6m². This is used as a Community Workshop (licensed to Dunstable Men in Sheds, a community group for the over 50s). The facility was closed during the COVID period, but has now reopened and is used Monday to Friday from 10:00 to 13:00, and some afternoons by arrangement. Energy consumption was minimal until October 2021, but has picked up sharply since then. The building is all-electric and most likely will use basic room heaters, such as the Dimplex ones seen elsewhere. As Men in Sheds specialise in woodworking and other craft activities, there are likely to be some tenant appliances, such as drills or, potentially, lathes on site, as well as basic facilities for refreshments.

Recommendations 17: Energy consumption should be monitored a little more closely at this location, especially with regard to heating during the winter months, to ensure it is available when (but only when) the tenant needs it. Currently the only data comes from quarterly bills, but installation of a smart meter may help manage electricity consumption.

18. The roof space should be investigated and, if appropriate, loft insulation topped up to a minimum level of 250mm. From its age and brick construction, the building will probably have cavity walls; if these remain unfilled, consideration should be given to doing so.

As at other locations, as lighting needs replacing, LED bulbs or strips should be installed.

Peter Newton Pavilion

This building is let to the Bedfordshire FA and serves as a combined sports facility and wedding/conference venue. The pavilion is a mix of one and two storeys, includes a large function room, capable of seating 140 people, plus ancillary break out or meeting rooms. Although it is the largest property owned by the Council at 1,199m², the tenant is solely responsible for energy use within the building.

The GHG emissions associated with the building would optionally appear as Scope 3 – under the leased assets sub-heading. If the Council has retained responsibility for building maintenance and any possible fabric or heating system upgrades, then it should consider including the pavilion in its carbon footprint.

Downside Community Centre

Like the Peter Newton Pavilion, this is let to a third party – Ringcraft Boxing Ltd. It consists of an L-shaped single storey building, with an older prefabricated wing joined to a newer brick building with cavity walls; it is thought to be all-electric. This has a quoted floor area of 399.1m² approximately evenly divided between the two wings. The hall is used primarily on weekday evenings, with the ability to hire it at other times, although there are apparently plans to extend its use to daytime by a mother and toddler group.

As at the Peter Newton Pavilion, the GHG emissions associated with the building would optionally appear as Scope 3 – under the leased assets sub-heading. If the Council has retained responsibility for building maintenance and any possible fabric or heating system upgrades, then it should consider including the pavilion in its carbon footprint.

Ashton Square Toilets

These form a single storey brick building with a pitched roof. Apart from ladies, gents and disabled toilets there is a small store room for supplies. There is no heating to the property; each area has a number of bulkhead style ceiling lights, and Blowmotion hand dryers. Although the responsibility of the Town Council, no bills have been seen for this facility, which may be linked to the adjacent Central Bedfordshire car park.

Council vehicles

The direct purchase or red or white diesel for use in off road vehicles, such as the tractor, has been mentioned above under the section on Creasey Park Outbuildings, where one of the tanks is stored.

The Council also maintains a fleet of vans and pickup trucks:

Registration	Vehicle Type	Make	Model/type	New	Fuel	cc	Litres
LK71CXZ	Micro pickup	Goupil	NONE	2022	Electric		
LJ71CME	Agricultural Tractor	ISEKI	TG668 7HC-NT	2021	Diesel	2434	
AK70GKP	Electric Van	Nissan	e-NV200	2020	Electric		
LK69CHH	Other	KUBOTA	RTV	2020	Diesel	1123	
KE66WDA	Light truck/Van	FORD (U.K)	NONE	2017	Diesel	1995	448.33
LK66FCM	Agricultural	Karcher	MIC 34	2016	Diesel	1115	481.63
LK66FLJ	Agricultural	KUBOTA	NONE	2016	Diesel	898	535.74
LP16RSZ	Light truck/Van	FORD (U.K)	NONE	2016	Diesel	2198	138.63
OW15RNO	Light truck/Van	NONE	NONE	2015	Diesel	2198	406.26
KW12OJL	Light truck/Van	FORD (U.K)	LIGHT VAN	2012	Diesel	2198	1332.31
LK11EJU	Agricultural	KUBOTA	MISCELLANEOUS	2011	Diesel	1001	
LL11LNH	Light truck/Van	FORD (U.K)	LIGHT VAN	2011	Diesel	2500	865.13
LK09AKG	Agricultural	Hayter	NONE	2009	Diesel	2197	
LS59OAH	Light truck/Van	FORD (U.K)	Pick Up - double	2009	Diesel	2500	1255.86
KC06YJX	Light truck/Van	FORD (U.K)	Pick Up - double	2006	Diesel	2500	809.47
KE06GUX	Agricultural	Hayter	LT322	2006	Diesel	1336	
KG05YUK	Light truck/Van	FORD (U.K)	NONE	2005	Diesel	2500	
KE54NDV	Agricultural	KUBOTA	TRACTOR	2004	Diesel	2746	
KJ04SFY	Light truck/Van	FORD (U.K)	PICK UP - SINGLE	2004	Diesel	2499	

Until 2020 the fleet was entirely diesel – most undertake low annual mileages, and the total diesel consumption was 5,555 litres in 2020-1 and 5,483 in 2021-2, responsible for 13.96 and 14.02 tCO_{2e} respectively – the slight rise is due to a change in the conversion factor. Mileages are not captured by the fuel card system for each vehicle (although there is a facility to do so). The column headed litres includes total sales to the vehicle identified (which may include petrol for use in tools). 835 litres were also supplied to one vehicle no longer in the fleet. In rough terms, emissions are around 2.5kgCO_{2e} for each litre of fuel, so the largest emissions per vehicle were just under 3.4 tonnes.

Recommendations 19: Closer monitoring of distances by each vehicle may lead to a slight reduction in distance driven, but this is likely to be marginal for the Council’s carbon footprint.

20. In the longer term, the Council should gradually replace vans and pickups with electric equivalents, such as the Nissan e-NV200 shown in the section on Priory House. Although there will be higher initial scope 3 emissions for battery vehicles, these should be offset by lower emissions over its life.

Scope 3 emissions

Scope 3 emissions are other indirect emissions of greenhouse gases that results from actions made by the Town Council, but where the actual emission (often as a result of energy use) comes from a third party. Typically these result from purchases of goods or services by the Council (upstream emissions), but they can also result from use of the Council’s services (downstream emissions). The Greenhouse Gas Protocol (GHGP) recognises 15 categories of Scope 3 emissions:

CATEGORIES	
1: Purchased Goods and Services	8: Upstream Leased Assets
2: Capital Goods	9: Downstream Transportation and Distribution
3: Fuel- and Energy-Related Activities not included in Scope 1 or Scope 2	10: Processing of Sold Products
4: Upstream Transportation and Distribution	11: Use of Sold Products
5: Waste Generated in Operations	12: End-of-Life Treatment of Sold Products
6: Business Travel	13: Downstream Leased Assets
7: Employee Commuting	14: Franchises
	15: Investments

In practice these can be very hard to define or quantify, and are often restricted to a review of major purchases, either of capital items (such as vehicles or the catering equipment mentioned above) or of recurring supplies, including water, waste and business travel.

Major Purchases

We have reviewed the list of fixed asset additions for the financial year 2021-2 – an edited version of the register is included as Appendix 3. Calculation of the embodied carbon (or carbon footprint) of manufactured items can be incredibly complex and time consuming following a methodology such as that in ISO 14067. Essentially each item has to be broken down into all its component parts, and the footprint for each of those determined, based on materials and processes used, including transport to the extraction of the raw materials to the place of manufacture. As a result, very few products have a published carbon footprint, and there are wide variations in estimated values: indeed two apparently identical end-products may have quite different footprints due to factors such as time, place and source of materials used. In general there are no widely used rules of thumb, but a mix of academic and more informal guidance. Simplification of footprints most commonly takes the weight of the finished product and seeks to apply an average footprint per kilogram of product.

Although the Defra/BEIS conversion factors for fuels and energy used elsewhere lacks much guidance, it does include one table for electrical goods:

Material	Unit	Primary material production
		kg CO ₂ e
Electrical items - fridges and freezers	tonnes	4,363.33
Electrical items - large (other white goods)	tonnes	3,267.00
Electrical items - IT	tonnes	24,865.48
Electrical items - small	tonnes	5,647.95
Batteries - Alkaline	tonnes	4,633.48
Batteries - Li ion	tonnes	6,308.00
Batteries - NiMh	tonnes	28,380.00

Although this can be criticised in many ways (not least for the use of six significant figures for IT for what, at best, can only be a very rough approximation). From other sources, the footprint of items such as steel, aluminium or various plastics can be found.

Estimates for whole vehicles are very hard to find; in looking for one for the Iseki tractor purchased, we found a section on the New Holland tractor website about carbon footprints that focused solely on operation and ignored embodied or lifecycle carbon completely. However there seems to be a general understanding that a very small car's embodied carbon might be around 6 tCO_{2e} weighing 750kg, rising to 17 tCO_{2e} for a family car weighing 1,700kg and as much as 35 tCO_{2e} for a luxury car. Vans and tractors are likely to be at the lower end of the factor scale (although they may contain disproportionately high amounts of steel, but battery vehicles are likely to increase this by at least 50% if using Li-ion batteries. The multiple would be lower for vehicles with lead-acid batteries, as almost all the lead is recycled in a closed loop, and lead-acid batteries are heavier relative to energy stored.

With those provisos, we have used indicative multipliers for different product categories based on the weight of the item purchased in the table below, making the assumption that the Goupil has Li-ion batteries. (In some cases the quoted weight may include packaging, but this is unlikely to make a significant difference.)

Supplier	Description	Value (ex vat)	Weight kg	Factor	tCO _{2e}
Nisbets	Fracino Luxo Grinder	£359.99	6.0	3.3	0.02
Nisbets	Buffalo Ice Cream Maker	£349.99	12.3	3.3	0.04
Square Deals TV Rentals	1200 Spin Washing Machine	£165.83	87.0	3.3	0.29
Bradshaw	SZG4/N1-000028 GOUPIL G4 Electric vehicle	£32,686.88	2,100.0	12.0	25.20
RT Machinery	Wessex CRX 320 Tri Deck Roller Mower	£18,118.70	1,360.0	8.0	10.88
George Browns	Chainsaw INJ 25 "	£1,016.67	8.3	5.0	0.04
Amazon	Hoover HLC9DCE Link 9kg Freestanding Condenser Tumble Dryer	£249.99	33.0	3.3	0.11
RT Machinery	Iseki TG6687 HC-NT Tractor	£35,769.38	2,070.0	8.0	16.56

These are just eight of the larger purchases on the asset register which runs to some 63 items added in the period. The selection also omits any IT equipment, as in the year concerned it was limited to a few flat screens and a printer. However the indicated items come to an **estimated 53 tCO_{2e}**, largely as a result of the two vehicles and the self-propelled mower.

Business travel (employee cars)

Data was provided for travel in employees' own cars on the business of the council, based on mileage claimed. Six employees claimed mileage in 2021-2 with a total of 529 miles, and just four in the preceding year, totalling 189 miles. Cars were placed in assumed size and fuel bands, as only basic information was available about each vehicle, with Scope 3 emissions of 0.133 tCO_{2e} resulting for 2021-2, and 0.050 tCO_{2e} in 2020-1.

No information was available about any business travel using public transport, for example by taking the train to London. Any such emissions would be low – a round trip from Luton covers 92 km, and at the Defra/BEIS conversion factor of 0.03549 kgCO_{2e}/p.km for national rail, this would be equivalent to just 3.3 kgCO_{2e} per round trip – 306 such journeys would be needed to provide a tonne of emissions.

It is assumed that there were no air journeys taken on Council business.

Water

Dunstable Town Council purchases its water through Castle Water, but the ultimate supplier is Castle Water. As is commonly the case with town councils, Dunstable has a mix of sites for which both water and sewerage are required, and a number of water-only sites, such as allotments. The data was a little incomplete, with some meters being read very infrequently (less than once a year) but was sufficient to provide an estimate of associated emissions. The table below breaks consumption down by the location as described on the water company's bills.

Location	Supply	Water	Sewerage	Water	Sewerage
All volumes are in cubic metres (m³)		2021-2	2021-2	2020-1	2020-1
Cemetery Gardens	Water	<i>141.5</i>		<i>141.5</i>	
Allotments, Pascomb Road	Water	167		120	
Kingsbury Avenue,, LU5 4PW	Water	<i>328.5</i>		<i>328.5</i>	
Grove Corner LU6 1NF	Both	100	90	21	18.9
Priory Toilets & Gardens	Both	59	53.1	47	42.3
Meadway, West Street,, LU6 3JR	Water	430		745	
Allotments, Hillcroft	Water	49		89	
Mortuary Lodge West Street	Both	1494	1344.6	1218	1096.2
High Street North, 76, Grove House	Both	44	39.6	1057	951.3
Westfield Road,, LU6 1AD	Water	257		255	
Allotments Maidenbower Ave, LU6 1DS	Water	489		214	
Creasey Park Community Football Centre	Water	<i>6200</i>		<i>6200</i>	
Priory House 33 High Street South, LU6 3RZ	Both	<i>6718</i>	<i>6046.2</i>	<i>6718</i>	<i>6046.2</i>
Bennetts Rec, Bullpond Lane,, LU6 3AH	Water	99		99	
Total volumes (m³)		<i>16576</i>	<i>7573.5</i>	<i>17253</i>	<i>8154.9</i>
Defra conversion factor (kgCO₂e/m³)		0.149	0.272	0.149	0.272
Footprint in tCO₂e		2.5	2.1	2.6	2.2

Notes: Figures in italics are interpolated or extrapolated from invoiced figures. The Grove House data in red appears to be based on an actual reading in 2021 that we don't have a copy of, so the 2022 year end figure is unreliable. Creasey Park sewerage may be picked up by the unitary council – this would also be regarded as a Scope 3 emission. The Bennetts Recreation Ground figure also appears highly unlikely given the existence of the Splash Park.

However as UK water supply and disposal has a remarkably low carbon footprint, the errors and estimates in the above figures are unlikely to materially affect the overall footprint. Adding in the standard sewerage factor (90%) for Creasey Park would increase total emissions by 1.5tCO₂e, although this would likely over-estimate actual sewerage volumes as irrigation water would not enter the mains drainage system after use.

Water companies also publish location-specific conversion factors – for Dunstable these are Affinity Water for supply and Anglian Water for sewerage. The factors that would be applied are 0.175 kgCO₂e/m³ and 279 kgCO₂e/m³ respectively, which would increase the total footprints as follows:

Footprint based on location	Water	Sewerage	Water	Sewerage
	2021-2	2021-2	2020-1	2020-1
Total volumes (m³)	<i>16576</i>	<i>7573.5</i>	<i>17253</i>	<i>8154.9</i>
Location-based factor (kgCO₂e/m³)	0.175	0.279	0.175	0.279
Footprint in tCO₂e	2.9	2.1	3.0	2.2
Footprint in tCO₂e with Creasey sewerage	2.9	3.6	3.0	3.7

Waste

Another occasionally significant source of indirect emissions for town councils is waste, including recycling (which can often have a higher immediate emissions than simply transporting inert waste to landfill). Waste is likely to be most significant at the three locations with cafés or bars.

Talk of the Town

The Council produces a quarterly newsletter called Talk of the Town, which is printed on lightweight coated paper. Editions vary between 8 and 24 pages, and recycled stock is used. Information on carbon footprints relating to paper and printing vary widely; BSRIA/Bath – which are considered one of the most reliable UK sources – quote 3.73 kgCO₂e/kg for photocopier standard paper before any printing; Defra/BEIS have a much lower figure of 0.9194 kgCO₂e/kg for an undefined “paper”, or 0.7394 kgCO₂e/kg from recycled sources. None of these figures take into account any possible sequestration benefits are printed paper takes carbon out of the atmosphere for a period of time (until it decomposes or is burned). Conversely the figures do not take into account emissions associated with printing inks, the physical process of printing, or the distribution of the finished newsletter. As with all products, the exact source will affect the figure – so paper originally from Norway, for example, may be processed in mills powered exclusively by hydro-electricity. UK printers subscribe to a product called carbon balanced printing, which offsets emissions associated with the process, but none state what the calculated emission were before offsets.

The following table is therefore to be treated with some caution as the final assumption is very uncertain.

Talk of the Town	
Average number of pages	16
Page size (=2 pages, as printed both sides)	A4
Area per sheet (m ²)	0.06258
Paper weight (gsm)	70
Weight per copy (g)	35.04
Print run	70,000
Editions per year	4
Total weight per year (t)	9.81
<i>Factor applied (tCO₂e/t)</i>	2.5
Total CO₂ emissions (tCO₂e)	24.5

By comparison most office supplies will be relatively insignificant. No allowance has been made for the edition(s) that were only published online as a result of the pandemic.

Products sold (cafés and Creasey Park bar)

Products sold to customers form another source of Scope 3 emissions. In the case of the council this will primarily be food and drinks through the two cafes and Creasey Park bar. It would be stretching the scope of this report to go into detailed calculations, but only the direct energy inputs have been considered so far.

