



DUNSTABLE
TOWN COUNCIL

BUDGET BOOK

BUDGET 2023/24

FEES AND CHARGES 2023/24



DUNSTABLE
TOWN COUNCIL

**DUNSTABLE TOWN COUNCIL
BUDGET 2023/24**

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**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
* Priory 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

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

STAFF COSTS - 100

Nominal Code	Nominal Description	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	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 and Chief Executive's Office

Staff

- 1 x Town Clerk and Chief Executive (Proper Officer)
- 1 x Head of Finance (Responsible Financial Officer)
- 1 x full time Business Support Manager
- 1 x part time Finance Officer (20 hours)
- 1 x full time Corporate Marketing & Communications Officer (37 hours)
- 2 x part time Administrative Assistant (20 hours)
- 1 x part time Democratic Services Manager (30 hours)
- 1 x part time Compliance Manager (20 hours)

Central Services

Service Description

Central Services provides administrative support to all service areas, together with administration of payroll and all financial transactions for the Council's supplies and services.

Responsible for technical support for all information and communication systems between 6 sites, namely Dunstable Cemetery, Creasey Park Community Football Centre, Splashside Café, Grove Corner and Priory House, with the central network server located at Grove House

Expenditure

2023/24 expenditure budget = £110,770

Income

2023/24 budget income target = £0

Overall Subsidy

2023/24 subsidy = £110,770

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

GROVE HOUSE - 102

Nominal Code	Nominal Description	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
4027	Licences	-220	0	0	0	0
	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>-48,740</u>	<u>-69,008</u>	<u>-72,070</u>	<u>-72,070</u>	<u>-72,070</u>
	Total Net Expenditure:	<u>-12,168</u>	<u>-32,436</u>	<u>-33,998</u>	<u>-33,998</u>	<u>-33,998</u>

Town Clerk and Chief Executive's Office

Grove House

Service Description

Grove House is a Grade II Listed Building dating back to circa 1750, situated in the town centre. Dunstable Town Council has occupied the building since 1989, originally under a lease but purchased by DTC in 2005.

The building is the main headquarters for the Council and is an important community resource as one of the town's most important secular listed buildings, within the grounds of the award-winning Grove House Gardens.

Grove House comprises:

Town Council Offices

Council Chambers

Mayor's Parlour

Office accommodation for Dunstable Association of Charities, Hospice at Home, Morton's Solicitors and Churchill Healthcare

Expenditure

2023/24 expenditure budget = £69,008

Income

2023/24 budget income target = £36,572

Overall Subsidy

2023/24 subsidy = -£32,436

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

CORPORATE MANAGEMENT - 106

Nominal Code	Nominal Description	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
	Beds FA Buildings & ATP					
1099	Insurance + recharges	5,600	6,150	6,150	6,150	6,150
		6,100	48,650	48,650	48,650	48,650
	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
		-122,975	-165,765	-165,765	-165,765	-165,765
	Total Net Expenditure:	-116,875	-117,115	-117,115	-117,115	-117,115

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

DEMOCRATIC MANAGEMENT AND REPRESENTATION - 107

Nominal Code	Nominal Description	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
		-20,750	-23,500	-23,500	-23,500	-23,500

Town Clerk and Chief Executive's Office

Corporate Management

Service Description

The Council's Corporate Governance arrangements are reviewed annually and reported to Council in June, together with an Annual Report which sets out how the Council performed in the previous financial year.

Corporate Governance arrangements include:

Standing Orders and Constitution

Financial Regulations

Internal and External Audit

Insurance for all Council property and assets

Health and Safety Policy

Environmental and Sustainability Policy

HR Policies

Corporate Plan

Corporate Marketing, including website and Talk of the Town publication

Expenditure

2023/24 expenditure budget = £165,765

Income

2023/24 budget income target = £48,650

Overall Subsidy

2023/24 subsidy = -£117,115

Democratic Management and Representation

Service Description

The Council membership comprises of 18 elected members, serving five wards as follows:

Central – 3

Icknield - 4

Manshead - 3

Northfields - 4

Watling – 4

The Town Mayor and Deputy Town Mayor are elected annually from within this membership and undertake civic duties including the annual Remembrance Service. Both are supported by the Democratic Services Manager.

