

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

ON MONDAY 20 MARCH 2023 FROM 19:00

- Present: Councillor Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Gloria Martin (Chairman), Sid Abbott, Matt Brennan, John Gurney, Kenson Gurney, Peter Hollick and Johnson Tamara
- In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Finance and Responsible Financial Officer), Lisa Stephens (Cultural Services Manager – via Teams) and Becky Wisbey (Head of Community Services – via Teams)
- Apologies: Councillors Mark Cant, Philip Crawley (Vice-Chairman), Wendy Bater and Cameron Restall
- Public: None

78/23 MINUTES

The Minutes of the meeting of the Finance and General Purposes Committee held on 23 January 2023 were approved as a correct record and signed by the Chair.

79/23 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

80/23 Referral from the Constitution Working Group

Members noted some minor formatting errors.

RESOLVED: to recommend to Council that the Council adopts the proposed new Standing Orders.

81/23 FINANCIAL MONITORING REPORT

RESOLVED:

- I. To receive and note the first interim Internal Audit Report for financial year 2022/23.
- II. To approve the revised Financial Regulations submitted
- III. To approve the allocation of £44,864 year end forecasted savings to the following reserves:

Development of a new 4-year corporate plan in 2023/2024	£5,000
Additional contribution to the IT reserve in preparation for retendering the IT contract in July 2024 and new tablets for members	£10,000
Priory House ongoing restoration works contingency	£29,864
TOTAL	£44,864

82/23 PRIORY HOUSE REOPENING

The Cultural Services Manager summarised the report.

RESOLVED: to agree spend from the Meadway capital fund of up to £26,000 for a new bespoke serving counter, sofas, tables and chairs for the Undercroft when it is reopened.

83/23 REVISED COMPLAINTS POLICY

RESOLVED: to adopt the proposed Complaints Policy

84/23 PRESS AND MEDIA POLICY

RESOLVED: to adopt the proposed Press and Media Policy

85/23 STAFF BENEFITS

RESOLVED:

- I. To approve the proposals to offer staff the following enhanced benefits:
 - a) Wagestream
 - b) Vivup
 - c) ToHealth
 - d) Electric Car Lease Scheme with Octopus Energy
- II. For the Council to investigate providing electric charging points that would be available to staff to use, at their own cost

Councillor Tamara left the Chamber

86/23 PHONE BOX – REPORT

RESOLVED:

- I. That the Council adopts the red telephone phone box on Church Street in accordance with the BT adoption scheme.
- II. That the Council approves the use of in year revenue savings made during 2022.23 in addition to the current forecast savings up to £5,000, to progress the project.

Councillor Tamara re-entered the Chamber

87/23 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) Hospice at Home Management Committee – Councillor Jones reported that a meeting was taking place in early May. The work to support 30 plus patients continues.

- b) Ashton Almshouses Charity – Councillor Hollick updated Members that there was a vacancy that the charity were working hard to fill; the charity is working well.
- c) Ashton Schools Foundation – Councillor Hollick reported that Ashton School had received monies from the sale of Ashton Middle School, along with Manshead. A number of projects had been delivered which had helped to transform the school. The final tranche will be spent over the summer holidays.
- d) Chew's Foundation – Councillor Kenson Gurney reported that the opening hours had been extended.
- e) Poor's Land Charity – Councillor Jones updated Members that the Charity met on 2 February to agree that £70 per person would be distributed on Maundy Thursday.
- f) Lockington Charity and Marshe Charity – Councillor Jones updated Members that the charity had increased its capacity with additional administrative support.
- g) Dunstable Concert Ensemble – Councillor Martin reminded Members that the Concert Ensemble is no longer in existence.

88/23 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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 that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

89/23 STAFFING – REFERRAL FROM PERSONNEL SUB-COMMITTEE

RESOLVED:

- I. to adopt the following revised staffing structures for the Town Clerk & Chief Executive's Office and Creasey Park Community Football Centre from 1 April 2023, providing that the job role assessments are in line with the forecast costs provided:

3.2 Town Clerk and Chief Executive's Office (Cost Centre 100)

Post	Mid Scale point	Hours	Base Salary full FTE	Base Salary actual	Actual cost, including 8% increase, NI and pension
Town Clerk & Chief Executive	61	37	79,118	79,118	118,883
Head of Finance and Responsible Financial Officer (RFO)	38	37	44,539	44,539	66,376
Business Support Manager	34	37	40,478	40,478	60,209
Compliance Manager	34	20	40,478	21,880	45,176

Democratic Services Manager	24	37	33,024	33,024	41,825
Corporate Marketing & Communications Officer	20	37	28,371	28,371	41,825
Finance Officer	20	20	28,371	15,336	22,031
Administrative Assistant	9	20	23,194	12,537	17,782
Administrative Assistant	9	20	23,194	12,537	17,782
Office Apprentice	Apprentice	37	10,159	10,159	13,028

3.3 Creasey Park Community Football Centre (Cost Centre 112)

Post	Mid Scale point	Hours	Base Salary Full FTE	Base Salary Actual	Actual cost, including 8% increase, NI and pension
Sports & Leisure Facilities Manager	35	17	41,496	19,066	27,695
CPCFC Duty Manager	13	30	24,948	20,228	29,460
CPCFC Manager	23	37	30,151	30,151	32,563
Sports & Leisure Facilities Assist Manager	19	30	27,852	22,583	33,036
Bar & Catering Assistant 2 (LWF)	LW	23	21,029	13,072	17,124
Bar & Catering Assistant 4 (LWF)	LW	11	21,029	6,252	7,927
Bar & Catering Assistant 3 (LWF)	LW	12	21,029	6,536	8,288
Bar & Catering Assistant 1 (LWF)	LW	17	21,029	9,378	11,930
CPCFC Casuals - Bar/Kitchen	10.90	2,146		23,391	23,391
CPCFC Casuals - Duty Manager	13.72	894		12,262	12,262

II. to delegate to the Town Clerk & Chief Executive, in liaison with the Chairman, to review the salary of the Apprentice dependent on initial recruitment.

III. to retain the current role of Democratic Services Manager role, increased to full time hours, but advertise more openly to be clear that civic experience is not essential.

IV. to review whether level 3 NEBOSH certificate would benefit the Compliance Officer.

20:34 Councillor Tamara left the meeting.

90/23 BANKING ARRANGEMENTS

Members noted the arrangements being made to carry out the Council's banking functions once the local branch of NatWest closes.

91/23 BAD DEBT

RESOLVED: to approve the write-off the debts set out in Appendix 1 of the enclosed report (total amount £940).

92/23 REFERRAL FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

RESOLVED:

- I. that the Committee recommends to the Council the release of up to £170,000 of the capital receipt secured from the sale of land at Meadway to carry out the works detailed in Appendix 1.
- II. that the Town Clerk and Chief Executive provides the assurances and confirmations sought by Dunstable Town Bowls Club as outlined in section 3.11 of the report.
- III. that the Town Clerk and Chief Executive is authorised to negotiate the Council's percentage share of the cost of upgrading the roadway access and additional parking with Dunstable Town Bowls Club within the current funding available.

The meeting closed at 20:50