Although a publicly accessible specification for carbon footprinting of products (currently *PAS 2050:2011 - Specification for the assessment of the life cycle greenhouse gas emissions of goods and services*) has been available from BSI for over a decade, few businesses have published results, and much of the data is quite old. Having said that, the following reference data may be of use in respect of drinks:

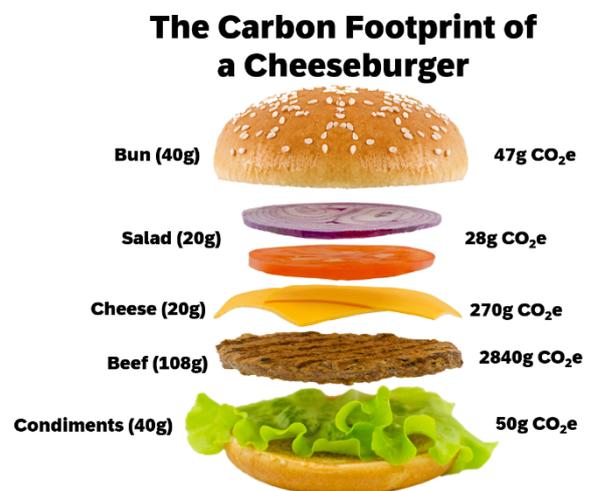
Product	Unit	gCO ₂ e /unit	Year	Notes
Adnams Ghost Ship Beer	500ml bottle	537	2013	Before move to lighter bottles
Adnams Ghost Ship Beer	Pint (draught)	391	2013	Kegs through pubs within 50mile radius
Adnams Ghost Ship Beer	440ml can	270	2013	
Coca-Cola	330ml can	150	2009	
Coca-Cola	330ml bottle	360	2009	
Coca-Cola	Litre (average)	307	2019	Average figure for Coca-Cola European Bottlers, including cans and dispensers
Diageo spirits	Litre (average)	199	2020	Packaged, but excluding distribution
Wine (SE Australia)	Bottle (source)	1,014	2007	Lightweight bottles (now widespread)
Wine (SE Australia)	Bottle (in UK)	803	2007	
Wine (Bordeaux)	Bottle (in UK)	615	2007	

Notes: All figures include a figure for emissions arising from typical distribution, so that although Adnams is a Suffolk brewery, its figures assume sales in East Anglia. The spirits figures will be based on sales through litre or similar bottles, with a lower footprint, but even so appear surprisingly low. Although the wine data from WRAP is very old, it has been modified to take account of current trends in bottle weights. Data for UK production has not been adjusted for relatively recent decarbonisation of electricity or to take account of a greater use of recycled glass.

The cafés will also sell a significant quantity of ice cream. US data published by Ben & Jerry’s suggests a footprint of 2lbs CO₂/(US) pint on a “cow to spoon” basis. This is a very broad-brush figure, but has been reviewed by academics writing for the Journal of Cleaner Production (Vol 209:1, Feb 2019) and metricated as 3.36kgCO₂e/kg of product, including a small allowance for waste disposal.

Walkers potato crisps were one of the few food products that carried a Carbon Trust footprint label when first introduced in 2009. Again with the proviso that the footprint data is now quite old and will not reflect any benefits for recent decarbonisation of UK electricity, a figure of 80 gCO₂e/packet was calculated.

The highest footprints are likely to be associated with meat products, including burgers. Once again data varies enormously depending on source, with some estimates as high as 9.73 kgCO₂e/quarter pounder. The figures will vary in part due to the source of the beef; locally produced should be better, but still need to take account of cows belching methane (a more potent greenhouse gas than carbon dioxide). The graphic, taken from the Siemens website but using quite old data from Berners-Lee (2002, not 2020 as stated) may help start a discussion.



Data from "How Bad Are Bananas? The Carbon Footprint of Everything", Mike Berners-Lee, 2020, Profile Books, ISBN: 9781786163811. Does not include greenhouse gas emissions due to the cooking process.

Summary of Key Recommendations

#	Location(s)	Brief Description	Costs	Savings	Payback	CO ₂
Heating/hot water systems						
3	Grove House	Install GSHP (replacing boiler)	££££	££	⌚	🌐🌐🌐
2	Grove House	Insulate hot water pipework	£	£	⌚⌚	🌐
3a	Grove Corner	Decommission rear boiler, either join to newer condensing boiler or extend Grove House neat network	££ - ££££	£ - ££	⌚⌚	🌐 - 🌐🌐
6	Priory House	Install GSHP (replacing boiler)	££££	££	⌚	🌐🌐🌐
13a	CP Mess Room	Improve heating in mess room	££	£	⌚⌚⌚	🌐
15	Bennetts Rec	Improve controls in changing rooms	££	£	⌚⌚	🌐
Insulation & building fabric						
1	Grove House	Consider internal wall insulation	£££	£	⌚	🌐
18	Meadway	Investigate options for adding cavity wall/loft insulation if not present	£££	££	⌚⌚	🌐🌐
Lighting						
4	Grove House	Replace remaining halogen spots and T12 tubes with LEDs	£	£	⌚⌚⌚	🌐
7	Priory House	Replace halogens with LEDs in exhibition room	££	££	⌚⌚	🌐🌐
11	Creasey Park	Check/improve floodlight controls	£	£	⌚⌚⌚	🌐
Renewable energy						
9	Creasey Park	Add solar thermal for hot water	£££	££	⌚⌚	🌐🌐
10	Creasey Park	Add up to 40kWp of PV panels	££££	£££	⌚⌚	🌐🌐🌐
16	Luton Road	Add solar thermal water on SE roof	£££	£	⌚	🌐
General						
20	Vans	Replace vans/pickups with EVs when diesel ones reach end of life	££££	££	⌚⌚	🌐🌐🌐
19	Vans	Improve monitoring of mileage	£	£	⌚⌚⌚	🌐
12	Equipment	Continue to select energy efficient products when adding/replacing	££	££	⌚⌚	🌐🌐
13	CP Mess Room	Consider well insulated replacement for portacabin	££££	££	⌚⌚	🌐🌐
17	Meadway	Obtain smart metering at locations which are currently still billed quarterly				
5	All	Check equipment is not left on standby; appoint an energy champion for each site	£	£-££	⌚⌚⌚	🌐

Key:

Costs

££££	Over £10,000
£££	£1,000-10,000
££	£100-1,000
£	Under £100

Savings

£££	Over £500 per annum at that location
££	£50-£500 per annum
£	Under £50 per annum

Payback

⌚⌚⌚	Fast – under 5 years
⌚⌚	Medium – 5 to 20 years
⌚	Slow – Over 20 years

Carbon saving

🌐🌐🌐	Significant >1 tCO ₂ e per annum
🌐🌐	Moderate 0.1 to 1 tCO ₂ e per annum
🌐	Low <0.1 tCO ₂ e per annum

Appendix 1: Summary of key terms and abbreviations

Term	Explanation
Carbon dioxide CO₂	The main greenhouse gas. Although naturally occurring in the atmosphere, the burning of fossil fuels leads to the release of additional carbon dioxide that is the major contributor to global climate change. The effect of emissions is measured in carbon dioxide equivalents (CO ₂ e).
Carbon footprint	The amount of GHGs (not just carbon dioxide, despite the name) released by an organisation such as the Town Council, a building, a product or a service, usually measured over a 12 month period. Carbon footprints are converted into an equivalent mass of carbon dioxide emissions, usually measured in kilogram (kgCO ₂ e) or tonnes (tCO ₂ e).
Climate change (Global warming)	Changes to the climate as a result of human-caused emissions of greenhouse gases (GHGs). The term global warming is deprecated because many of the most serious consequences arise from secondary effects such as increased storms, summer droughts and forest fires, and sea level rises following melting glaciers or ice sheet collapse.
DEC (Display Energy Certificate)	A DEC is required to be displayed on all public buildings above a certain size showing the building's CO ₂ emissions for the past three years, normalised for the building and expressed on a scale from A-G. This is different from an Energy Performance Certificate (EPC) which is required at the time ownership or tenancy of a building changes.
Fossil fuel	A source of energy that has arisen from fossilised sources that are extracted by mining or drilling, before combustion. Fossil fuels usually relate to gas, oil or coal.
GHG Greenhouse gas	One (or more) of the seven main gases that when released into the atmosphere contribute to global climate change. The largest single contributor is carbon dioxide (CO ₂), but other significant gases include methane (CH ₄), nitrous oxide and hydrofluorocarbons.
kWh kilowatt hour	The most common used unit for purchasing and measuring energy in buildings and for organisations. In the metric system, 1 kWh is 4.2 million Joules. Energy is measured in kWh; power is measured in kW or W (watts). BEIS and Defra publish annual conversion factors that show the carbon dioxide equivalence for a kWh of different fuels.
Scope 1 emissions	GHG emissions that arise from direct combustion of fossil fuels inside an organisation's own boundary (such as burning gas in boilers, or fuel used in motor vehicles).
Scope 2 emissions	GHG emissions that arise from the use of energy that is generated from outside the organisation's boundaries. This is most commonly purchased electricity (to which a grid-average conversion factor is applied), but can also include steam, heat or compressed air.
Scope 3 emissions	GHG emissions that arise from indirect sources, other than energy used. There are many possible sources, but for a council such as Dunstable, they will include transport emissions (other than in its own vehicles), water, waste disposal and purchased goods. Emissions associated with employee travel to work or service users can also fall within Scope 3.
TRV (Thermostatic Radiator Valve)	A mechanical control fitted directly to a radiator that generally switches between on or off depending on the local air temperature. If the radiator is already on, turning up the TRV will not generally increase its heat output, although some modern TRVs modulate (i.e. are not just on/off) and can achieve this to a limited degree.

Appendix 2: Ground Source Heat Pumps

As their name suggests, Ground Source Heat Pumps (GSHPs) collect heat from the ground surrounding a property, and pass it through a heat exchanger into a wet central heating system. GSHPs work on the principle that solar energy is stored in the ground year-round, so that the temperature underground is remarkably constant, or that for deeper boreholes there is a constant temperature from geothermal energy. The thermal capacity of soil or rock also enables almost unlimited amounts of heat to be extracted from it – there will be a temperature gradient closer to the heat collector loops, but even if the surrounding soil nears freezing, there will usually be enough ambient energy to extract in the heat pump:



Images: Thermia website; NEF

Almost all ground source heat pumps work best with lower temperature distribution systems; a buffer tank is often used to store heat inside the building from a primary circuit linking the heat pump. This buffer tank can contain a back-up immersion heater, which in turn can be powered from solar photovoltaics as a heat “dump”. The use of a buffer enables a more constant heat distribution temperature to be maintained. The seasonal efficiency of a GSHP system is quoted as a Coefficient of Performance; typically in the range 3.0 to 5.0, these show that for every unit of electricity used to power the system 3 (to 5) units of heat are provided. When the internal flow temperature is higher, the CoP falls, reducing typical seasonal coefficients of performance at a flow temperature of 55°C to a range from 2.3 to 4.0.

GSHPs collect external heat from the ground through two ways. The first is by way of vertical boreholes, containing a collecting circuit that goes deep into the ground in a hole that has been backfilled with a grout to enable good heat transmission to the external water circuit. This approach requires little external ground area but tends to be most expensive owing to the need for specialist drilling equipment. Boreholes are typically 100-200m deep, and spaced at least 5 to 6 metres apart in a lattice.

The second approach is to collect heat through a pipes laid in a trench, typically about 1.5 to 2m deep and 1 metre wide. This contains a looped coil of pipe, commonly referred to as a “slinky” with a straight return to the heat pump unit. Typically a domestic dwelling may require around 50 m of external trench (containing 250m of looped slinky); offices usually have multiple slinkies. This does not need to be in a straight line but can zig-zag around an area to provide the required length; it is also possible for multiple external collector loops to feed into a single heat pump.

Trench based systems are often an excellent option for sports or recreation pavilions, as they contain grassed areas that can be used for the trenching with minimal disruption to landscaping and no need to dig up roadways or paths. Although they could be considered at any of Dunstable Town Council’s locations, it would not be advised in the short term to replace a recently installed gas heating system.

Summary of Pros & Cons

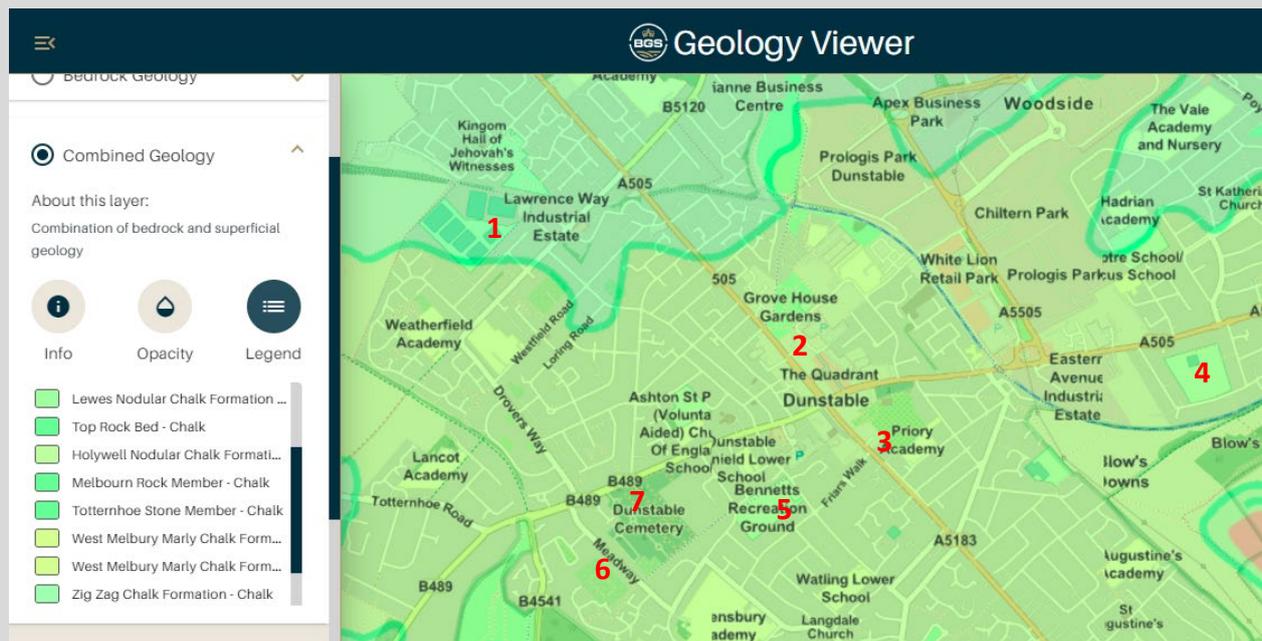
The main advantages of GSHPs are:

- No external wall space required – the GSHP unit and buffer tank (if any) can be inside the existing boiler room;
- Ability to capture energy within the perimeter of the grounds;
- Lower noise than air source heat pumps (ASHPs) and better performance in very low temperatures);
- Typically slightly higher seasonal coefficient of performance than for ASHPs;
- Low running and servicing costs.

Disadvantages of GSHPs include:

- Disruption during installation – GSHPs will require trenches or boreholes for collector loops;
- GSHP collector loops require a water/glycol mix, which needs to be checked periodically;
- Internal distribution system – GSHPs work best with lower temperature internal heat distribution, such as oversized radiators or underfloor heating pipes;
- Cost – the initial costs are likely to exceed those of a straightforward boiler replacement or air source heat pump.

Geology of area



The British Geological Survey viewer enables the combined geology to be shown for an area, although this is not a substitute for a full ground survey. Creasey Park [1] is described as being on Zig-zag Chalk Formation; Grove House [2], Priory House [3], Luton Rd Rec [4], Bennetts Rec [5], Meadowway [6] and the Cemetery [7] are all on a Holywell Nodular Chalk formation. These are chalk with discrete marl seams, nodular chalk, sponge-rich and flint seams throughout. All should be suitable for either boreholes or near surface trenching.

Appendix 3: Asset Register for Carbon Footprint

This was used to select items for review in the section on scope 3 emissions; the weight of items chosen was found, and an approximate conversion factor created to provide an estimated value for the carbon footprint on a cradle to gate basis, i.e. as delivered to the Town Council.

No.	Date	Supplier	Description	CC	Value (ex vat)
1	23.03.21	RT Machinery	Spider-1 32" Bank Mower	206	£13,995.00
2	24.03.21	Amazon	PC Monitor's x 2	102	£165.00
3	24.03.21	Amazon	PC Monitor x 2	102	£165.00
4	24.03.21	Amazon	PC Monitor	102	£82.50
5	25.03.21	Spaldings	Britool half inch socket set	206	£125.00
6	29.03.21	Screwfix	Inverter Generator	206	£374.99
7	29.03.21	TST Shading	Gazebo x8	405	£4,724.00
8	31.03.21	Furniture@work	Sofa'sx 2 & chairs x 8	304	£5,030.00
9	31.03.21	Event Production Live	Audio Visual Equipment	102	£16,080.58
10	09.04.21	MobileVMS	City VMS Outdoor sign	103	£15,030.00
11	14.04.21	Amazon	HD Pro webcam	102	£206.00
12	13.04.21	Officefurniture	Leather chair	102	£239.00
14	04.05.21	Amazon	HD Pro webcam	102	£234.99
15	19.04.21	GB Sports Leisure	Tennis Net and Posts	510	£1,476.69
16	26.02.21	Karcher	2 PC Side Broom	206	£177.46
17	13.05.21	Karcher	Suction Hose	206	£213.30
18	09.04.21	Spaldings	Long reach Hedge Trimmer	510	£485.00
19	30.04.21	Seton	Reflective Men at work Traffic symbol	206	£129.91
20	18.05.21	Amazon	Therapy Couch	112	£239.99
21	13.05.21	Karcher	2.114-016.0 WR 10	510	£233.95
22	01.06.21	Midori Services	Clarke Submersible Pump	115	£367.92
23	05.05.21	Nisbets	Fracino Luxo Grinder	402	£359.99
24	27.05.21	Nisbets	Buffalo Ice Cream Maker	402	£349.99
25	20.05.21	Officefurniture	Karbon Tall under desk Pedestal	112	£129.00
26	25.05.21	S G Gemmell	Polar Upright Fridge	115	£649.99
27	04.06.21	Benchmark UK Ltd	6 x Durham Rock Cage Picnic Table Sets	510	£4,500.00
28	30.06.21	Broxap	180 litre Oulton Round Litter bin, 90 litre Maelor Traflex Round Litter bin	510	£648.00
30	15.06.21	Amazon	HP office jet printer	115	£115.90
31	01.07.21	George Browns	New Icestriker	510	£3,650.00
32	09.07.21	George Browns	Pump triple gear	200	£1,383.66
34	24.06.21	Mark Harrod	Aluminium Hockey Goal set	111	£2,206.80
35	20.05.21	Office Furniture	Black Pedestals & black office shelves	112	£320.00
36	14.07.21	Seton	Roll up traffic sign	206	£99.96
37	01.06.21	TST Shading	Gazebo frame with white canopy	402	£1,591.00
38	15.07.21	TST Shading	Blue canopy	405	£1,025.00
40	10.08.21	Trafalgar	Camera	510	£437.56
41	21.07.21	Spaldings	Armorgard Flambank site chest	205	£1,400.00