Expenditure

2023/24 expenditure budget = £23,500

Income

2023/24 budget income target = £0

Overall Subsidy

2023/24 subsidy = -£23,500

TOWN CLERK & CHIEF EXECUTIVE'S OFFICE

CAPITAL AND PROJECTS - 110

Nominal Code	Nominal Description	2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
	Expenditure:					
4051	Loan Interest Payable (Grove House)	-14,182	-13,099	-12,016	-10,933	-9,850
4052	Loan Capital Repaid (Grove 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	Cont. to Reserve (Building Maint)	-29,000	-29,000	-29,000	-29,000	-29,000
4730	Cont. to Town Twinning Reserve	-500	-500	-500	-500	-500
		-94,749	-98,666	-97,583	-96,500	-95,417
		-704,331	-812,336	-812,815	-805,732	-804,649

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

Grounds and Environmental Services

Budget Manager:

Head of Grounds and Environmental Services

John Crawley

Town Clerk and Chief Executive (CPCFC & Splash Park)

Paul Hodson

	2022/23	2023/24 Budget	2024/25	2025/26	2026/27
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 Park	-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	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	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 Staff

Staff and Vehicle Costs

Staffing Arrangements

- 1 x Head of Service (Head of Grounds and Environmental Services)
- 2 x full time managers (Grounds Operations Manager and Cemetery Manager)
- 1 x part time Cemetery/Allotment Administration Assistant (20 hours)
- 2 x Grounds Operation Supervisors
- 2 x Senior Grounds Assistants
- 9 x Grounds Assistants
- 1 x Grounds Assistants (Play and Outdoor Equipment)
- 3 x Town Rangers
- 1 x Parks and Green Space Development Officer

Service Description

Vehicles fuel and maintenance costs have been aggregated together for the purpose of budget monitoring as the vehicles are a shared resource across all cost centres of Grounds and Environmental Services

Allotments

Service Description

The Council owns and maintains 6 statutory allotment sites at Meadway, Westfield Rd, Pascomb Road, Catchacre, Hillcroft and Maidenbower Avenue. All the sites are all located on the western side of the town in the Central, Watling and Northfields wards. The Council provides approximately 270 full and half size plots and tenants have access to water at all sites. Grounds maintenance includes the cutting of grass pathways and hedges and the removal of waste from vacated plots.

Expenditure

2023/24 expenditure budget = £10,950

Income

2023/24 budget income target = £14,150

Overall Subsidy

2023/24 subsidy = £3,200

GROUNDS AND ENVIRONMENTAL SERVICES

CEMETERY - 202

Nominal Code	Nominal Description	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>

Dunstable Cemetery

Service Description

Dunstable Cemetery first opened as a burial facility in 1861. The cemetery is 14.5 acre (6 hectare) in size and has provided burial space for some 22,000 burials to date. The cemetery team deal with about 220 interments per year. Interment and memorial options include full body burial plots, ashes below ground, ashes in above ground sanctums, children's grave sections, memorial plaques, a book of remembrance and memorial benches. A chapel is also available for hire. Cemetery visitors have access to water and can dispose of waste such as dead floral tributes free of charge. The grounds team cut 13 acres of grass 16 times per year and 900m of hedge twice per year. The cemetery has about 18,000 memorials, 48 war graves and some 460 trees.

Dunstable Cemetery has achieved Green Flag status and holds Silver accreditation under the Institute of Cemetery and Crematorium Management's (ICCM) Charter for the Bereaved.

Expenditure

2023/24 expenditure budget = £135,283

Income

2023/24 budget income target = £199,200

Overall Subsidy

2023/24 operational surplus = £63,917 (excluding Grounds staff costs)

GROUNDS AND ENVIRONMENTAL SERVICES

RECREATION GROUNDS - 205

Nominal Code	Nominal Description	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	Play Areas	-15,000	-15,000	-15,000	-15,000	-15,000
	Contribution from commuted					
4834	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>

Recreation Grounds

Service Description

The Council owns and maintains 11 recreation grounds and larger open spaces, 11 play areas, 2 tennis courts, the Grove Skate Park, Bennett's Splash and Adventure Playground and the Creasey Park BMX track. The recreation grounds provide two sports pavilions and 8 football pitches of various sizes, in addition to the pitches at Creasey Park.

Expenditure

2023/24 expenditure budget = £79,550

Income

2023/24 budget income target = £6,100

Overall Subsidy

2023/24 subsidy = -£73,450

GROUNDS AND ENVIRONMENTAL SERVICES

TOWN CENTRE AND GARDENS - 403

Nominal Code	Nominal Description	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
	Town Centre Agency with					
1051	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
	Electricity (Mess and Market					
4014	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
	Maint Contracts - CCTV					
4036	(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	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
	Repairs and Maintenance					
4038	(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>

Town Centre and Gardens

Service Description

Grounds maintenance of town centre areas and gardens includes the management and maintenance of the two award winning Green Flag parks; Priory (Green Flag and Green Heritage Site) and Grove House Gardens, as well as extensive floral bedding displays and a number of prestigious town centre landscaped areas on behalf of Central Bedfordshire Council. The Council also has responsibility for maintaining 16 bus shelters around the town.

Expenditure

2023/24 expenditure budget = £65,600

Income

2023/24 budget income target = £24,970

Overall Subsidy

2023/24 subsidy = -£40,630

Town Ranger Services

Service Description

The Town Ranger service was introduced in 2012 to provide a 'see it-sort it' reactive service across the public realm, regardless of ownership, to tackle graffiti, fly tipping, litter grot spots, flyposting, cleaning and pavement washing and vegetation management. In late 2016 and again in 2018 the service was extended to include a dedicated Ranger to provide enhanced cleaning and maintenance services in the town centre to tackle areas not covered by Central Bedfordshire Council and a third ranger to assist the team with maintaining the Ashton Square toilets.

Expenditure

2023/24 expenditure budget = £18,400

Income

2023/24 budget income target = £6,000

Overall Subsidy

2023/24 subsidy = -£12,400

GROUNDS AND ENVIRONMENTAL SERVICES

CREASEY PARK COMMUNITY FOOTBALL CENTRE - FOOTBALL - 111

Nominal Code	Nominal Description	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	Grounds Maintenance	-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	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>

Creasey Park Community Football Centre

Service Description

CPCFC is a community facility based in Northfields Ward. Owned by Central Bedfordshire Council, DTC operate the facility by way of a management contract aligned to an operating licence. The facility is open 7 days a week from 7.30 am until 1.30 am depending on football and function bookings.

The facility comprises:

1 x stadium pitch

3 x mini pitches

2 x 9v9 youth pitches

2 x youth pitches

2 x full size FIFA standard Artificial Turf Pitch (ATP)

1 x BMX track

6 x changing rooms

Bar, catering and function facilities

Works depot

Staffing arrangements for 7 day week, all day opening

1 x Head of Service (Town Clerk and Chief Executive)

1 x Full time Manager (Sports and Leisure Facilities Manager)

1 x Full time Centre Manager

1 x Part time Duty Manager 30 hrs

1 x Assistant Sports and Leisure Facilities Manager 30 hrs

4 x part time bar and catering assistants (total of 62 hours)

Approx. 1,258 casual bar and catering assistants hours per annum

Total FTE = 4.9 + approx. 0.7 FTE casual staff

Expenditure

2023/24 expenditure budget = £495,153

Income

2023/24 budget income target = £463,571

Overall Subsidy

2023/24 subsidy = -£31,582

GROUNDS AND ENVIRONMENTAL SERVICES

BENNETT MEMORIAL RECREATION GROUND SPLASH PARK - 115

Nominal Code	Nominal Description	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
		40,000	40,500	40,500	40,500	40,500
	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
		-71,664	-76,075	-76,075	-76,075	-76,075
	Total Net Expenditure:	-31,664	-35,575	-35,575	-35,575	-35,575

CAPITAL AND PROJECTS - 210

Nominal Code	Nominal Description	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	Cont. to Open Spaces	-15,000	-15,000	-15,000	-15,000	-15,000
4734	Tfr to Pavilions Building	-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
		-129,001	-101,784	-138,012	-127,190	-126,318
		-931,913	-1,043,104	-1,079,394	-1,068,572	-1,067,700

Bennetts Splash and Splashside Café

Service Description

Bennett's Splash and Splashside Café are situated in Bennett Memorial Recreation Ground in Central Ward. Opened from early-May to early September every year the facility is free to use and open from 10.00 am until 6.00 pm, 7 days a week. The facilities comprise:

1 x 200m² splash park with numerous above and below ground water features

Full plant room facility

On-site Café offering full drinks, snacks and hot meals menu

A new adventure play area for 2019

Staffing arrangements for 7 day week operation

1 x Head of Service (Town Clerk and Chief Executive)