42	15.09.21	Square Deals TV Rentals	1200 Spin Washing Machine	112	£165.83
43	16.09.21	Spaldings	Hayter Motor Anti- clockwise	200	£299.00
44	10.09.21	George Browns	Motor Cut	200	£452.70
45	14.10.21	Nisbets	4 shelf unit	402	£142.99
46	04.11.21	Amazon	Heavy Duty steam ironong press	402	£358.24
47	17.11.21	Nisbets	Manual fill water boiler-20ltr	402	£119.99
48	24.11.21	Screwfix	18v Xr Cordless combi drill	206	£141.66
50	08.11.21	Columbaria	Sanctum 2000 & Table	202	£571.00
51	13.12.21	Columbaria	Vase Block Tablet	202	£219.00
52	05.01.22	Fleet	HP77 Diaphragm Pump	205	£130.12
53	24.12.21	Nisbets	Buffalo Economy Pie Cabinet	112	£409.99
54	24.12.21	Nisbets	Caterlite Water Boiler 20ltr	112	£119.99
55	10.01.22	Trafalgar	Rotary Floor Tool & edge cleaner	206	£680.00
56	13.09.21	Spaldings	Hayter MK3 HYD Motor Anti-clockwise	200	£299.00
57	14.02.22	Bradshaw	SZG4/N1-000028 GOUPIL G4 Electric vehicle	200	£32,686.88
58	27.01.22	Luxury Garden Party	Double Garbage Bin Shed Anthracite	112	£1,142.91
59	07.02.22	Spaldings	Safety Sign Stand	205	£171.00
60	28.01.22	Spaldings	Medium Gripples Box	202	£161.00
61	20.01.22	Nisbets	Polar G Series Back Bar Cooler	112	£394.99
62	02.03.22	Mogo Direct	3 x Mogo 18 Large Table Trollies	405	£936.00
63	28.02.22	Peter Leadbeater Sculptor	Dunstable Swan Jewel Sculpture	401	£1,482.00
64	01.03.22	Green Tech	50 m Rabbit Netting	205	£159.00
65	15.03.22	Seton	Drywipe Board	205	£119.99
66	22.02.22	Spaldings	Armorgard Safestor	206	£529.00
67	04.03.22	RT Machinery	Wessex CRX 320 Tri Deck Roller Mower	210	£18,118.70
68	11.03.22	Office Furniture	Karbon K3 Compact Deluxe Cantilever Desk & Ergo 2 lever chair	205	£270.00
69	02.03.22	GB Sports & Leisure	Extra Strong Brake Spring 2m long	205	£257.00
70	24.02.22	George Browns	Chainsaw INJ 25 "	205	£1,016.67
71	11.03.22	Amazon	Dell 22 Monitor P2217 22 " Black	202	£109.99
72	17.02.22	Amazon	Brother ADS-2700W Document Scanner	102	£249.17
73	16.02.22	Amazon	Hoover HLC9DCE Link 9kg Freestanding Condenser Tumble Dryer	402	£249.99
74	10.02.21	SWR Group	weinor Pergotex system 7m x6.5m, labour & installation	210	£9,267.00
75	20.01.22	David Nott & Sons Ltd	Dunstable Cemetery Refurbishment	210	£30,133.49
76	24.09.21	RT Machinery	Iseki TG6687 HC-NT Tractor	210	£35,769.38
77	17.12.21	Ace Fencing	Fencing & gate works to Splash Park at Bennetts Rec	210	£1,845.00

Enabling Action on Climate Change in Central Bedfordshire

Pathways Project Briefing

There is an exciting new initiative in your area to help communities to take action on the climate crisis. As part of its commitment to take action on climate change, Central Bedfordshire Council have teamed up with Community Energy South to provide support for the development of community led energy groups and projects throughout Central Bedfordshire. This briefing will let you know a little bit about the project.

What is Community Energy?

Community energy is all about drawing on local skills and people power to create ground level, community-based solutions to the climate crisis. It's about people wanting to act now to secure a low carbon future, local green jobs and ethical investment. It's about making our energy work for us and the environment in our communities.

Community energy organisations look to initiate renewable energy and energy efficiency projects that benefit their local community. Many groups manage local investment in their projects and secure grant funding to start projects.

There are 495 community energy organisations throughout England, Wales and Northern Ireland. They are typically Co-operatives or Community Benefit Societies. Together they employ 644 full time equivalent (FTE) staff with 58,000 members.

As of December 2021, community owned renewable energy projects in England, Wales and Northern Ireland generated 506 GWh electricity, saving 143,000 tCO₂e annually and powering 174,000 households. The sector also owns 4.7 MW of heat generation capacity and has initiated 90 low carbon transport projects, 18 of which are e-bike projects.

In the South East, there are over 45 existing groups involved in community energy. Most of these groups are based in Sussex where there has been support to kick-start community energy organisations. As part of its Sustainability Plan; Central Bedfordshire Council is working with Community Energy South to help community energy groups get up and running throughout Central Bedfordshire.

Community energy projects can make an important contribution to reducing the carbon emissions in their local communities. For example, [OVESCO](#) has completed 12 projects to install solar PV on local schools, generating just over 420,000 kWh of electricity each year. [Brighton Energy Co-operative](#) has built more than £3.1m of community funded solar PV. We want to support projects such as this in Central Bedfordshire.

What are we doing?

Central Bedfordshire Council and Community Energy South are providing support to establish new community energy groups and projects in Central Bedfordshire. We want to help new groups get up and running so that the region's carbon emissions can be reduced, and communities can benefit from locally owned renewable energy.

We are:

- Engaging with groups and individuals to establish the level of interest in community led energy projects and to find out what plans, ideas and skills are already in place.
- Looking to identify up to ten groups that could benefit from business development support from Community Energy South.
- Looking to provide 'seed-corn' start-up funding to cover basic start-up costs such as the costs of incorporating your organisation, producing a business plan or getting support for your first funding bid.
- Developing guidance resources that will help new groups get started.
- Extending the outreach of Community Energy South so that groups in Central Bedfordshire are invited to community energy training and networking events.

How can you be part of it?

We are contacting local groups and individuals throughout Central Bedfordshire to get an understanding of any community led renewable energy and energy efficiency projects that may already be in place. These may include projects that support, generate, own or manage renewable energy installations in our communities and/or reduce energy consumption. We also want to hear about ideas for new projects and find the best ways to support new projects and groups going forwards.

If you are interested in receiving our support, please complete an **Expression of Interest (EOI)**.

This will allow us to start building local networks and help to provide effective support for community led renewable energy projects to get started and to reduce the region's carbon emissions.

Many thanks for being part of this important project for Central Bedfordshire.

Questions

If you have any questions, a copy of the EOI or would like to suggest other groups to contact as part of this project, please contact Community Energy South, centralbeds@communityenergysouth.org

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

23 JANUARY 2023

FINANCIAL MONITORING REPORT

Purpose of Report:	To: i) provide a revenue budgetary control report for the period ending 30 November 2022 ii) provide detail of the Council's earmarked reserves as at 31 December 2022 iii) provide detail on current investments iv) present to Members the 1 st interim Internal Audit for financial year 2022/23
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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 November 2022.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 December 2022 which include known, approved commitments in the current financial year.
- 1.3 For Members to note current investments.
- 1.4 For members to note the first interim Internal Audit Report for financial year 2022/23, which concludes that the Council "*continues to maintain an adequate and effective system of internal control*".

2 INTRODUCTION

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as at 30 November 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 November 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 **£64,000**. This includes a £20,771 overachievement on Creasey Park Community Football Centre which would be allocated to the CPCFC reserve at year-end and also 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 £9,406 underspent. Significant variances to budget are as follows:

- *Staff Costs* due to overspend by £5,323 due to the pay award exceeding the budgeted amount
- *Corporate Management* income to overachieve by £19,711 due to an increase in investment and bank interest received/due to be received in this financial year, offset by increased newsletter production costs and unclaimable VAT.
- *Democratic Representation* is forecast to be overspent by £5,098 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 £42,016 underspent. Significant variances in the budget are as follows:

- *Grounds Staff Costs* are due to be overspent by £10,393 due to the pay award exceeding the budgeted amount and additional overtime requirements to cover sickness /vacancies offset by vacancies through the year.
- *Cemetery* is due to overachieve by £28,951 largely based on burial and memorial income, together with a saving on staffing costs.
- *Recreation Grounds* is due to overachieve by £7,033 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 higher than forecast electricity usage at the Skatepark and increased bedding plant costs.
- *Creasey Park* is due to overachieve by £20,771; 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 due to be overspent by £1,021 due to the purchase of a replacement slushy machine for £2,149, offset by underspends across the service.

3.5 **Community Services** overall is forecast to be £16,650 overspent. Significant variances to budget are as follows:

- *Older People's Support Service* is due to be overspent by £1,381, mainly due to not requiring the contribution from reserve included in the budget for additional transport costs.
- *Grove Corner cost centre* is due to overachieve by £3,801 mainly from an increase in room hire bookings, offset by additional expenditure for sessional staffing and pay award.
- *Events* is due to underspend by £12,194 mainly due to the Winter Events budget requirement being reduced
- *Town Centre Services* is due to be underspent by £1,472, 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 £33,285 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 December 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 last quarterly financial Councillor audit took place virtually and was completed on 8 December 2022 with the Chairman of Finance and General Purposes Committee, Council Martin and Chairman of the Community Services Committee Councillor Hollick 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 the bank statements of the accounts against the Accounts Software relating to July, August and September 2022.

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 INTERNAL AUDIT

6.1 Members are asked to note the first interim Internal Audit Report appended to this report, and it is pleasing to report that the Council has again been given a clean bill of health.

7 INVESTMENTS UPDATE

7.1 Dunstable Town Council's current bank and investment account balances as 31 December 2022 were as follows:

Account	Balance	Interest earned in month
Current Account	£10,000.00	-
Business Reserve Account	£502,034.75	£436.91
CCLA Deposit Account 1 – CP 3G Pitch	£91,502.63	£201.44
CCLA Deposit Account 2	£2,778,450.82	£6,115.81

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
Appendix 3 – 1st Interim Internal Audit Report

10 AUTHOR

10.1 Lisa Scheder – Head of Finance and Responsible Financial Officer
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Dunstable Town Council

Summary of Actuals vs Budget

30 November 2022

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)	(247,626)	(347,282)	(5,323)
Central Services	(105,850)	(64,290)	(105,157)	693
Grove House	(12,168)	(12,447)	(12,745)	(577)
Corporate Management	(129,075)	(94,123)	(109,364)	19,711
Democratic Management & Representation	(20,750)	(16,115)	(25,848)	(5,098)
Capital & Projects (inc loan charges)	(94,749)	(89,564)	(94,749)	0
Grand Total	(704,551)	(524,165)	(695,145)	9,406

Grounds and Environmental Services

Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	(718,178)	(478,784)	(728,571)	(10,393)
Allotments	600	(3,550)	858	258
Cemetery	66,954	87,600	95,905	28,951
Recreation Grounds	(64,100)	(30,001)	(57,067)	7,033
Town Centre and Gardens	(30,900)	(26,750)	(33,495)	(2,595)
Town Ranger Service	(12,000)	(7,436)	(12,989)	(989)
Capital & Projects	(129,001)	(123,825)	(129,001)	0
Sub Total	(886,625)	(582,746)	(864,360)	22,266
Income: Creasey Park - Football	201,022	259,339	256,618	55,596
Costs: Creasey park - Football	(75,528)	(85,396)	(117,811)	(42,283)
Income: Bar & Catering	210,000	181,090	241,400	31,400
Costs: Bar & Catering	(349,118)	(266,276)	(373,060)	(23,942)
Sub Total	(13,624)	88,757	7,147	20,771
Bennett Memorial RG Splash Park	(31,664)	(32,275)	(32,685)	(1,021)
Grand Total	(931,913)	(526,264)	(889,898)	42,016

Community Services

Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	(249,474)	(165,072)	(248,819)	655
Older People's Support Service	(26,045)	(14,401)	(27,426)	(1,381)
Community Engagement (inc Grants)	(19,707)	(13,153)	(19,707)	0
Grove Corner	(23,630)	(1,191)	(19,830)	3,801
Events Programme	(135,910)	(95,534)	(123,716)	12,194
Central Marketing	0	0	0	0
Town Centre Services (inc Special Markets)	(64,301)	(36,642)	(62,829)	1,472
Public Conveniences (Ashton Square)	(3,050)	(3,042)	(3,300)	(250)
High Street Heritage Action Zone	(26,167)	(11,243)	(26,022)	145
Capital & Projects	(65,588)	(58,961)	(65,588)	0
Sub Total	(613,872)	(399,239)	(597,237)	16,635
Income: Priory house - Tea Rooms	138,500	96,945	120,000	(18,500)
Costs: Priory house - Tea Rooms	(48,000)	(42,521)	(61,500)	(13,500)
Income: Priory house - Shop	14,600	11,830	18,000	3,400
Costs: Priory house - Shop	(6,500)	(6,630)	(10,000)	(3,500)
Other Costs (Inc Staff)	(378,754)	(199,284)	(379,939)	(1,185)
Sub Total	(280,154)	(139,660)	(313,439)	(33,285)
Grand Total	(894,026)	(538,899)	(910,676)	(16,650)

DTC Grand Total	(2,530,490)	(1,589,328)	(2,495,719)	34,771
	50,000	<i>Contribution from General Reserve</i>		50,000
Precept	(2,480,490)		<i>Balance</i>	84,771
			<i>Allocation to CPCFC Reserve at year end</i>	(20,771)
			FORECAST YEAR END BALANCE	64,000

	Description	Officer	Balance as at 01.04.22	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.12.22	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 146= £34,000 for Performance Area works; Council 05.12.22-Minute 210= £74,000 for Downside Roof repairs	-£158,000	£479,314
311	NEW - White Lion Land Landscaping	HofGES	£0	£10,000		£10,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£10,000	£0
312	Vehicles Reserve	HofGES	£30,027	£20,000	-£3,747	£46,280			£46,280
313	CPCFC Reserve	TC&CE	£50,078		-£18,779	£31,299	Bal of £5,697 - 4 years sponsorship 22/23-25/26 (from £7,596)	-£5,697	£25,602
314	Christmas Lights Reserve	HofCS	£17,002	£3,500	-£20,500	£2	5 year replacement lighting plan 21/22-25/26 - 2022/23 orders complete	-£2	£0
315	NEW - Street Dressing Reserve	HofCS	£0	£18,000		£18,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£18,000	£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	£0	2022/23 orders complete		£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	-£5,394	£38,445	Bal of £2,100 for Cemetery Software (from £21,690 agreed); Chairmans approval 29.11.22 = bal of £1,820 for Router/Security (from £5,080.28 approved)	-£3,920	£34,525
322	Older People's Day Care Svce	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 £26,668 agreed) Council Minute 85 29.06.20- £15,000 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 08.07.22= 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	FGP Minute 107 20.06.22- Bal of £17,129 from Downside repair works (from £75,000 agreed); FGP Minute 147 26.09.22- £9,908 - Meadway Store Refurbishment	-£27,037	£8,682
335	Capital Receipts Reserve	TC&CE / HofF	£0	£500,000	-£303,000	£197,000	£500,000 Income from sale of land- Council approval for creation of reserves for partial element - see NEW reserves. Report to future committees		£197,000
336	Staff Restructuring/Recruitment	TC&CE / HofF	£2,603		-£2,603	£0	2022/23 orders complete	£0	£0
337	NEW - New Cemetery Development	HofGES	£0	£75,000		£75,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£75,000	£0
338	Allotments Reserve	HofGES	£29,170	£5,000	-£15,869	£18,300	FGP Minute 107 20.06.22 - 5 year infrastructure improvement programme- upto £20,000 in 2022/23 & £22,800 in subsequent years (includes £5,000 pa contributions)	-£6,931	£11,370
339	Creasey Park 3G Pitch - Interest	TC&CE	£6,946	£715		£7,661	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£7,661
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	-£34,048	£27,722	FGP Minute 148 20.09.21- Bal of £21,052 - Cemetery repair works (from £58,342 agreed)	-£21,052	£6,669
344	Fencing Maintenance Reserve	HofGES	£2,000	£5,000		£7,000			£7,000
345	NEW - Grounds Depot Extension	HofGES	£0	£100,000		£100,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£100,000	£0
346	HSHAZ Scheme	HofCS	£606,529	£292,661	-£282,806	£616,384	4 year HSHAZ scheme programme	-£616,384	£0
347	NEW - Luton Roaf MUGA	HofGES	£0	£100,000		£100,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£100,000	£0
348	NEW - Unfulfilled Orders	TC&CE / HofF	£51,466		-£35,300	£16,166	Unfulfilled orders committed in 2021/22= all committed	-£16,166	£0
	Earmarked Reserves Total		£2,058,859			£2,544,073		-£1,207,664	£1,336,410

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	Frenchs Avenue S106 £13,779; Frenchs 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 Willoughy (from S106 £47,645) Bal of £4,038 for Court Drive Landscaping (from CBC £15,000)	-£12,038	£22,278
570	Joint Committee Fund	HofCS	£8,766	£50,000	-£8,745	£50,021	Bal in holding code as committed Joint Committees fund only = not DTC	-£50,021	£0
	S106/External Funding Total		£145,778			£186,043		-£62,059	£123,984
			£2,204,637			£2,730,117		-£1,269,723	£1,460,394

Key:

= Finance and General Purposes Committee

= Grounds and Environmental Services Committee

= Community Services Committee

Dunstable Town Council

Internal Audit Report (1st Interim) 2022-23

Stephen Christopher

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd have been appointed to undertake this function on behalf of Dunstable Town Council for the 2022-23 financial year.

This report sets out the results of our first interim internal audit in relation to 2022-23, which was undertaken in November 2022. We wish to thank Council staff for providing the documentation and explanations required for our audit.

Internal Audit Approach

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

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

Overall Conclusion

On the basis of the programme of audit work we have undertaken for the year to date, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to report that there are no matters arising that require a formal recommendation for further action. We ask that Members consider the content of this report.

Detailed Report

Accounting records and Banking arrangements

Our objective is to confirm that the accounting records are accurate and up to date, with no anomalous entries in the cashbooks or financial ledgers, and that appropriate banking arrangements are in place.

The Council maintains its accounting records using the RBS Omega software, which is generally acknowledged as a market leader at this tier of local government.