1 x Manager (Sports and Leisure Facilities Manager)

3 x part time seasonal Duty Managers (total 70 hours per week)

3 x seasonal part time Catering Assistants (total of 63 hours per week)

Casual catering assistants as required

Total FTE = 0.2 + casual staff

Expenditure

2023/24 expenditure budget = £76,075

Income

2023/24 budget income target = £40,500

Overall Subsidy

2023/24 subsidy = -£35,575

**DUNSTABLE TOWN COUNCIL
SUMMARY OF NET EXPENDITURE**

Community Services

Budget Manager:

Head of Community Services

Becky Wisbey

	2022/23 Budget	2023/24 Budget	2024/25	2025/26	2026/27
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	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	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 Contribution from reserve	-9,500	-14,000	-14,000	-14,000	-14,000
4834	(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	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
		9,200	9,200	10,200	10,200	10,200
	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
		-28,907	-29,407	-29,407	-29,407	-29,407
	Total Net Expenditure:	-19,707	-20,207	-19,207	-19,207	-19,207

Community Services

Older People's Day Care Services

Service Description

This service consists of the Good Companions Clubs (1 day a week) which receives some funding from CBC, and the Creasey Park Community Football Centre Lunch Club. In addition to these services the team work on community wide engagement of older people, e.g., Coffee mornings/afternoons and Rock & A Roll events.

Staffing arrangements

1 x Head of Service (Head of Community Services)
1 x full time Service Manager (Youth and Community Manager)
1 x full time Senior Neighbourhood Officer
1 x full time Community Services Assistant
1 x part time Older People's Services Support Officer (20 hours)
1 x part time Older People's Services Support Assistant (6 hours)
5 x volunteers (approximately)

Expenditure

2023/24 expenditure budget = £56,191

Income

2023/24 budget income target = £26,784

Overall Subsidy

2023/24 subsidy = -£29,407

Community Engagement

Service Description

Throughout the year the Community and Young People's Services team work with the wider community on a number of community engagement initiatives. Some will be one off events, e.g. The Big Lunch, others will be longer term projects e.g. Men in Sheds and some will be delivered as a Council service e.g. school holiday children/family activities. The team are also involved in wider community engagement across the whole of Dunstable with communities of interest and of geography. This project work can be one offs as well as longer term developmental projects which have the end goal of being sustained by the communities themselves. This budget also includes support for key partner voluntary organisations by way of Service Level Agreements.

Staffing arrangements

1 x Head of Service (Head of Community Services)
1 x full time Service manager (Youth and Community Manager)
1 x full time Senior Neighbourhood Officer
1 x full time Community Services Assistant
Community and Young People's Services Sessional Workers – 10 hrs per week

Expenditure

2023/24 expenditure budget = £29,407

Income

2023/24 budget income target = £9,200

Overall Subsidy

2023/24 subsidy = -£20,207

COMMUNITY SERVICES

GROVE CORNER - 304

Nominal Code	Nominal Description	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>

Grove Corner and Outreach

Service Description

This service runs four nights a week based out of Grove Corner - Young People's Centre on High Street North. Specifically for young people aged 13 to 18, with a junior session (10 to 13) once a week and a Pokémon Group once a week for 8+. In addition to the sessions delivered from Grove Corner the team will engage with young people in other settings including schools, and Grove Skate Park. Grove Corner is also let out to other community groups, charities and service providers some of which are supported to become self sufficient.

Staffing arrangements

1 x Head of Service (Head of Community Services)
1 x full time Service Manager (Youth and Community Manager)
1 x full time Senior Neighbourhood Officer
1 x full time Community Services Assistant
Community and Young People's Services Sessional Workers (10 hrs per week)
1 x part time caretaker (10 hrs per week)

Expenditure

2023/24 expenditure budget = £35,632

Income

2023/24 budget income target = £10,250

Overall Subsidy

2023/24 subsidy = -£25,382

COMMUNITY SERVICES

EVENTS PROGRAMME - 401

Nominal Code	Nominal Description	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>

Events

Service Description

Planning, delivery and evaluation of the Town Council's diverse community events programme.