Day-to-day business banking services continue to be provided by NatWest Bank. Two accounts are held, a Current Account and an instant access Business Reserve Account, with an automatic daily transfer between the accounts to retain a balance of £10,000 in the Current Account. In addition to the Business Reserve Account, other funds that are not required for immediate use are held in two Public Sector Deposit Fund accounts with CCLA Investment Management Ltd.

In our audit work for the year to date, we have:

- Checked and agreed the opening trial balance on Omega for 2022-23 to the closing balances on the 2021-22 AGAR and the detailed accounts;
- Verified that the financial ledgers remained “in balance” as at 30th September 2022;
- Confirmed that the accounting code structure remains appropriate for the Council’s budget reporting and control requirements;
- Checked and agreed transactions in the Omega cashbooks for the Current and Business Reserve accounts to the relevant NatWest bank statements for April and September 2022;
- Checked the bank reconciliations for all active bank account reconciliations, including the CCLA deposits, as at 30th September 2022, confirming that there are no long-standing uncleared cheques or other anomalous entries;
- Confirmed that the bank reconciliations continue to be subject to regular independent review by councillors, as part of the quarterly ‘financial Councillor audit’ and reported to the Finance & General Purposes Committee (F&GP);
- Noted that the External Auditors issued their ‘report and certificate’ on the Council’s 2021-22 AGAR on 16th August 2022 and that there were no significant matters arising, and
- Confirmed that the Council continues to ensure that its IT systems are regularly backed-up offsite.

Conclusion

On the basis of our audit work to date, we are satisfied that the controls in place in this area are adequate and are operating effectively. There are no matters arising that require a formal comment or recommendation.

Corporate Governance

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been, or are being, considered for implementation.

During the course of our first interim audit, we have confirmed the following:

- Our review of the minutes of the meetings of the Full Council and its standing committees in the year to date have not identified any issues that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Council is keeping its governance arrangements under regular review, with both the Standing Orders and Financial Regulations updated and approved at the meeting on 25th April 2022;
- A range of other policies and procedures are in place and are reviewed on a regular basis, and
- The Council continues to exercise the General Power of Competence; this was re-adopted at the Council meeting on 13th May 2019, following the last Council elections.

Conclusion

On the basis of our audit work in this area to date, we consider that the Council has adopted a sound approach to its responsibilities in relation to corporate governance. There are no matters arising that require a formal comment or recommendation.

Expenditure

Our objective is to confirm that:

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

We have commenced our review of the procedures in place in this area. To test compliance with the above criteria, we reviewed a sample of non-pay related payments from the first half of the financial year. Our test sample included all payments in excess of £7,500, together with a more random selection of every 80th payment as recorded in the Omega cashbook. The overall value of expenditure in our sample totalled £477,344, equating to 39% of non-pay expenditure in the period.

The Council makes use of a NatWest Commercial Credit Card, with a monthly limit of £6,000, which is used mainly for items such as internet purchases and subscriptions. There are currently three users, each with a monthly expenditure limit of £2,000. The Card is settled monthly by direct debit. We reviewed the statement for a sample period (month ending 10th June 2022), confirming that all purchases were adequately supported by receipts and were appropriate to the Council's business and that, where appropriate, VAT was accounted for correctly.

A Fuel Card is also in use, for the purchase of fuel for the Council's vehicle fleet. We will review its usage at our second interim audit.

We confirmed that VAT Returns continue to be submitted quarterly in electronic format, as required by extant legislation, with the detail being reconciled to the Omega financial ledger. We reviewed the detail of the VAT reclaim submitted for the first quarter of the year.

Conclusion

On the basis of our audit work in this area to date, we consider that the Council has adopted a sound approach to its responsibilities in relation to purchasing. There are no matters arising from the audit work undertaken in this area to date that require a formal comment or recommendation.

Assessment and Management of Risk

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

There is a requirement for the Council to formally review and approve its risk management arrangements during each financial year. We confirmed that this requirement has been satisfied; with the 'Corporate Risk Log', which provides an assessment of the Council's organisational strategic risks, being subject to review and re-affirmation by the Council at its meeting on 27th June 2022, as part of the annual review of corporate governance arrangements.

The Council's primary insurance cover continues to be provided by Zurich Municipal and we have reviewed the schedule for the current policy (to 31st March 2023) to confirm that an appropriate level of cover remains in place. The policy includes Employer's Liability and Public Liability of £10 million, and Fidelity Guarantee cover of £2.5 million, all of which appear to be adequate to meet the current needs of the Council.

We confirmed that, as part of its wider health and safety arrangements, a regular programme of reviews of the Council's playgrounds and play equipment is undertaken. This includes

daily and weekly inspections by the Council's own staff, with external inspections (quarterly by Wicksteed and annually by RoSPA), to ensure compliance with regulatory requirements. The most recent external inspections were completed on 18th August 2022 and, from review of the summary of inspection findings provided by the Head of Grounds & Environmental Services, we have confirmed that no significant risks were identified and that the Grounds Maintenance team is addressing the various matters reported.

Conclusion

On the basis of our audit work to date, we consider that the Council has sound arrangements in place in relation to the management of risk. There are no matters arising that require a formal comment or recommendation.

Budget Setting, Budgetary Control and Reserves

Our objective is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from Central Bedfordshire Council, and that an effective reporting and monitoring process is in place. We also consider whether the Council retains appropriate funds in earmarked and general reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

At our first interim visit we considered the information provided to the Council on progress against the 2022-23 budget. The F&GP Committee continues to receive financial monitoring reports at each meeting, with over/under-spends and the level of earmarked reserves the subject of regular review. The most recent report, detailing performance for the first half year, estimates an overall underspend of approximately £42,000, including the agreed contribution of £50,000 from the General Reserve. We note that the financial monitoring reports also provide Members with details of the movements in earmarked reserves during the year and an up-to-date summary of the overall funds held in the various accounts.

From review of the minutes and agendas, we note that consideration of the 2023-24 budgetary requirements is now underway, with each committee undertaking detailed scrutiny of its areas of activity. We will consider the overall approach followed at our second interim audit.

Conclusion

On the basis of our audit work to date, we consider that the budgetary control arrangements are adequate and are operating effectively. There are no matters arising that require a formal comment or recommendation. We will review the 2023-24 budget setting process during our second interim audit.

Income

The Council receives income from a wide variety of sources including the Allotments, Cemetery, Creasey Park, Specialist Markets, Priory House, and Bank and deposit interest.

Our objective is to confirm that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where appropriate), with recovery effected within a reasonable time span, and also that it is banked promptly in accordance with the Financial Regulations. In the course of our first interim audit, we undertook the following work in relation to income:

Fees and charges: We confirmed that the fees and charges for 2021-22 were approved by the Council at its meeting in February 2021, as part of the budget setting process, following detailed consideration by the F&GP Committee. We understand that a similar approach will be followed in determining the fees and charges for 2023-24.

Banking of income: As noted earlier in this report, we have checked and agreed two sample month's receipts transactions from cashbooks to the relevant bank statements, confirming the timeliness and accuracy of transactions;

Outstanding debts: We reviewed the Sales Ledger as at 30th September 2022. We were pleased to note that the overall value of long-standing debts is low and we confirmed that effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments.

Conclusion

There are no matters arising from the audit work undertaken in this area to date that require a formal comment or recommendation. We will consider the controls in other income areas at our second interim audit.

Petty Cash

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

Conclusion

Petty cash accounts are operated at several locations. We will review the arrangements during the course of our second interim audit.

Staff Salaries

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are met.

To meet this objective, we examined the payroll procedures in place and the computations undertaken for the payments to staff in 2022-23 by reference to the September 2022 payroll documentation produced by the Council's bureau provider (Payroll Options Ltd, Milton Keynes). Our audit work involved the following:

- We confirmed that the Council has applied the approved employee pay rates for the financial year (noting that annual pay settlement from 1st April 2022 has only recently been agreed and backdated payments will be made with the November payroll);
- From review of the contracts of employment of all full and part time staff and a sample of casual staff whose employment commenced in 2022-23, we confirmed that appropriate signed contracts of employment are held;
- We checked and agreed the detail of the salaries paid to all staff in September 2022 to the overall schedule of salaries and pay scales;
- We confirmed that tax and NI deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid to HMRC;
- We confirmed that the appropriate employee and employer contributions to the pension scheme have been applied in accordance with the current arrangements and confirmed that these have been paid over to the Pension Fund Administrators on a timely basis, and
- We confirmed that the monthly net salary payments to staff agreed to the underlying records.

Conclusion

There are no matters arising from the audit work undertaken in this area to date that require a formal comment or recommendation. At our second interim audit, we will confirm that the backdated pay award for 2022-23 has been applied correctly.

Investments and Loans

Our objective is to confirm that an appropriate investment/treasury management policy is in place, that any funds not required for immediate use, whether temporarily or on a longer-term basis are invested in line with that strategy and that interest earned is brought to account correctly and appropriately in the accounting records. We also confirm that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During the course of our interim audit, we confirmed the following:

- As required by the 'Statutory Guidance on Local Government Investments', a Treasury Management Policy is in place and this was last updated and approved at the F&GP meeting on 20th June 2022;
- At present, the Council does not hold any long-term investments. As noted above, surplus funds are held in either the NatWest (instant access) Business Reserve Account or the two CCLA Public Sector Deposit Fund accounts;
- We have checked and agreed the half-yearly Public Works Loan Board (PWLB) loan instalment repayments made to date for 2021-22 to the PWLB third party "notification / demand" notice;
- From our minutes review, we noted the Council's decision on 27th June 2022 to apply to the Secretary of State for approval of a new PWLB loan of £215,000 to assist with

the funding of the Priory House Restoration project. We have confirmed that the loan application was subsequently made and that the funds were drawn down in October 2022, with the first repayment of principal and interest due to be made during 2023-24 financial year.

Conclusion

There are no matters arising from our audit work in this area to date that require a formal comment or recommendation. In our subsequent audits for the year, we will confirm the payment of the second half-yearly instalments of principal and interest and that there is correct disclosure of the PWLB loans in the AGAR, Section 1, Boxes 5 and 10.

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 23 JANUARY 2023

PRIORY HOUSE ADDITIONAL WORKS

Purpose of Report: To inform Members of additional funding requirements for the current works to Priory House and to recommend funds to meet the need.

1 ACTION RECOMMENDED

- 1.1 To approve the spend of £21,200 from the Priory House building maintenance reserve for drainage survey work, infill of bay2e and electrical works.
- 1.2 To approve the tender for the shop repairs of up to £205,000 and the transfer of funds from the following ear-marked reserves to pay for the works in 23/24:

Priory House Building Maintenance Reserve	£67,369
Priory Church Yard Reserve	£44,862
Splash/Skate park Reserve	£50,000
Downside roof ear-marked reserve	£42,769
	£205,000

2 BACKGROUND

- 2.1 As part of the High Street Heritage Action Zone (HSHAZ) work a number of additional costs have arisen on items in addition to the HSHAZ scope of works, but which are closely associated and are essential to enable the works to complete. This includes the following:
- 2.2 **Electrical works**, to supply and install RCBO (Residual Current Breaker with Over-Current) units to the MCBs (Miniature Circuit Breakers) - £11,200
- 2.3 **Works to bay2e wall**, brickwork to fill up doorway, plaster and decorate - £10,000
- 2.4 As these works are not within the scope of the HSHAZ, although affect directly the Undercroft the experts working on the scheme do not believe that the project's contingency should be used to cover these costs. They believe that there are a number of other aspects of the programme that will draw upon this, notably the rebuilding of bay2e wall adjacent to the infill. Therefore, it is recommended that the Council approves spend from the Priory House allocated Building Maintenance reserve to cover these costs. The reserves currently stand at £88,569.
- 2.5 In addition to the HSHAZ works the contractor was requested to investigate a damp issue in the shop area of the house. Upon investigation it has transpired that there are in fact significant water ingress and drainage issues affecting this section of the house which would require significant work to address. This would include re-roofing,

re-rendering, installing new drainage and rain water goods. It is estimated by the quantity surveyor for the project to be in the region of £205,000, (this figure includes fees). Some of these works need to be undertaken now as they are associated with the HSHAZ drainage survey work. This survey work would now be extended to cover the whole of the house. This survey is included within the £205,000 figure.

- 2.6 It has been suggested that whilst it is important for these works to be undertaken in as soon as possible – ideally before next winter when the ingress of water is most likely - it might be best to complete the HSHAZ works, and then commence the works to the shop area as a separate project. The shop works are less specialist and so could be undertaken by a local building firm rather than a conservation specialist contractor. What the team and Historic England officers are most aware of is that they do not wish for the main repairs to the Undercroft to be undermined so soon after completion due to lack of attention to the other water ingress issues identified in the shop area of the house.
- 2.7 The required amount of £205,000 may reduce if there are any monies left from the HSHAZ Priory House repair work contingency and if using a local building company brings in a lower cost price. However, this cannot be guaranteed, and it would be prudent for the Council to ensure the full amount is available if required.
- 2.8 This means that the Council needs to consider how best to fund these important works, and it is proposed that the use of reserves is the best way to enable this. It is recommended that the Council prioritises this work, and uses the following ear-marked reserves:

Priory House Building Maintenance Reserve	£67,369
Priory Church Yard Reserve	£44,862
Splash/Skate park Reserve	£50,000
Downside roof ear-marked reserve	£42,769
	£205,000

Priory House Building Maintenance Reserve

- 2.9 This reserve is in place to support works at Priory House so is appropriate to be used for this purpose

Priory Church Yard Reserve

- 2.10 The Council has recently received the five-yearly report from the diocese on works required to the Church Yard. No works have been specified for the next five years, so it is appropriate to transfer this reserve. The Council will then build the reserve up again in future years to ensure funds are available in five year’s time if required.

Splash/Skate park Reserve

- 2.11 There are no immediate or imminent calls on this reserve. Officers are confident that reducing the reserve from £61,083 by £50,000 to £11,083 would present little risk, provided that the Council continues to add to the reserve each year going forwards.

Downside roof ear-marked reserve

- 2.12 At its last meeting, the Committee resolved to recommend to Full Council the creation of an ear-marked reserve of £74,000 for the repair of the Downside Community Roof,

using funds from the General Reserve. This was agreed. These works will be necessary in the next 2-5 years. However, the Priory House works are more urgent, so it is proposed to take the remaining required amount of £42,769 from this budget for the Priory House works. The shortfall would then be recouped either from any saving from the Priory House works, additional underspend from the overall budget in 2022/23 or future contributions to the reserve from the precept in the coming years.

3 RECOMMENDATIONS

- 3.1 To approve the spend of £21,200 from the Priory House building maintenance reserve for drainage survey work, infill of bay2e and electrical works.
- 3.2 To approve the tender for the shop repairs of up to £205,000 and the use of identified reserves to pay for the works in 23/24.

4 FINANCIAL IMPLICATIONS

- 4.1 Contained within the main report.

5 POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The recommendations contained within the report assist with the delivery of the Council's key objectives to preserve and enhance the history and identity of the town, creating a sense of pride, as well as to contribute to the regeneration of the town centre.

6 HEALTH AND SAFETY IMPLICATIONS

- 6.1 All works will be overseen by the Council's competent contractors.

7 SEPARATE ENCLOSURES

- 7.1 None

8 BACKGROUND PAPERS

- 8.1 None

9 EQUALITIES

- 9.1 The works to Priory House will not alter access to the building in the long term and as such there are no equalities issues inherent in the report.

10 AUTHOR

Paul Hodson – Town Clerk and Chief Executive
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Becky Wisbey – Head of Community Services
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DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 23 JANUARY 2023

CORPORATE PLAN UPDATE

Purpose of report: To update Members on progress with the Corporate Plan objectives and actions associated with the Finance and General Purposes Committee.

1 BACKGROUND

- 1.1 In 2020 the three-year Corporate Plan was adopted by the Council, highlighting the aspirations for the Council between 2020-2023. Covering all aspects of the council's work, officers have worked hard on its delivery and achieving many of the items listed within. The purpose of this report is to highlight to Members, the achievements to date and the ongoing work of the Town Clerk and Chief Executive Offices' team to deliver this Committee's objectives.

2. PROGRESS ON CORPORATE PLAN OBJECTIVES – FINANCE AND GENERAL PURPOSES AND COUNCIL

- 2.1 The Corporate Plan 2020 to 2023 contains 50 objectives and of these 7 have been assigned to this Committee. Details of the progress against each of the 7 objectives is provided in Appendix 1 to this report.
- 2.2 All 7 objectives for this Committee are being successfully progressed or have been completed.

3. CONCLUSION

- 3.1 Officers have completed or made good progress on all of the objectives to date. Actions including the Carbon Neutral pledge, improving recycling and GDPR remain long term objectives of the Council and continuing progress will be made in subsequent years.

4. AUTHOR

- 4.1 Lisa Scheder
Head of Finance and Responsible Financial Officer
lisa.scheder@dunstable.gov.uk

In January 2020 the Council adopted its fourth Corporate Plan to span the years 2020 to 2023 which contains 50 objectives.

What follows is a table showing the 7 objectives associated with the Finance and General Purposes Committee. The narrative describes progress made to date against each of the objectives as at the end of December 2022.

Key Objectives for the Council over the Next Three Years

Completed	Green
On target to complete	Amber
Not complete	Red

Continuing to improve the organisational management and efficiency of the Town Council			
Action	Timescale	Progress to 31 December 2022	
1. Work towards making Dunstable Town Council a carbon neutral organisation by 2030	Progress to be evidenced over the lifespan of this document	A member working group has been established and a baseline assessment completed. The baseline report will be presented to this committee.	G
2. Improve recycling and separation of waste at all DTC offices and mess / depot facilities.	Progress to be evidenced over the lifespan of this document	A number of recycling initiatives have been introduced and the Council’s Waste contract is due to be tendered in April 2023 where further improvements will be considered.	G
5. Investigate a new financial package that will allow for better financial forecasting and reporting	By end of December 2020	New, improved financial monitoring arrangements have been introduced by the RFO.	G
6. Improve human resource (HR) processes and recording by adopting a new online HR system	New system to be commissioned and fully operational by end of March 2021	The HR package ‘Bright HR’ has been purchased and is now being used and developed	G
7. General Data Protection Regulation (GDPR) – Investigate appropriate Customer Relationship Manager software (CRM) – communication package to assist with complying within GDPR guidelines	New system to be commissioned and fully operational by end of March 2022	Following widespread GDPR training, new operating measures and systems have been established to further improve the Council’s approach to protecting data help. Officers continue to work on improvements.	G

To contribute to the regeneration of the town centre and development of neighbourhoods in the town			
Action	Timescale	Progress to 31 December 2022	
46. Support CBC in future town centre public realm improvements.	Progress to be evidenced over the lifespan of this document	Officers fully assisted CBC with the Dunstable High Street public realm improvements	G

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

Action	Timescale	Progress to 31 December 2022	
50. Work with lead authorities and organisations on flood alleviation schemes for Dunstable.	Flood alleviation schemes to be completed by December 2021	Completed - A major flood alleviation scheme was completed on High Street South early 2021	G

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 23 JANUARY 2023****BUDGET PROPOSALS FOR 2023/24**

Purpose of Report: i) For members to consider and comment on the proposed budget, fees & charges and precept for 2023/24 taking into account comments and recommendations from Community Services Committee and Grounds and Environmental Services Committee and to make recommendation to full Council accordingly
 ii) For members to consider and comment on reserves

1 ACTION RECOMMENDED

- 1.1 That the proposed budget for 2023/24 be presented to Council for approval (as enclosed)
- 1.2 That the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations
- 1.3 That the revised scale of fees and charges, set out in the report, be approved with effect from 1 April 2023 or the start of the 2023/24 winter playing season, as appropriate
- 1.4 That, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council of £2,791,245, resulting in a Dunstable Town Council Tax (Band D) at the rate of £209.49, being 12.53% which equates to £21.83 per year, or 42p per week.
- 1.5 For members to consider and comment on current reserve balances, proposed contributions to reserves for 2023/24

2 INTRODUCTION

- 2.1 Members considered proposals for the draft 2023/24 revenue budget for Community Services at meetings held on 31 October 2022 and 9 January 2023, and Grounds and Environmental Services at meetings held on 7 November 2022 and 16 January 2023.
- 2.2 Members are now presented with the revised draft revenue budget for the Town Clerk and Chief Executive's Office service area, included in Appendix 1 for comment and consideration, following the draft budget proposals reported to the Finance and General Purposes Committee on 14 November 2022.
- 2.3 At the previous meeting of the Committee, members were presented with a draft budget for the Town Clerk and Chief Executives Office service area of £814,569. Since this report, Central Bedfordshire Council have provided the Council Tax Base,

which will increase by 106 to 13,324. The Bedfordshire Local Government Pension Scheme has now updated the Council that the employer's contribution is not increasing as originally budgeted for and will rather continue at 26.8% for the next three years. Council have also approved the increase in hours for the Marketing and Communications Officer role to 37 per week. These changes have resulted in a reduced draft budget of **£812,336**.

- 2.4 The proposed budget relies on non-council tax income generation of **£1,110,904**, which is an increase of **£135,725** on last year's income target of **£975,179**. This income is targeted to come from various sources and in terms of budget risk, this is the highest risk area.
- 2.5 The proposed budget for **all** service areas is **£2,791,245** which results in a Council Tax increase of 12.53% which equates to £21.83 per year, £0.42 per week on a Band D council tax charge.

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

- 3.1 The revised proposed budget for the Town Clerk and Chief Executive's Office for 2023/24 presents a revenue cost to the Council of £812,336 that includes an income target of £85,222 giving a gross budget of £897,558.
- 3.2 Details of the proposed budget and fees and charges for the Town Clerk and Chief Executive's Office for 2023/24 are shown in Appendix 1.

4 RESERVES

- 4.1 It is the Council's policy to maintain a minimum general reserve of 25% of the salary budget. Based on the proposed budget for 2023/24 the Council would require a general reserve minimum balance of £553,042.
- 4.2 Following initial consideration of the proposed budgets by each committee, officers reviewed the proposed contributions to reserves for 2023/24 and the following three years. The proposed contributions to the reserves for Priory House and vehicle replacement have been reduced for the year. The tree reserve has been increased by £5,000 to £15,000 to implement a further 5-year maintenance programme to meet the requirements of the recently received annual surveys from the Council's professional contractor.
- 4.3 Current earmarked reserves are listed on Appendix 2 of this report. Proposed contributions to reserves proposed in 2023/24 are as follows:

Town Clerk and Chief Executive's Office:	
IT Reserve	£20,000
Election Reserve	£12,500
Grove House Building Maintenance Reserve	£29,000
Town Twinning Reserve	£500

Community Services:	
Christmas Lights Reserve	£7,000

Downside Community Centre Building Maintenance Reserve	£3,000
Grove Corner building maintenance reserve	£4,000
Tea Rooms equipment reserve	£1,500

Grounds and Environmental Services:	
Vehicles Reserve	£10,000
Cemetery Memorial Safety Reserve	£1,500
Tree Reserve	£15,000
Open Spaces Reserve	£15,000
Pavilions Buildings Maintenance Reserve	£15,000
Allotment Reserve	£5,000
Cemetery Building Maintenance Reserve	£5,000

- 4.4 It is therefore proposed to create a general reserve of £553,042.
- 4.5 The Council current holds a general reserve of £479,314. The currently forecast underspend for 2022/23 is £64,000, which would provide a general reserve of £538,936, a shortfall of £9,728 from the recommended amount, a 1.76% difference.
- 4.6 Members will receive an updated forecast underspend at the March meeting of this Committee, along with a proposed list of ear-marked reserves for 2023/24, and at that time Members will be able to decide how to ensure the general reserve for the 2023/24 is sufficient to meet the Council's needs.

5 RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICE

5.1 Community Services Committee

The Community Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2023/24 budget:

RESOLVED: i) the Committee recommend the proposed Community Services budget as presented with no amendments or further recommendations, to the Finance and General Purposes Committee

5.2 Grounds and Environmental Services Committee

The Grounds and Environmental Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2023/24 budget:

RESOLVED: i) the Committee recommend the proposed Grounds and Environmental Services budget as presented with no amendments or further recommendations, to the Finance and General Purposes Committee

6 CAPITAL PROGRAMME 2023/24

- 6.1 The provisional year-end balances on the Allocated Reserve are based on the figures detailed in the budget monitoring report included elsewhere on this agenda.
- 6.2 The Council's Financial Regulations authorise the Town Clerk and Chief Executive and Heads of Service to incur expenditure of up to £10,000 against the agreed capital programme (Allocated Reserve) following consultation with appropriate Committee Chairman.

7 TOTAL DEBT AND ASSOCIATED REPAYMENTS

- 7.1 Members will be aware that the Council currently has a number of debts, serviced through the revenue budget. Listed below is a schedule of debts and associated repayments:

AREA	TOTAL LOAN OUTSTANDING AT 31.03.23	PRINCIPAL PAYMENT DUE 2023/24	TERM
Luton Road Pavilion	£4,781.25	£1,062.50	Nov 2026
Grove House Gardens Performance Area/1st Cemetery Extension	£13,840.76	£6,732.70	Nov 2024
Priory House loans 1&2	£183,333.08 £50,307.27	£16,666.68 £4,374.58	Nov 2033 May 2034
Priory House loan 3 <small>*repayments commencing April 2023</small>	*£215,000.00	£10,750.00	Oct 2042
Grove House loans 1&2	£82,800.00 £208,333.10	£6,900.00 £16,666.68	Nov 2034 May 2035
2nd Cemetery extension	£240,000.00	£15,000.00	Nov 2038
TOTAL	£998,395.46	£78,153.14	

8 COUNCIL ASSETS

- 8.1 In contrast to the schedule of debt show above, the Council does own land, buildings, and physical assets such as vehicles. It is very difficult to put a value on most of the Council's assets as most have restricted use, such as public open space, therefore undermining their value. The Council's two most valuable assets are Grove House and Priory House. The most recent valuations completed in February 2021 of both buildings value them at £795,000 and £660,000 respectively for non-specialist existing use.

9 FINANCIAL IMPLICATIONS

- 9.1 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.

10 POLICY AND CORPORATE PLAN IMPLICATIONS

- 10.1 The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-2023. 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. Please see the separate report on the Corporate Plan.

11 HEALTH AND SAFETY IMPLICATIONS

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

12 HUMAN RESOURCE IMPLICATIONS

- 12.1 The draft budget accounts for an increase to the national Living Wage Foundation living wage and up to an 8% general cost of living pay increase for all staff. Members should note that at the time of preparing this report the pay award for 2023/24 is unknown. 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.

13 EQUALITIES AND LEGAL IMPLICATIONS

- 13.1 The Council has a legal obligation to set a balanced budget.

14 SEPARATE ENCLOSURES

- 14.1 Appendix 1 - Draft budget 2023/24, including fees and charges.
Appendix 2 – Reserves Summary 2022/23 with proposed contributions for 2023/24

15 BACKGROUND PAPERS

- 15.1 Community Services Budget Report 9 January 2023
Grounds and Environmental Services Budget Report 16 January 2023

16 AUTHOR

Lisa Scheder – Head of Finance and Responsible Financial Officer
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Paul Hodson – Town Clerk and Chief Executive
E-mail – paul.hodson@dunstable.gov.uk

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

	Budget 2022/23	Budget 2023/24
<u>Town Clerk and Chief Executive's Office</u>		
Staff Costs	341,959	429,849
Central Services	105,850	110,770
Grove House	12,168	32,436
Corporate Management	129,075	117,115
Democratic Management and Representation	20,750	23,500
Capital & Projects (inc loan charges)	94,749	98,666
	£704,551	£812,336
<u>Grounds and Environmental Services</u>		
Staff Costs	718,178	814,800
Allotments	-600	-3,200
* Cemetery	-66,954	-63,917
Recreation Grounds	64,100	73,450
Town Centre and Gardens	30,900	40,630
Town Ranger Service	12,000	12,400
* Creasey Park Community Football Centre	13,624	31,582
* Bennett Memorial Recreation Ground Splash Park	31,664	35,575
Capital & Projects	129,001	101,784
	£931,913	£1,043,104
<u>Community Services</u>		
Staff Costs	249,474	278,202
* Older People's Support Service	26,045	29,407
* Community Engagement (inc Grants)	19,707	20,207
* Grove Corner	23,630	25,382
* Events Programme	135,910	135,955
* Priors House	280,154	268,037
Town Centre Services	64,301	75,182
* Public Conveniences (Ashton Square)	3,050	3,875
* High Street Heritage Action Zone	26,167	29,357
Capital & Projects	65,588	70,201
	£894,025	£935,805
* Includes Direct Staff Costs		
Total Net Expenditure	£2,530,490	£2,791,245
Contribution to/(from) Reserves	-50,000	
Precept	£2,480,490	£2,791,245
Band D Council Tax	£187.66	£209.49
Tax base	13,218	13,324

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

Town Clerk and Chief Executive's Office

Budget Manager:

Town Clerk and Chief Executive

Paul Hodson

	2022/23	Prospective 2023/24			
	Budget	Budget	2024/25	2025/26	2026/27
Staff Costs	-341,959	-429,849	-429,849	-429,849	-429,849
Central Services	-105,850	-110,770	-110,770	-104,770	-104,770
Grove House	-12,168	-32,436	-33,998	-33,998	-33,998
Corporate Management	-129,075	-117,115	-117,115	-117,115	-117,115
Democratic Management	-20,750	-23,500	-23,500	-23,500	-23,500
Capital and Projects	-94,749	-98,666	-97,583	-96,500	-95,417
	-704,551	-812,336	-812,815	-805,732	-804,649

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

STAFF COSTS - 100

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4001	Salaries	-341,959	-429,849	-429,849	-429,849	-429,849
		-341,959	-429,849	-429,849	-429,849	-429,849

CENTRAL SERVICES - 101

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4007	Staff Training	-15,000	-22,000	-22,000	-22,000	-22,000
4010	Payroll Services	-5,400	-6,150	-6,150	-6,150	-6,150
4021	Telephones / Data Links	-6,480	-7,000	-7,000	-7,000	-7,000
4022	Postage	-1,000	-1,000	-1,000	-1,000	-1,000
4023	Stationery	-2,500	-3,000	-3,000	-3,000	-3,000
4025	Subscriptions/Publications	-4,600	-5,250	-5,250	-5,250	-5,250
4037	Equipment Maintenance / Software	-34,870	-37,870	-37,870	-37,870	-37,870
4039	Equipment Hire (Photocopier rental)	-8,000	-8,000	-8,000	-2,000	-2,000
4058	Professional Services	-28,000	-20,500	-20,500	-20,500	-20,500
		-105,850	-110,770	-110,770	-104,770	-104,770

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

GROVE HOUSE - 102

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Lettings/Facility Hire	500	500	500	500	500
1002	Rents and Rates (Tenants)	36,072	36,072	37,572	37,572	37,572
		<u>36,572</u>	<u>36,572</u>	<u>38,072</u>	<u>38,072</u>	<u>38,072</u>
Expenditure:						
4011	Rates	-12,500	-11,000	-11,000	-11,000	-11,000
4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
4014	Electricity	-5,500	-15,400	-15,400	-15,400	-15,400
4015	Gas	-4,500	-16,188	-19,250	-19,250	-19,250
4016	Cleaning	-10,600	-10,600	-10,600	-10,600	-10,600
4017	Waste disposal	-900	-900	-900	-900	-900
4021	Telephones/data links	-300	-300	-300	-300	-300
	Building Maintenance					
4036	Contracts	-3,220	-2,870	-2,870	-2,870	-2,870
4038	Repairs and Maintenance	-7,000	-7,000	-7,000	-7,000	-7,000
4040	Equipment/Materials/Tools	-3,000	-3,750	-3,750	-3,750	-3,750
		<u>-48,520</u>	<u>-69,008</u>	<u>-72,070</u>	<u>-72,070</u>	<u>-72,070</u>
	Total Net Expenditure:	<u>-11,948</u>	<u>-32,436</u>	<u>-33,998</u>	<u>-33,998</u>	<u>-33,998</u>

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

CORPORATE MANAGEMENT - 106

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1096	Investment/Bank Interest	500	42,500	42,500	42,500	42,500
1099	Insurance + recharges	5,600	6,150	6,150	6,150	6,150
		<u>6,100</u>	<u>48,650</u>	<u>48,650</u>	<u>48,650</u>	<u>48,650</u>
Expenditure:						
4003	Pension/HR Related Costs	-6,900	-7,150	-7,150	-7,150	-7,150
4006	Health & Safety	-8,000	-8,000	-8,000	-8,000	-8,000
4019	DBS Checks	-300	-900	-900	-900	-900
4021	Telephone	-1,675	-1,675	-1,675	-1,675	-1,675
4026	Insurance	-69,000	-71,500	-71,500	-71,500	-71,500
4030	Advertising - Recruitment	-2,000	-2,000	-2,000	-2,000	-2,000
4032	Publicity / Marketing	-5,000	-5,500	-5,500	-5,500	-5,500
4033	Newsletter	-20,000	-27,500	-27,500	-27,500	-27,500
4034	Website	-4,000	-4,000	-4,000	-4,000	-4,000
4056	Audit Fees - External	-2,800	-2,940	-2,940	-2,940	-2,940
4057	Audit Fees - Internal	-2,250	-2,350	-2,350	-2,350	-2,350
4061	Annual Report	-1,750	-2,250	-2,250	-2,250	-2,250
	HR Related Costs - (inc					
4062	Uniform workwear)	-4,000	-5,500	-5,500	-5,500	-5,500
4096	Bank Charges	-2,500	-4,500	-4,500	-4,500	-4,500
4599	VAT Unclaimable	-5,000	-20,000	-20,000	-20,000	-20,000
		<u>-129,075</u>	<u>-165,765</u>	<u>-165,765</u>	<u>-165,765</u>	<u>-165,765</u>
Total Net Expenditure:		<u>-122,975</u>	<u>-117,115</u>	<u>-117,115</u>	<u>-117,115</u>	<u>-117,115</u>

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

DEMOCRATIC MANAGEMENT AND REPRESENTATION - 107

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4007	Member Training	-1,000	-1,000	-1,000	-1,000	-1,000
4024	Printing Costs (Civic Events)	-1,000	-1,250	-1,250	-1,250	-1,250
4025	Subscriptions	-2,750	-2,250	-2,250	-2,250	-2,250
4501	Mayoral Transport	-2,500	-3,500	-3,500	-3,500	-3,500
4502	Mayoral Allowance	-4,000	-4,500	-4,500	-4,500	-4,500
4503	Civic Hospitality	-8,000	-9,000	-9,000	-9,000	-9,000
4504	Civic Regalia	-500	-500	-500	-500	-500
4515	Remembrance Services	-1,000	-1,500	-1,500	-1,500	-1,500
		<u>-20,750</u>	<u>-23,500</u>	<u>-23,500</u>	<u>-23,500</u>	<u>-23,500</u>

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

CAPITAL AND PROJECTS - 110

Nominal Code	Nominal Description	2022/23	Prospective	2024/25	2025/26	2026/27
		Budget	2023/24 Budget			
	Expenditure:					
4051	(Grove House)	-14,182	-13,099	-12,016	-10,933	-9,850
4052	House)	-23,567	-23,567	-23,567	-23,567	-23,567
4721	Cont. to Reserves (IT)	-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
4724	Maint)	-29,000	-29,000	-29,000	-29,000	-29,000
4730	Reserve	-500	-500	-500	-500	-500
		-94,749	-98,666	-97,583	-96,500	-95,417

DUNSTABLE TOWN COUNCIL
PROPOSED FEES AND CHARGES 2023/24

TOWN CLERK AND CHIEF EXECUTIVE'S OFFICE

GROVE HOUSE - MEETING ROOM HIRE (figures shown inclusive of VAT)	2022/23 £ per hour	2023/24 £ per hour
Council Chamber		
Dunstable Voluntary Organisations	12.50	15.00
Organisations outside Parish of Dunstable	25.00	30.00
Weekend Hirings double fee		

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

Grounds and Environmental Services

Budget Manager:

Head of Grounds and Environmental Services

John Crawley

		Prospective			
	2022/23	2023/24	2024/25	2025/26	2026/27
		Budget			
Staff and Vehicle Costs	-718,178	-814,800	-814,800	-814,800	-814,800
Allotments	600	3,200	4,200	4,200	4,200
Cemetery	66,954	63,917	63,917	63,917	63,917
Recreation Grounds	-64,100	-73,450	-73,450	-73,450	-73,450
Town Centre and Gardens	-30,900	-40,630	-40,630	-40,630	-40,630
Town Ranger Service	-12,000	-12,400	-12,400	-12,400	-12,400
Creasey Park Community Football Centre	-13,624	-31,582	-32,644	-32,644	-32,644
Bennett Memorial Recreation Ground Splash Parl	-31,664	-35,575	-35,575	-35,575	-35,575
Capital and Projects	-129,001	-101,784	-138,012	-127,190	-126,318
	-931,913	-1,043,104	-1,079,394	-1,068,572	-1,067,700

GROUNDS AND ENVIRONMENTAL SERVICES

STAFF AND VEHICLE COSTS - 200

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4001	Grounds Staff	-676,178	-760,324	-760,324	-760,324	-760,324
4005	Grounds Staff Overtime	-10,000	-22,476	-22,476	-22,476	-22,476
4045	Vehicle Fuel	-12,000	-12,000	-12,000	-12,000	-12,000
4145	Vehicle Maintenance Costs	-20,000	-20,000	-20,000	-20,000	-20,000
		-718,178	-814,800	-814,800	-814,800	-814,800

ALLOTMENTS - 201

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1002	Rent Receivable	7,600	9,100	10,100	10,100	10,100
1091	Misc Income	400	500	500	500	500
1099	INC - Recharges etc	0	4,550	4,550	4,550	4,550
		8,000	14,150	15,150	15,150	15,150
Expenditure:						
4012	Water	-2,400	-2,400	-2,400	-2,400	-2,400
4014	Electricity	0	-4,550	-4,550	-4,550	-4,550
4017	Waste Disposal	-1,500	-1,500	-1,500	-1,500	-1,500
4038	Repairs and Maintenance	-3,000	-2,000	-2,000	-2,000	-2,000
4041	Tree Maintenance	-500	-500	-500	-500	-500
		-7,400	-10,950	-10,950	-10,950	-10,950
Total Net Expenditure:		600	3,200	4,200	4,200	4,200

GROUNDS AND ENVIRONMENTAL SERVICES

CEMETERY - 202

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1021	Burial Fees	135,000	145,000	145,000	145,000	145,000
1022	Book of Remembrance	600	1,200	1,200	1,200	1,200
1023	Memorials	45,000	49,500	49,500	49,500	49,500
1027	Kerb Blocks	2,000	1,000	1,000	1,000	1,000
1028	Sanctums	2,500	2,500	2,500	2,500	2,500
		<u>185,100</u>	<u>199,200</u>	<u>199,200</u>	<u>199,200</u>	<u>199,200</u>
Expenditure:						
4001	Staff Costs	-58,196	-65,148	-65,148	-65,148	-65,148
4011	Rates	-10,600	-10,850	-10,850	-10,850	-10,850
4012	Water	-2,000	-4,000	-4,000	-4,000	-4,000
4014	Electricity	-3,800	-10,100	-10,100	-10,100	-10,100
4015	Gas	-1,700	-3,125	-3,125	-3,125	-3,125
4016	Cleaning	-4,000	-6,000	-6,000	-6,000	-6,000
4017	Waste Disposal	-8,200	-8,200	-8,200	-8,200	-8,200
4018	Security	-2,500	-2,800	-2,800	-2,800	-2,800
4021	Telephones/data links	-1,300	-1,660	-1,660	-1,660	-1,660
4023	Stationery	-250	-250	-250	-250	-250
Building Maintenance						
4036	Contracts	-1,300	-1,600	-1,600	-1,600	-1,600
4037	IT Licences and Support	-1,600	-1,900	-1,900	-1,900	-1,900
4038	Repairs and Maintenance	-8,000	-8,000	-8,000	-8,000	-8,000
4040	Equipment/Materials/Tools	-9,750	-7,000	-7,000	-7,000	-7,000
4041	Tree Planting/Surgery	-1,500	-1,500	-1,500	-1,500	-1,500
4047	Green Flag	-350	-350	-350	-350	-350
4127	Kerb Blocks	-1,000	-500	-500	-500	-500
4128	Sanctums	-1,500	-1,500	-1,500	-1,500	-1,500
4201	Book of Remembrance	-600	-800	-800	-800	-800
		<u>-118,146</u>	<u>-135,283</u>	<u>-135,283</u>	<u>-135,283</u>	<u>-135,283</u>
Total Net Expenditure:		<u>66,954</u>	<u>63,917</u>	<u>63,917</u>	<u>63,917</u>	<u>63,917</u>

GROUNDS AND ENVIRONMENTAL SERVICES

RECREATION GROUNDS - 205

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
	Income:					
1009	Football Pitches	5,000	6,100	6,100	6,100	6,100
		<u>5,000</u>	<u>6,100</u>	<u>6,100</u>	<u>6,100</u>	<u>6,100</u>
	Expenditure:					
4011	Store Rates	-1,100	-1,100	-1,100	-1,100	-1,100
4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
4013	Depot Rent Contribution	-10,000	-11,000	-11,000	-11,000	-11,000
4014	Electricity	-3,000	-11,800	-11,800	-11,800	-11,800
4016	Cleaning	-6,500	-6,500	-6,500	-6,500	-6,500
4017	Waste Disposal/Skips	-8,800	-8,800	-8,800	-8,800	-8,800
4018	Security/Locking/Patrols	-5,000	-5,400	-5,400	-5,400	-5,400
4021	Telephones/data links	-1,200	-1,200	-1,200	-1,200	-1,200
	Building Maintenance					
4036	Contracts	-1,500	-750	-750	-750	-750
4038	Repairs and Maintenance	-15,000	-15,000	-15,000	-15,000	-15,000
4040	Equipment/Materials/Tools	-6,000	-7,000	-7,000	-7,000	-7,000
4041	Tree Planting/Surgery	-1,500	-1,500	-1,500	-1,500	-1,500
4044	Bowling Green Maintenance	-1,500	-1,500	-1,500	-1,500	-1,500
4046	Equipment/Maintenance	-15,000	-15,000	-15,000	-15,000	-15,000
4834	Contribution from commuted sums	8,000	8,000	8,000	8,000	8,000
		<u>-69,100</u>	<u>-79,550</u>	<u>-79,550</u>	<u>-79,550</u>	<u>-79,550</u>
	Total Net Expenditure:	<u>-64,100</u>	<u>-73,450</u>	<u>-73,450</u>	<u>-73,450</u>	<u>-73,450</u>

GROUNDS AND ENVIRONMENTAL SERVICES

TOWN CENTRE AND GARDENS - 403

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1009	Croquet Lawn Hire	1,700	2,470	2,470	2,470	2,470
1051	Town Centre Agency with CBC	22,500	22,500	22,500	22,500	22,500
		<u>24,200</u>	<u>24,970</u>	<u>24,970</u>	<u>24,970</u>	<u>24,970</u>
Expenditure:						
4012	Water (Mess Room)	-800	-800	-800	-800	-800
4014	Electricity (Mess and Market Clock)	-1,700	-10,800	-10,800	-10,800	-10,800
4016	Cleaning	-2,000	-1,200	-1,200	-1,200	-1,200
4017	Waste Disposal/Skips	-8,700	-8,700	-8,700	-8,700	-8,700
4021	Telephones/data links	-1,000	-1,200	-1,200	-1,200	-1,200
4036	Maint Contracts - CCTV (Priory Gardens)	-2,600	-2,600	-2,600	-2,600	-2,600
4038	Repairs and Maintenance	-4,000	-4,000	-4,000	-4,000	-4,000
4040	Equipment/Materials/Tools	-4,000	-4,000	-4,000	-4,000	-4,000
4041	Tree Planting/Surgery	-1,500	-1,500	-1,500	-1,500	-1,500
4043	Bedding Plants and Baskets	-25,000	-27,000	-27,000	-27,000	-27,000
4047	Green Flag	-800	-800	-800	-800	-800
4075	Skateboard Park	-3,000	-3,000	-3,000	-3,000	-3,000
		<u>-55,100</u>	<u>-65,600</u>	<u>-65,600</u>	<u>-65,600</u>	<u>-65,600</u>
	Total Net Expenditure:	<u>-30,900</u>	<u>-40,630</u>	<u>-40,630</u>	<u>-40,630</u>	<u>-40,630</u>

TOWN RANGER SERVICE - 206

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1024	Maintenance / Contracts	6,000	6,000	6,000	6,000	6,000
		<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Expenditure:						
4017	Waste Disposal	-1,000	-1,200	-1,200	-1,200	-1,200
4021	Telephones/data links	-1,000	-700	-700	-700	-700
4036	Maintenance Contracts	-600	-600	-600	-600	-600
4038	Repairs and Maintenance (inc Town Centre)	-5,400	-4,400	-4,400	-4,400	-4,400
4040	Tools and Equipment	-3,000	-3,000	-3,000	-3,000	-3,000
4045	Vehicle Fuel	-3,500	-4,000	-4,000	-4,000	-4,000
4145	Vehicle Maintenance Costs	-3,500	-4,500	-4,500	-4,500	-4,500
		<u>-18,000</u>	<u>-18,400</u>	<u>-18,400</u>	<u>-18,400</u>	<u>-18,400</u>
	Total Net Expenditure:	<u>-12,000</u>	<u>-12,400</u>	<u>-12,400</u>	<u>-12,400</u>	<u>-12,400</u>

GROUNDS AND ENVIRONMENTAL SERVICES

CREASEY PARK COMMUNITY FOOTBALL CENTRE - FOOTBALL - 111

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1008	ATP Hire	168,022	193,022	193,022	193,022	193,022
1009	Grass Pitch Hire	23,000	25,300	25,300	25,300	25,300
	Contribution from Recreation					
1044	Grds Depot Costs	10,000	11,000	11,000	11,000	11,000
		<u>201,022</u>	<u>229,322</u>	<u>229,322</u>	<u>229,322</u>	<u>229,322</u>
Expenditure:						
4001	Staff costs (incl Grounds)	-28,839	-32,102	-32,102	-32,102	-32,102
4012	Water	-2,250	-2,250	-2,250	-2,250	-2,250
4014	Electricity	-9,000	-30,250	-30,250	-30,250	-30,250
4015	Gas	-3,000	-5,188	-5,188	-5,188	-5,188
4016	Cleaning	-5,250	-5,250	-5,250	-5,250	-5,250
4017	Waste disposal	-1,500	-4,000	-4,000	-4,000	-4,000
4032	Publicity/Marketing	-500	-500	-500	-500	-500
	Building Maintenance					
4036	Contracts	-2,000	-2,200	-2,200	-2,200	-2,200
4038	Repairs and Maintenance	-2,000	-3,000	-3,000	-3,000	-3,000
4040	Tools and Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
4536	pitches & ATP)	-17,900	-20,180	-20,180	-20,180	-20,180
4599	Unclaimable VAT	-2,289	-2,289	-2,289	-2,289	-2,289
		<u>-75,528</u>	<u>-108,209</u>	<u>-108,209</u>	<u>-108,209</u>	<u>-108,209</u>
Total Net Expenditure:		<u>125,494</u>	<u>121,113</u>	<u>121,113</u>	<u>121,113</u>	<u>121,113</u>

GROUNDS AND ENVIRONMENTAL SERVICES

CREASEY PARK COMMUNITY FOOTBALL CENTRE - BAR AND CATERING - 112

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Facility Hire	27,000	29,700	29,700	29,700	29,700
1032	Bar & Catering Sales	183,000	202,650	202,650	202,650	202,650
1093	Advertising/Sponsorship	0	1,899	1,899	1,899	1,899
		<u>210,000</u>	<u>234,249</u>	<u>234,249</u>	<u>234,249</u>	<u>234,249</u>
Expenditure:						
4001	Staff costs	-183,561	-175,112	-175,112	-175,112	-175,112
4002	Staff costs (bar & catering)	-21,957	-35,654	-35,654	-35,654	-35,654
4011	Rates	-17,000	-17,340	-17,340	-17,340	-17,340
4012	Water	-2,250	-2,250	-2,250	-2,250	-2,250
4014	Electricity	-9,000	-30,250	-30,250	-30,250	-30,250
4015	Gas	-3,000	-5,188	-6,250	-6,250	-6,250
4016	Cleaning	-13,750	-13,750	-13,750	-13,750	-13,750
4017	Waste disposal	-3,500	-5,000	-5,000	-5,000	-5,000
4018	Security	0	-150	-150	-150	-150
4020	Sundries and office supplies	-1,000	-1,000	-1,000	-1,000	-1,000
4021	Telephones	-2,900	-2,900	-2,900	-2,900	-2,900
4027	Licences	-1,500	-1,500	-1,500	-1,500	-1,500
4032	Publicity/Marketing	-3,000	-3,000	-3,000	-3,000	-3,000
	Building Maintenance					
4036	Contracts	-6,500	-7,150	-7,150	-7,150	-7,150
4038	Repairs and Maintenance	-2,000	-3,000	-3,000	-3,000	-3,000
4040	Equipment	-1,000	-2,500	-2,500	-2,500	-2,500
4059	Kitchen/Catering Expenses	-4,000	-5,000	-5,000	-5,000	-5,000
4060	Bar & Catering Stock	-73,200	-76,200	-76,200	-76,200	-76,200
		<u>-349,118</u>	<u>-386,944</u>	<u>-388,006</u>	<u>-388,006</u>	<u>-388,006</u>
	Total Net Expenditure:	<u>-139,118</u>	<u>-152,695</u>	<u>-153,757</u>	<u>-153,757</u>	<u>-153,757</u>
	TOTAL NET EXP (111 & 112):	<u>-13,624</u>	<u>-31,582</u>	<u>-32,644</u>	<u>-32,644</u>	<u>-32,644</u>

GROUNDS AND ENVIRONMENTAL SERVICES

BENNETT MEMORIAL RECREATION GROUND SPLASH PARK - 115

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Lettings/Facility Hire	2,000	200	200	200	200
1032	Catering	33,000	36,300	36,300	36,300	36,300
1092	Concession	5,000	4,000	4,000	4,000	4,000
		<u>40,000</u>	<u>40,500</u>	<u>40,500</u>	<u>40,500</u>	<u>40,500</u>
Expenditure:						
4001	Staff costs	-33,208	-12,148	-12,148	-12,148	-12,148
4002	Wages	-1,366	-18,317	-18,317	-18,317	-18,317
4011	Rates	-2,420	-2,420	-2,420	-2,420	-2,420
4012	Utilities-Water	-1,250	-1,250	-1,250	-1,250	-1,250
4014	Utilities-Electricity	-3,950	-11,150	-11,150	-11,150	-11,150
4016	Cleaning	-3,500	-3,500	-3,500	-3,500	-3,500
4017	Waste Disposal	-1,200	-1,500	-1,500	-1,500	-1,500
4021	Telephones/data links	-800	-500	-500	-500	-500
4027	Licences	-220	-220	-220	-220	-220
4032	Publicity/Marketing	-300	-300	-300	-300	-300
4036	Maintenance Contracts	-9,000	-8,000	-8,000	-8,000	-8,000
4038	Repairs and Maintenance	-500	-500	-500	-500	-500
4040	Equipment/Materials/Tools	0	-500	-500	-500	-500
4059	Catering Expenses	-1,250	-1,800	-1,800	-1,800	-1,800
4060	Catering stock	-12,700	-13,970	-13,970	-13,970	-13,970
		<u>-71,664</u>	<u>-76,075</u>	<u>-76,075</u>	<u>-76,075</u>	<u>-76,075</u>
	Total Net Expenditure:	<u>-31,664</u>	<u>-35,575</u>	<u>-35,575</u>	<u>-35,575</u>	<u>-35,575</u>

CAPITAL AND PROJECTS - 210

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4051	Loan Interest Payable	-13,561	-12,489	-11,417	-10,345	-9,273
4052	Loan Capital Repaid	-22,440	-22,795	-23,095	-23,345	-23,545
4712	Cont. to Vehicles Reserve	-20,000	-10,000	-25,000	-25,000	-25,000
	Cont. to Cem Memorial					
4719	Safety	-1,000	-1,500	-1,500	-1,500	-1,500
4728	Cont. to Priory Churchyard	-5,000	0	-5,000	-5,000	-5,000
4731	Cont. to Tree Reserve	-10,000	-15,000	-15,000	-15,000	-15,000
4732	Improvement Plan	-15,000	-15,000	-15,000	-15,000	-15,000
4734	Maintenance Res	-15,000	-15,000	-15,000	-15,000	-15,000
4738	Cont. to Allotment Reserve	-5,000	-5,000	-5,000	-5,000	-5,000
4741	Cont. to Splash/Skate/BMX	-12,000	0	-12,000	-12,000	-12,000
4743	Cont. to Cemetery Building	-5,000	-5,000	-5,000	-5,000	-5,000
4744	Cont. to Fencing Renewal	-5,000	0	-5,000	5,000	5,000
		<u>-129,001</u>	<u>-101,784</u>	<u>-138,012</u>	<u>-127,190</u>	<u>-126,318</u>

DUNSTABLE TOWN COUNCIL
PROPOSED FEES AND CHARGES 2022/23

GROUNDS AND ENVIRONMENTAL SERVICES

ALLOTMENTS	2022/23 £	2023/24 £
Large Plot (10 poles)	60.00	66.00
Small Plot (5 poles)	30.00	33.00
Mini Plot	20.00	22.00
Rotavating	50.00	55.00
Strimming overgrown plot	30.00	33.00
NB: Plots let to non-residents will be charged at twice the above rate.		

FOOTBALL PITCH HIRE	2022/23 £	2023/24 £
Senior		
Including changing accommodation	50.00	55.00
Junior		
With changing accommodation	28.00	30.80
Without changing	22.00	24.20
Mini League and 9 v 9	22.00	24.20

CROQUET LAWN	2022/23 £	2023/24 £
Hourly hire charge	5.50	6.00

GROUND AND ENVIRONMENTAL SERVICES

CEMETERY

The Cemetery fees and charges set out in parts 1 to 6 show the full rates payable by non-inhabitants of Dunstable and the discounted rates payable by inhabitants of Dunstable at the relevant date, which in the case of an interment is the date of death and in any other case is the date on which the appropriate application is received.