Staffing arrangements

1 x Head of Service (Head of Community Services)

1 x Cultural Services Manager

1 x Events Officer

Expenditure

2023/24 expenditure budget = £147,955

Income

2023/24 budget income target = £12,000

Overall Subsidy

2023/24 subsidy = -£135,955

COMMUNITY SERVICES

PRIORY HOUSE - 402

Nominal Code	Nominal Description	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>

Priory House

Service Description

Priory House is a Grade II* listed building situated in the town centre within the grounds of an Ancient Scheduled Monument. In 2016 Priory House was placed on the At Risk Register by Historic England, who have concerns regarding the building and the conservation of the Undercroft in particular. The house is open 6 days a week from 10.00 am to 4.30 pm, as well as additional openings for functions and events throughout the year.

The house comprises of:

Tourist Information Centre

Gift Shop

Tea Rooms

Exhibition Space

Jacobean Room (licensed for weddings)

Staffing arrangements

1 x Head of Service (Head of Community Services)

1 x Cultural Services Manager

2 x full time Duty Managers

1 x full time Catering Manager

9 x Priory House Assistants (1 x 19hrs, 7 x 16hrs, 1 x 6hrs)

2 x part time Kitchen Assistants (2 x 16hrs)

Casual Kitchen/Waiting Assistants as required

Expenditure

2023/24 expenditure budget = £441,137

Income

2023/24 budget income target = £173,100

Overall Subsidy

2023/24 subsidy = -£268,037

COMMUNITY SERVICES

TOWN CENTRE SERVICES - 405

Nominal Code	Nominal Description	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
	Town Centre Marketing &					
4032	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
	Christmas Lights and					
4520	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>

Town Centre Services

Service Description

This service area engages and supports town centre businesses, and undertakes partnership working with agencies and organisations who have an interest in or a responsibility for services and amenities in and around the town centre e.g. highways, landlords, estate agents, business owners etc, including management of the cleaning contract for Eleanor's Cross. There is an associated marketing and promotion role, which includes direct marketing, events, competitions, Christmas lighting, etc.

This service also incorporates Middle Row Markets, whilst scoping and facilitating other town centre trading opportunities. There is also responsibility for ensuring traffic management in Middle Row seven days a week in line with Traffic Regulation Orders.

The service promotes and attracts new traders and shoppers to the Town Centre, creating a vibrant trading and pleasant shopping environment.

Staffing arrangements

1 x Head of Service (Head of Community Services)

1 x part time Town Centre Manager (30 hours)

1 x part time Market Porter (8 hrs per month)

part time Casual Market Porters

Expenditure

2023/24 expenditure budget = £85,682

Income

2023/24 budget income target = £10,500

Overall Subsidy

2023/24 subsidy = £75,182

COMMUNITY SERVICES

PUBLIC CONVENIENCES (ASHTON SQUARE) - 407

Nominal Code	Nominal Description	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	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

Public Conveniences (Ashton Square)

Service Description

This service area is responsible for the management of Ashton Square Toilets which are owned by Central Bedfordshire Council and licensed to DTC. These are open 6 days a week. The Ranger Service took over operational responsibility for cleaning the town centre toilets in December 2018.

Staffing arrangements

1 x Head of Service (Head of Community Services)

1 x Part time Town Centre Manager (30 hours)

Expenditure

2023/24 expenditure budget = £3,875

Income

2023/24 budget income target = £0

Overall Subsidy

2023/24 subsidy = -£3,875

COMMUNITY SERVICES

HIGH STREET HERITAGE ACTION ZONE (HSHAZ) - 306

Nominal Code	Nominal Description	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>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>-894,026</u>	<u>-935,805</u>	<u>-925,423</u>	<u>-921,698</u>	<u>-920,673</u>

High Street Heritage Action Zone (HSHAZ)

Service Description

This is a four-year project part funded by Historic England. The project aims to rejuvenate the historically important Middle Row part of High Street South and Priory House. The project will also develop a community engagement programme and facilitate a Cultural Consortium that will create a cultural programme that celebrates Dunstable's rich history.

Staffing arrangements

1 x Head of Service (Head of Community Services)

1 x four-year fixed term Programme Manager

1 x part time fixed term Assistant (10 hours – funded post)

Expenditure

2023/24 expenditure budget = £58,714

Income

2023/24 budget income target = £29,357

Overall Subsidy

2022/23 subsidy = -£29,357

In addition to the allocated revenue budget, this project will also draw on capital reserves and over £1million of external grant aid.