A person is deemed to be an inhabitant if at the relevant date:

- a) his ordinary place of residence was within Dunstable **OR**
- b) he died while resident in a hospital, nursing home, old people's home or institution of any kind and his last place of residence had been within Dunstable **OR**
- c) he had moved away from Dunstable within the preceding twelve months, having been a resident throughout the previous five years

In the case of a person who is not an inhabitant of Dunstable but the Exclusive Right of Burial has already been granted at the discounted rate applicable to an inhabitant then the discounted rate will continue to apply.

For children's grave spaces (up to and including 12 years of age) the discounted rate will apply in all cases.

For any burial fees listed below which would be applicable for children under the age of 18 and for stillborn babies after 24 weeks of pregnancy, as well as the interment of cremated remains where the burial or cremation has taken place in England after 23 July 2019, Dunstable Town Council will recover these costs from the Governments Children's Funeral Fund.

Dunstable is made up of the following Central Bedfordshire Wards: Central, Chiltern, Icknield, Manshead, Northfields and Watling Wards.

Part 1 EXCLUSIVE RIGHTS OF BURIAL (all ERoB fees include the Deed of Grant and all the expenses thereof)	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
ERoB for a period of 75 years - in an earthen grave (Adult plot)	1,935.00	2,128.50	430.00	473.00
ERoB for a period of 75 years - in an earthen grave (Child's plot)	197.00	216.70	197.00	216.70
ERoB for a period of 75 years and the right to construct walled grave or vault	3,870.00	4,257.00	860.00	946.00
ERoB for a period of 75 years to inter cremated remains - in an earthen grave	810.00	891.00	180.00	198.00

Part 2 INTERMENT	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
(i) Interment Fee - of the body of a still-born child, or a child whose age at the time of death did not exceed 12 years	No Charge	No Charge	No Charge	No Charge
(ii) Interment Fee - of the body of a person whose age at the time of death exceeded 12 years but did not exceed 16 years	896.00	985.60	238.00	261.80
(iii) Interment Fee - if age upon death exceeds 100 years	522.00	574.20	156.00	127.60
(iv) Interment Fee - other than above:				
Single depth grave	1395.00	1534.50	349.00	383.90
Double depth grave	2075.00	2282.50	500.00	550.00
(v) Interment fee - in a walled grave or vault - In addition to the above fees	1138.00	1251.80	253.00	278.30
(vi) Interment Fee - in a Heritage Grave - In addition to the above fees	4423.00	4865.30	983.00	1081.30
(vii) Interment Fee for cremated remains in a Garden of Remembrance plot (maximum of three interments per plot)	540.00	594.00	120.00	132.00
(viii) Additional charge for a second set of cremated remains being interred at the same time as the first set or at the same time as a full body burial.	324.00	356.40	72.00	79.20
(ix) Interment of the cremated remains of a child whose age at the time of death did not exceed 12 years	No Charge	No Charge	No Charge	No Charge
Part 3 MISCELLANEOUS				
Hire of Cemetery Chapel	562.00	618.20	125.00	137.50
Cemetery staff acting as bearers	157.00 per staff member	172.70 per staff member	35.00 per staff member	38.50 per staff member
Note: All interments after 3.30 pm Monday to Friday are charged at an additional 25%. All interments on a Saturday are charged at an additional 50%. Saturday interments are available at the discretion of the Cemetery Manager				

Part 4 MEMORIALS (For the right to place and maintain for a period not exceeding 75 years on a grave in respect of which the EROB has been granted)	All fees listed below include an inscription relating to the first person interred. Sizes to include all foundations, vases, statuary, kerbing, landings and surrounds.			
	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
Garden of Remembrance				
Memorial not exceeding 18" in height and occupying a space not exceeding 18" x 18"	679.00	746.90	151.00	166.10
Memorial Vase/Flat Tablet not exceeding 10" in height and occupying a space not exceeding 10" x 10"	207.00	227.70	46.00	50.60
Children's Section				
Memorial or kerb set (not exceeding 18" in height and occupying a space not exceeding 48" x 24")	111.00	122.10	111.00	122.10
All other Memorials				
Memorial not exceeding 18" in height and occupying a space not exceeding 18" x 18"	679.00	746.90	151.00	166.10
Memorial not exceeding 30" in height and occupying a space not exceeding 30" x 12"	1084.00	1192.40	241.00	265.10
Memorial not exceeding 36" in height and occupying a space not exceeding 30" x 12"	1426.00	1568.60	317.00	348.70
Kerbing not exceeding 7' x 3' and including memorial not exceeding 36" in height	2083.00	2291.30	463.00	509.30
Any memorial exceeding 36" in height to a maximum height of 6' 6"	3856.00	4241.60	857.00	942.70
To add kerbing or walkaround to existing memorial	679.00	746.90	151.00	166.10
For cemetery staff to remove a cremation memorial to allow interment to take place	396.00	435.60	88.00	96.80
For each inscription thereafter.	216.00	237.60	48.00	52.80

Part 5 BOOK OF REMEMBRANCE	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
Book				
2 Line Entry	247.00	271.70	55.00	60.50
5 Line Entry	540.00	594.00	120.00	132.00
Floral emblem, badge, etc (with 5 line entry only)	751.00	826.10	167.00	183.70
Replica Memorial Card				
2 Line Entry	202.00	222.20	45.00	49.50
5 Line Entry	387.00	425.70	86.00	94.60
Floral emblem, badge, etc (with 5 line entry only)	562.00	618.20	125.00	137.50
Replica Miniature Memorial Booklet				
2 Line Entry	337.00	370.70	75.00	82.50
5 Line Entry	562.00	618.20	125.00	137.50
Floral emblem, badge, etc (with 5 line entry only)	850.00	935.00	189.00	207.90

Part 6 CEMETERY EXTENSION
LAWN SECTION
Charges are as per Parts 1, 2, 3 and 4 above

ASHES SANCTUMS	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
For the right to lease a sanctum for a period of 25 years (including first interment and the engraving of a plaque not exceeding 80 characters)	1,250.00	1,375.00	1,000.00	1,100.00
For the right to lease a sanctum for a period of 35 years (including first interment and the engraving of a plaque not exceeding 80 characters)	1,500.00	1,650.00	1,250.00	1,375.00
For the second interment of ashes in the above sanctum	110.00	121.00	55.00	60.50
Additional charge per character over and above the 80 characters included in the lease cost	3.00	3.30	2.00	2.20
Additional charge for motifs and designs	From 80.00	From 88.00	From 50.00	From 55.00
Additional charge for plaque incorporating a photo	From 120.00	From 132.00	From 70.00	From 77.00
MEMORIAL KERB BLOCKS	2022/23	Proposed 2023/24	2022/23	Proposed 2023/24
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
For the right to place a plaque / lease a space on a memorial kerb block for a period of 25 years (including the engraving of a plaque not exceeding 50 characters)	500.00	550.00	400.00	440.00
For the right to place a plaque / lease a space on a memorial kerb block for a period of 35 years (including the engraving of a plaque not exceeding 50 characters)	600.00	660.00	500.00	550.00
Additional charge per character over and above the 50 characters included in the above cost	3.00	3.30	2.00	2.20
Additional charge for motifs and designs	From 80.00	From 88.00	From 50.00	From 55.00
Additional charge for plaque incorporating a photo	From 120.00	From 132.00	From 70.00	From 77.00
Scattering of ashes in memorail bed/ garden area	90.00	99.00	45.00	49.50

(All fees and charges shown exclusive of VAT)

DUNSTABLE TOWN COUNCIL
2023-24 PROPOSED FEES & CHARGES

Creasey Park Community Football Centre
PITCH HIRE
(all prices are shown EXCLUSIVE of VAT)

Artificial Turf Pitch (ATP) - 1				Apr - Mar 2023/24	Apr - Mar 2022/23
Rate	Youth / Adult	Area	Time (per)	Price	Price
Standard	Adult	Full Pitch	Hour	£ 120.44	£ 98.50
		Full Pitch	Match	£ 153.56	£ 147.65
		Third	Hour	£ 37.23	£ 35.80
	Youth	Full Pitch	Hour	£ 92.04	£ 88.50
		Full Pitch	Match	£ 138.06	£ 132.75
		Third	Hour	£ 33.49	£ 32.20
Community	Adult	Full Pitch	Hour	£ 92.77	£ 89.20
		Full Pitch	Match	£ 139.10	£ 133.75
		Third	Hour	£ 33.80	£ 32.50
	Youth	Full Pitch	Hour	£ 82.94	£ 79.75
		Full Pitch	Match	£ 124.28	£ 119.50
		Third	Hour	£ 30.16	£ 29.00
Key Partner	Adult	Full Pitch	Hour	£ 86.06	£ 82.75
		Full Pitch	Match	£ 128.96	£ 124.00
		Third	Hour	£ 31.20	£ 30.00
	Youth	Full Pitch	Hour	£ 75.92	£ 73.00
		Full Pitch	Match	£ 113.78	£ 109.40
		Third	Hour	£ 27.56	£ 26.50

Artificial Turf Pitch (ATP) - 2				Apr - Mar 2023/24	Apr - Mar 2022/23
Rate	Youth / Adult	Area	Time (per)	Price	Price
Standard	Adult	Quarter	Hour	£ 27.87	£ 26.80
		Half Pitch	Hour	£ 55.74	£ 53.60
		Full Pitch	Hour	£ 102.44	£ 98.50
		11 v 11 Match	2 Hours	£ 153.56	£ 147.65
	Youth	Quarter	Hour	£ 24.96	£ 24.00
		Half Pitch	Hour	£ 49.92	£ 48.00
		Full Pitch	Hour	£ 92.04	£ 88.50
		5v5 Mini Match	Hour	£ 24.96	£ 24.00
		7v7 Mini Match	1.5 Hours	£ 36.61	£ 35.20
		9v9 Match	2 Hours	£ 49.92	£ 48.00
		11v11 Match	2 Hours	£ 138.06	£ 132.75

Community	Adult	Quarter	Hour	£ 25.22	£ 24.25
		Half Pitch	Hour	£ 50.44	£ 48.50
		Full Pitch	Hour	£ 92.77	£ 89.20
		11 v 11 Match	2 Hours	£ 139.10	£ 133.75
	Youth	Quarter	Hour	£ 22.62	£ 21.75
		Half Pitch	Hour	£ 45.24	£ 43.50
		Full Pitch	Hour	£ 82.94	£ 79.75
		5v5 Mini Match	Hour	£ 22.62	£ 21.75
		7v7 Mini Match	1.5 Hours	£ 33.96	£ 32.65
		9v9 Match	2 Hours	£ 45.24	£ 43.50
		11v11 Match	2 Hours	£ 124.28	£ 119.50

GRASS PITCHES				Apr - Mar 2023/24	Apr - Mar 2022/23
AREA	Rate	Pitch	Time (per)	Price	Price
GRASS	Standard	11v11	Match	£ 61.33	£ 55.75
		Mini or 9v9	Match	£ 31.90	£ 29.00
GRASS	Community	11v11	Match	£ 56.45	£ 51.30
		Mini or 9v9	Match	£ 28.60	£ 26.00
GRASS	Key Partner	11v11	Match	£ 52.80	£ 48.00
		Mini or 9v9	Match	£ 28.85	£ 24.40
STADIUM	Standard	Main	Match	£ 207.90	£ 189.00
STADIUM	KP Pre Season	Main	Match	£ 150.00	£ 102.00
STADIUM	KP Season	Main	Match	£ 150.00	£ 103.00

PROPOSED FEES & CHARGES 2023-24
CPCFC ROOM HIRE

all prices are shown **INCLUSIVE** of VAT

all prices are shown at maximum to allow for discretion on occasion

Room	Time	Apr 2023 - Mar 2024		Apr 2022 - Mar 2023	
		Standard	Community (-10%)	Standard	Community (-10%)
Whole Clubhouse Area	Hourly	£ 44.00	£ 39.60	£ 39.60	£ 35.65
The Venue Area	Evening	£ 240.00	£ 216.00	£ 235.00	£ 211.50
Small Clubhouse Area	Hourly	£ 29.15	£ 26.35	£ 26.50	£ 23.85
Board & Bar Area	Hourly	£ 25.75	£ 23.20	£ 23.40	£ 21.05
Meeting Room	Hourly	£ 22.45	£ 18.35	£ 20.40	£ 18.35

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

Community Services

Budget Manager:

Head of Community Services

Becky Wisbey

	2022/23	Prospective 2023/24	2024/25	2025/26	2026/27
	Budget	Budget			
Staff Costs	-249,474	-278,202	-278,202	-278,202	-278,202
Older People's Day Care Services	-26,045	-29,407	-29,407	-29,407	-29,407
Community Engagement	-19,707	-20,207	-19,207	-19,207	-19,207
Grove Corner	-23,630	-25,382	-25,382	-25,382	-25,382
Events Programme	-135,910	-135,955	-135,955	-135,955	-135,955
Priory House	-280,154	-268,037	-268,037	-265,337	-265,337
Town Centre Services	-64,301	-75,182	-75,182	-75,182	-75,182
Public Conveniences (Ashton Sq)	-3,050	-3,875	-3,875	-3,875	-3,875
Capital and Projects	-65,588	-70,201	-90,176	-89,151	-88,126
High Street Heritage Action Zone	-26,167	-29,357	0	0	0
	-894,026	-935,805	-925,423	-921,698	-920,673

COMMUNITY SERVICES

STAFF COSTS - 300

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
	Expenditure:					
4001	Salaries	-249,474	-278,202	-278,202	-278,202	-278,202
		-249,474	-278,202	-278,202	-278,202	-278,202

OLDER PEOPLE'S DAY CARE SERVICES - 209

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
	Income:					
1004	Activities Central Bedfordshire Council	1,200	1,560	1,560	1,560	1,560
1006	(Contract)	7,918	8,574	8,574	8,574	8,574
1007	Fees	13,650	16,650	16,650	16,650	16,650
		22,768	26,784	26,784	26,784	26,784
	Expenditure:					
4001	Staff Costs	-21,888	-23,366	-23,366	-23,366	-23,366
4021	Telephones/data links	-400	-400	-400	-400	-400
4064	Hall Hire	-5,025	-5,525	-5,525	-5,525	-5,525
4065	Lunch Club Catering	-9,000	-9,900	-9,900	-9,900	-9,900
4066	Entertainment	-4,200	-4,200	-4,200	-4,200	-4,200
4313	Transport	-9,500	-14,000	-14,000	-14,000	-14,000
4834	Contribution from reserve (transport)	1,200	1,200	1,200	1,200	1,200
		-48,813	-56,191	-56,191	-56,191	-56,191
	Total Net Expenditure:	-26,045	-29,407	-29,407	-29,407	-29,407

COMMUNITY ENGAGEMENT - 303

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Community Centre	7,000	7,000	8,000	8,000	8,000
1004	Activities	2,200	2,200	2,200	2,200	2,200
		<u>9,200</u>	<u>9,200</u>	<u>10,200</u>	<u>10,200</u>	<u>10,200</u>
Expenditure:						
4032	Marketing	-600	-300	-300	-300	-300
4040	Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
4066	Activities Programme (Young People)	-8,507	-8,507	-8,507	-8,507	-8,507
4067	Community Projects (inc Big Lunch)	-5,300	-6,100	-6,100	-6,100	-6,100
4321	*Grants to Voluntary Community Organisations	-13,500	-13,500	-13,500	-13,500	-13,500
		<u>-28,907</u>	<u>-29,407</u>	<u>-29,407</u>	<u>-29,407</u>	<u>-29,407</u>
	Total Net Expenditure:	<u>-19,707</u>	<u>-20,207</u>	<u>-19,207</u>	<u>-19,207</u>	<u>-19,207</u>

COMMUNITY SERVICES

GROVE CORNER - 304

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Room Hire	6,000	9,500	9,500	9,500	9,500
1032	INC - Tuck Sales	750	750	750	750	750
		<u>6,750</u>	<u>10,250</u>	<u>10,250</u>	<u>10,250</u>	<u>10,250</u>
Expenditure:						
4001	Staff Costs	-7,794	-8,131	-8,131	-8,131	-8,131
4002	Sessional staffing	-4,500	-6,540	-6,540	-6,540	-6,540
4011	Rates	-2,200	-2,200	-2,200	-2,200	-2,200
4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
4014	Electricity	-1,500	-4,500	-4,500	-4,500	-4,500
4015	Gas	-3,000	-3,125	-3,125	-3,125	-3,125
4016	Cleaning	-800	-300	-300	-300	-300
4021	Telephones/data links	-1,350	-1,350	-1,350	-1,350	-1,350
4027	Licences	-400	-400	-400	-400	-400
4032	Marketing	-300	-300	-300	-300	-300
4036	Maintenance Contracts	-2,450	-2,700	-2,700	-2,700	-2,700
4038	Repairs and Maintenance	-1,386	-1,386	-1,386	-1,386	-1,386
4040	Equipment	-950	-950	-950	-950	-950
4060	Tuck Stock	-750	-750	-750	-750	-750
4066	Entertainment/Activities	-2,000	-2,000	-2,000	-2,000	-2,000
		<u>-30,380</u>	<u>-35,632</u>	<u>-35,632</u>	<u>-35,632</u>	<u>-35,632</u>
Total Net Expenditure:		<u>-23,630</u>	<u>-25,382</u>	<u>-25,382</u>	<u>-25,382</u>	<u>-25,382</u>

COMMUNITY SERVICES

EVENTS PROGRAMME - 401

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1092	Concessions	12,000	12,000	12,000	12,000	12,000
		<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
Expenditure:						
4001	Staff Costs	-38,053	-42,628	-42,628	-42,628	-42,628
4002	Wages	-4,757	-3,777	-3,777	-3,777	-3,777
4014	Electricity (Performance Area)	-600	-2,750	-2,750	-2,750	-2,750
4017	Events infrastructure (waste management, etc)	-8,000	-13,000	-13,000	-13,000	-13,000
4021	Telephone	-500	-500	-500	-500	-500
4032	Marketing	-6,000	-6,000	-6,000	-6,000	-6,000
4035	History/Cultural Event	-9,000	-9,900	-9,900	-9,900	-9,900
4036	Maintenance Contracts	0	-200	-200	-200	-200
4040	Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
4511	National Celebrations (inc St George's Day)	-4,000	-4,400	-4,400	-4,400	-4,400
4512	Party in the Park	-13,500	-14,850	-14,850	-14,850	-14,850
4513	Winter Events	-18,000	0	0	0	0
4514	Torchlight Carols Event	-8,000	-8,800	-8,800	-8,800	-8,800
4518	Band Concerts	-3,000	-3,300	-3,300	-3,300	-3,300
4522	Dunstable Live	-9,000	-9,900	-9,900	-9,900	-9,900
4523	Proms in the Park	-10,000	-11,000	-11,000	-11,000	-11,000
4524	Priory Pictures	-12,000	-13,200	-13,200	-13,200	-13,200
4526	Motor Rally	-2,500	-2,750	-2,750	-2,750	-2,750
		<u>-147,910</u>	<u>-147,955</u>	<u>-147,955</u>	<u>-147,955</u>	<u>-147,955</u>
	Total Net Expenditure:	<u>-135,910</u>	<u>-135,955</u>	<u>-135,955</u>	<u>-135,955</u>	<u>-135,955</u>

COMMUNITY SERVICES

PRIORY HOUSE - 402

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1001	Letting/Facility Hire	3,500	6,000	6,000	6,000	6,000
1004	INC - Activities	0	500	500	500	500
1030	Shop Sales	14,600	16,600	16,600	16,600	16,600
1032	Tea Rooms Sales	138,500	150,000	150,000	150,000	150,000
1097	sales	500	0	0	0	0
		<u>157,100</u>	<u>173,100</u>	<u>173,100</u>	<u>173,100</u>	<u>173,100</u>
Expenditure:						
4001	Staff Costs	-212,798	-220,627	-220,627	-220,627	-220,627
4005	Overtime	-23,756	-30,835	-30,835	-30,835	-30,835
4011	Rates	-22,200	-22,500	-22,500	-22,500	-22,500
4012	Water	-2,500	-2,500	-2,500	-2,500	-2,500
4014	Electricity	-9,500	-27,500	-27,500	-27,500	-27,500
4015	Gas	-5,000	-8,675	-8,675	-8,675	-8,675
4016	Cleaning	-12,000	-14,500	-14,500	-14,500	-14,500
4017	Waste Disposal	-2,100	-2,100	-2,100	-2,100	-2,100
4020	Sundries and Office Costs	-2,000	-2,000	-2,000	-2,000	-2,000
4021	Telephones/data links	-1,400	-1,400	-1,400	-1,400	-1,400
4027	Licences	-3,000	-3,000	-3,000	-3,000	-3,000
4032	Marketing	-4,500	-4,500	-4,500	-4,500	-4,500
4036	Maintenance Contracts	-14,200	-14,200	-14,200	-14,200	-14,200
4038	Repairs and Maintenance	-7,500	-7,500	-7,500	-7,500	-7,500
4039	Equipment Hire	-3,800	-3,300	-3,300	-600	-600
4040	Equipment/Materials/Tools	-2,500	-3,500	-3,500	-3,500	-3,500
4059	Kitchen/Catering Expenses	-6,000	-6,000	-6,000	-6,000	-6,000
4060	Catering Stock	-42,000	-55,000	-55,000	-55,000	-55,000
4063	Contingency	-50,000	0	0	0	0
4601	Shop Retail Stock	-6,500	-7,500	-7,500	-7,500	-7,500
4611	Education/Events	-4,000	-4,000	-4,000	-4,000	-4,000
		<u>-437,254</u>	<u>-441,137</u>	<u>-441,137</u>	<u>-438,437</u>	<u>-438,437</u>
Total Net Expenditure:		<u>-280,154</u>	<u>-268,037</u>	<u>-268,037</u>	<u>-265,337</u>	<u>-265,337</u>

COMMUNITY SERVICES

TOWN CENTRE SERVICES - 405

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Income:						
1011	Hire of stalls and pitches	10,000	10,500	10,500	10,500	10,500
		<u>10,000</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
Expenditure:						
4001	Staff Costs	-32,051	-42,996	-42,996	-42,996	-42,996
4002	Portering	-6,500	-3,936	-3,936	-3,936	-3,936
4017	Waste disposal	-5,000	0	0	0	0
4021	Telephone/data links	-250	-250	-250	-250	-250
4032	Town Centre Marketing & Initiatives	-1,000	-1,000	-1,000	-1,000	-1,000
4040	Equipment/Materials/Tools	-2,500	-2,500	-2,500	-2,500	-2,500
4066	Town centre events	-8,000	-16,000	-16,000	-16,000	-16,000
4520	Christmas Lights and Decorations	-19,000	-19,000	-19,000	-19,000	-19,000
		<u>-74,301</u>	<u>-85,682</u>	<u>-85,682</u>	<u>-85,682</u>	<u>-85,682</u>
	Total Net Expenditure:	<u>-64,301</u>	<u>-75,182</u>	<u>-75,182</u>	<u>-75,182</u>	<u>-75,182</u>

COMMUNITY SERVICES

PUBLIC CONVENIENCES (ASHTON SQUARE) - 407

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4016	Cleaning	-1,300	-1,600	-1,600	-1,600	-1,600
4036	Maintenance Contracts	-275	-275	-275	-275	-275
4038	Repairs and Maintenance	-1,475	-2,000	-2,000	-2,000	-2,000
		-3,050	-3,875	-3,875	-3,875	-3,875

CAPITAL AND PROJECTS - 310

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
Expenditure:						
4051	Loan Charges (Priory House)	-12,151	-22,909	-21,884	-20,859	-19,834
4052	Loan Charges (Priory House)	-21,042	-31,792	-31,792	-31,792	-31,792
4714	Cont to Res (Christmas Lights)	-3,500	-7,000	-7,000	-7,000	-7,000
4716	Cont to Res (Downside CC)	-3,000	-3,000	-3,000	-3,000	-3,000
4717	Cont to Res (Grove Corner)	-4,000	-4,000	-4,000	-4,000	-4,000
	Cont to Tea Rooms Equipment					
4720	Reserve	-1,500	-1,500	-1,500	-1,500	-1,500
	Contribution to Reserve (PH					
4733	Building)	-20,395	0	-21,000	-21,000	-21,000
		-65,588	-70,201	-90,176	-89,151	-88,126

COMMUNITY SERVICES

HIGH STREET HERITAGE ACTION ZONE (HSHAZ) - 306

Nominal Code	Nominal Description	Prospective				
		2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
	Income:					
1045	Contribution from HSHAZ Scheme	26,166	29,357	0	0	0
		<u>26,166</u>	<u>29,357</u>			
	Expenditure:					
4001	HSHAZ Scheme	-52,333	-58,714	0	0	0
		<u>-52,333</u>	<u>-58,714</u>			
	Total Net Expenditure:	<u>-26,167</u>	<u>-29,357</u>	0	0	0

DUNSTABLE TOWN COUNCIL

PROPOSED FEES AND CHARGES 2023/24

COMMUNITY SERVICES

OLDER PEOPLE'S DAY CARE SERVICE (figures show inclusive of VAT)	2022/23 £ per hour	2023/24 £ per hour
Good Companions Club	8.50	10.00
Good Companions Club including transport	10.00	13.00
Creasey Park Community Centre Lunch Club	7.00	9.00
Creasey Park Community Centre Lunch Club including transport	10.00	12.00

GROVE CORNER ROOM HIRE	2022/23 £ per hour	2023/24 £ per hour
Monday to Friday Commercial Bookings	16.00	18.00
Monday to Friday Bookings for local community groups	9.00	10.00
Weekend hirings double fee		

PRIORY HOUSE (figures shown inclusive of VAT)	2022/23 £ per hour	2023/24 £ per hour
Jacobean Room - Commercial (2 hours minimum)	max 25.00	max 30.00
Jacobean Room - Small Groups/Organisations	max 12.50	max 13.00
Evening Hirings (double fee)		
Hire of Undercroft and Tea Room	max 20.00	max 30.00
Hire of Undercroft, Tea Room and Exhibition Area	max 35.00	max 40.00

	Flat Rate	Flat Rate
For placing a marquee on the top lawn	max 150.00	max 165.00
Hire as Wedding Venue (indoor)	245.00	269.50
Hire as Wedding Venue (outdoor)		375.00

SPECIAL MARKETS (figures shown inclusive of VAT)	2022/23 £ per stall	2023/24 £ per stall
Themed/craft market Saturdays only - March-October	23.00	23.00
Themed/craft market Saturdays only - November December	26.00	26.00
Event Days and Twilight 3 day Event		30.00

DUNSTABLE TOWN COUNCIL

PROPOSED FEES AND CHARGES 2023/24

COMMUNITY SERVICES

EVENTS (figures shown inclusive of VAT)	2022/23 £ per stall	2023/24 £ per stall
Small stall pitch (St George's Day, ATW & Motor Rally)	35.00	35.00
Large stall pitch (St George's Day, ATW & Motor Rally)	55.00	55.00
Small stall pitch (Party in the Park)	40.00	40.00
Large stall pitch (Party in the Park)	60.00	60.00
Catering pitch fee 1	120.00	120.00
Catering pitch fee 2	150.00	150.00
Catering pitch fee 3	180.00	180.00

	Fixed Fee 2022/23 £	Fixed Fee 2023/24 £	Fixed Fee 2024/25 £
Concession - Bar	2,400.00		
Concession - Ice Cream (Tendered)	13,860.00	14,160.00	14,460.00

Dunstable Town Council - Reserves

APPENDIX 2

	Description	Commitments/Programme of works, etc	Approved/ Committed to 31.12.22	Bal after committed	Proposed Budget Contributions 2023/24	Bal with 2023/24 contributions
310	General Reserve	Agreed in 22/23 Budget Setting: £50,000 contribution to revenue budget re Priory House Contingency; FGP 26.09.22-Minute 146= £34,000 for Performance Area works; Council 05.12.22-Minute 210= £74,000 for Downside Roof repairs	-£158,000	£479,314		£479,314
311	NEW - White Lion Land Landscaping	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£10,000	£0		£0
312	Vehicles Reserve			£46,280	£10,000	£56,280
313	CPCFC Reserve	Bal of £5,697 - 4 years sponsorship 22/23-25/26 (from £7,596)	-£5,697	£25,602		£25,602
314	Christmas Lights Reserve	5 year replacement lighting plan 21/22-25/26 - 2022/23 orders complete	-£2	£0	£7,000	£7,000
315	NEW - Street Dressing Reserve	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£18,000	£0		£0
316	Downside Building Maintenance Res			£4,530	£3,000	£7,530
317	Grove Corner Building Maint Reserve			£33,565	£4,000	£37,565
318	Building Security Systems			£5,357		£5,357
319	Cemetery Memorial Safety	2022/23 orders complete		£0	£1,500	£1,500
320	Priory House Tearooms Equipment			£4,500	£1,500	£6,000
321	IT/Equipment Reserve	Bal of £2,100 for Cemetery Software (from £21,690 agreed); Chairmans approval 29.11.22 = bal of £1,820 for Router/Security (from £5,080.28 approved)	-£3,920	£34,525	£20,000	£54,525
322	Older People's Day Care Svce	£3,687 for increased transport costs	-£3,687	£8,638		£8,638
323	Election Reserve			£43,017	£12,500	£55,517
324	Grove House Building Reserve			£148,550	£29,000	£177,550
326	Mayoral Reserve	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000		£3,000
327	Priory House Exhibition			£11,149		£11,149
328	Priory Churchyard	As determined by quinquennial report		£44,862		£44,862
329	Performance Area Reserve			£6,263		£6,263
330	Town Twinning Reserve	Retained for twinning activities to be determined		£8,239	£500	£8,739

331	Tree Reserve	GES Minute 67 13.03.17- 5 year tree maintenance programme	-£8,984	£0	£15,000	£15,000
332	Open Spaces Improvement Plan	FGP Minute 8 20.01.20- Bal of £4,723 for improvement works (from £26,668 agreed) Council Minute 85 29.06.20- £15,000 agreed for Priory Gardens Pergola Repairs	-£19,723	£34,414	£15,000	£49,414
333	Priory House Building Reserve	Chairmans Approval 08.07.22= bal of £9,446 - lease of bean machine (£10,000 approved)	-£9,446	£88,569		£88,569
334	Pavilion Buildings Maintenance Res	FGP Minute 107 20.06.22- Bal of £17,129 from Downside repair works (from £75,000 agreed); FGP Minute 147 26.09.22- £9,908 - Meadway Store Refurbishment	-£27,037	£8,682	£15,000	£23,682
335	Capital Receipts Reserve	£500,000 Income from sale of land- Council approval for creation of reserves for partial element - see NEW reserves. Report to future committees		£197,000		£197,000
336	Staff Restructuring/Recruitment	2022/23 orders complete	£0	£0		£0
337	NEW - New Cemetery Development	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£75,000	£0		£0
338	Allotments Reserve	FGP minute 107 20.06.22 - 5 year infrastructure improvement programme- upto £20,000 in 2022/23 & £22,800 in subsequent years (includes £5,000 pa contributions)	-£6,931	£11,370	£5,000	£16,370
339	Creasey Park 3G Pitch - Interest	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£7,661		£7,661
341	Splashpark/Skatepark/BMX Reserve	Chairmans Approval 12.09.22= £7,635 - Sewerage Pump and associated works- Splash Park	-£7,635	£61,083		£61,083
342	Memorial Kerbs Reserve	for purchase of future supplies		£6,570		£6,570
343	Cemetery Building Maintenance Res	FGP Minute 148 20.09.21- Bal of £21,052 - Cemetery repair works (from £58,342 agreed)	-£21,052	£6,669	£5,000	£11,669
344	Fencing Maintenance Reserve			£7,000		£7,000
345	NEW - Grounds Depot Extension	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£100,000	£0		£0
346	HSHAZ Scheme	4 year HSHAZ scheme programme	-£616,384	£0		£0
347	NEW - Luton Roaf MUGA	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022	-£100,000	£0		£0
348	NEW - Unfulfilled Orders	Unfulfilled orders committed in 2021/22= all committed	-£16,166	£0		£0
Earmarked Reserves Total			-£1,207,664	£1,336,410	£144,000	£1,480,410

Key:

= Finance and General Purposes

= Grounds and Environmental Services

= Community Services

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 14 NOVEMBER 2022

MARKETING & COMMUNICATIONS

Purpose of Report: For information only.

1 SOCIAL MEDIA

- 1.1 The social media channels have continued to see significant growth. Heads of Service and Management Team members have now taken over the reigns of their individual social media pages. Page followers are people that see your posts in their feed. Page followers are shown below:

Facebook page followers are:	December '22 Growth	2022 Growth
Dunstable Town Council	10,459 (+2.25%)	+12.67%
Bennett's Splash Park	3,719 (+0%)	+41.7%
Town Ranger Services	1,390 (+1.7%)	+9.9%
Creasey Park Community Football Centre	975 (+4%)	+25%
Grove Corner	1,050 (+2.9%)	+26.4%
High Street Heritage Action Zone	760 (+5.1%)	+38%
Priory House	905 (+5.3%)	+103%

Twitter account followers are:

Dunstable Town Council	2,468 (+1.4%)	+3.26%
Middle Row Market	2,133 (-0.5%)	-0.65%
Dunstable Events	2,046 (+0%)	+1.6%
Creasey Park Community Football Centre	718 (+0.3%)	+4%
Bennett's Splash Park	98 (+0%)	+0%

Instagram followers are:

Grove Corner	378 (+3%)	+7%
High Street Heritage Action Zone	214 (+5.4%)	+38%
Dunstable Town Council	230 (+80%)	+100%

- 1.2 The Corporate Marketing and Communications Officer facilitates a social media and best practices training session for other members of staff to help in the interim.

2 EMAIL MARKETING

- 2.1 The Corporate Marketing and Communications Officer has drafted emails for the Events Programme up until July 2023. These will be edited closer to the time of sending when more details about the events become available.

3 WEBSITE

- 3.1 The website saw a growth of viewers in 2022, figures on the next page:

Top web pages (December 2022)	Number of visitors
Twilight Market	809
HSHAZ Private Properties	707
What's On	623
Priory House	496
PH Tea Rooms	416
Creasey Park	296
PH What's On	208
Contact Us	198
Job Vacancies	191

Top web pages (January 2022 to December 2022)

What's On	12,639
Priory House	8,657
2022 Events Programme	8,359
Party in the Park	5,202
Bennett's Splash	4,685
PH Tea Rooms	4,536
Job Vacancies	3,991
Creasey Park	3,664
Contact Us	3,505

4 NOTICEBOARDS

- 4.1 Local noticeboards are regularly updated with the help of the Town Rangers. The CM&CO has redesigned the backing posters for the noticeboards and these should be up by the end of January.

5 WHAT'S ON WINDOW

- 5.1 Since the last report, the What's On Window on West Street has grown in popularity, and many local organisations and community groups are making use of it. The window is updated on the first working day of the month. The Town Centre Manager has now taken this over.

6 TALK OF THE TOWN

- 6.1 The next edition of *Talk of the Town* will be released in March before the pre-election period begins. This will replace the 8-page January edition. The Cultural Services Manager and Head of Community Services are overseeing the production of this edition.

8 MAYORAL

- 8.1 Marketing materials for the remainder of Councillor Jones' Mayoral year have been prepared and scheduled for social media and website release.

9 AUTHOR

- 9.1 Jemma Candy – Corporate Marketing & Communications Officer
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DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 23 JANUARY 2023****REFERRAL REPORT FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

Purpose of Report: To consider and approve a recommendation made by the Grounds and Environmental Services Committee on 16 January 2023

1. RESERVE SPENDING APPROVAL

1.1 At the meeting Members received a report detailing spending proposals to purchase an articulated dumper for use at Dunstable Cemetery, a typhon swing to replace the existing unit at Mentmore Recreation Ground and a replacement pedestrian gate at Newton Recreation Ground. The report detailed the appropriate earmarked reserves and balances available to fund the items.

1.2 **RESOLVED:** That the Committee recommends to Finance and General Purposes the release of up to £31,013 from the relevant earmarked reserve for the following purposes:

Articulated Dumper	£19,985
Typhon swing at Mentmore Rec. Ground	£10,048
Replacement gate at Newton Rec. Ground	£980
TOTAL	£31,013

2 AUTHOR

2.1 John Crawley
Head of Grounds and Environmental Services
john.crawley@dunstable.gov.uk