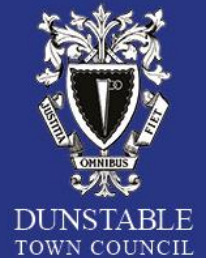


Dunstable Town Council
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Notice of a Meeting of the Finance and General Purposes Committee

Paul Hodson Town Clerk and Chief Executive

Date: 2 June 2023

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 12 June 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 9 June 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 20 March 2023 (copy previously circulated)
3. Declarations of Interest
4. Financial Monitoring Report (see page 3) including Internal Audit Report 2022/23 (Final) - to follow
5. Reserves Report (see page 12)
6. Investors In People – to receive confirmation that the Council has retained its Silver IIP accreditation – (see page 15)
7. Referral Report – to consider any referral reports from other Committees

7.1. Purchase of electric pedestrian sweeper – report to follow

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

8. Marketing and Communications Report (see page 16)
9. Corporate Plan Development Process Report (see page 18)
10. Public Engagement Report (see page 20)
11. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:
 - Citizen's Advice Management Committee – Richard Attwell
 - Dunstable International Town Twinning Association – Liz Jones, Peter Hollick and Kenson Gurney
 - Hospice at Home Management Committee – Councillor Jones
 - Ashton Almshouses Charity – Councillors O’Riordan and Alderman
 - Ashton Schools Foundation – Councillors Hollick and Alderman
 - Chew’s Foundation – Councillors Brennan and Kenson Gurney
 - Poor’s Land Charity – Councillors Hollick and Jones
 - Lockington Charity and Marshe Charity – Councillors Kenson Gurney and Jones
 - Dunstable and District Scout Council Executive – Councillor Kotarski

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.

To: All Members of Finance and General Purposes Committee:
Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Peter Hollick (Chairman), Gregory Alderman (Vice-Chairman), Nick Kotarski, Mark Davis, Richard Attwell, Michelle Henderson, John Gurney, Matthew Brennan, Wendy Bater, Philip Crawley, Robert Blennerhassett and Johnson Tamara.

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****12 JUNE 2023****FINANCIAL MONITORING REPORT**

Purpose of Report	To: <ul style="list-style-type: none"> i) provide a revenue budgetary control report for the financial year ending 31 March 2023 ii) provide detail of the Council's Year End Balances as of 31 March 2023 iii) provide detail of the Council's earmarked reserves as of 31 March 2023 iv) provide detail on current investments
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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 31 March 2023.
- 1.2 For Members to note the Council's Year End Balances and earmarked reserves as of 31 March 2023.
- 1.3 For members to note the current investments.

2**INTRODUCTION**

- 2.1 It is a requirement under the Accounts and Audit Regulations 2015 that the Council must, not later than 30 June, consider the end of year accounting statements at Full Council.
- 2.2. The meeting of the Council to be held on 26 June 2023 will receive the Annual Return and supporting documentation for consideration and approval.
- 2.3 In advance of that meeting, this report summarises the net expenditure against the budget for each service area as of 31 March 2023. This forms the actual outturn at the end of the financial year and the actual variances to budget.

3**REVENUE BUDGETARY REPORT**

- 3.1 The summary at Appendix 1 shows the net expenditure at 31 March 2023 per service area and the actual outturn against budget.
- 3.2 The summary shows an overall net revenue overspend at the end of the financial year of £32,993. Please note however, this does include £120,543 of approved contributions to reserves with known year end underspends reported previously. It also includes commitments of £84,284 from the general reserve and £13,318 overachievement on Creasey Park Community Football Centre being allocated to the CPCFC reserve at year-end, bringing the overall total to **£51,291** underspent.

3.3 Within the **Town Clerk and Chief Executive's Office** the overall variance was £9,207 underspent. Significant variances to budget are as follows:

- *Central Services* was overspent by £8,298, mainly due to additional costs on the IT software agreement and staff training.
- *Corporate Management* income overachieved by £26,365 due to an increase in investment and bank interest received, offset by increased newsletter production costs and contributions to reserves for the Corporate Plan development and IT upgrades/ upcoming contract retender.
- *Democratic Representation* was overspent by £6,243 due to the purchase of the honour boards and robes (mitigated by increased interest due on Corporate Management) together with the creation of a reserve for Members Training from year end underspends.

3.4 Within **Grounds and Environmental Services** the overall variance was £46,950 underspent. Significant variances in the budget are as follows:

- *Grounds Staff Costs* were underspent by £5,568 due to vacancies offset by the pay award exceeding the budgeted amount and additional overtime requirements to cover sickness /vacancies.
- *Allotments* overachieved by £2,383, largely due to an increase in rents received.
- *Cemetery* overachieved by £30,224 largely based on increased burial and memorial income.
- *Recreation Grounds* overachieved by £11,317 mainly due to an external maintenance contract not budgeted for, an insurance claim settlement received and additional football pitch bookings.
- *Town Centre and Gardens* was overspent by £8,918. This is predominantly due to the Central Bedfordshire Council maintenance contract not being finalised, as well as higher than forecast electricity usage at the Skatepark and increased bedding plant costs.
- *Creasey Park* overachieved by £13,318; this is mainly due to additional income for synthetic turf pitch hire.
- *Bennett Memorial Recreation Ground Splash Park* was overspent by £10,979 due to the purchase of a replacement slushy machine for £2,149 and the contribution of £7,000 to a reserve for the purchase of canopies.

3.5 **Community Services** overall is forecast to be £75,832 overspent. Significant variances to budget are as follows:

- *Grove Corner* was underspent by £2,962 mainly from an increase in room hire bookings, offset by additional expenditure for sessional staffing and pay award.
- *Events* was underspent by £10,338 mainly due to the Winter Events budget requirement being reduced.
- *Town Centre Services* was overspent by £17,236; this however does include £18,000 contribution to a reserve for Street Dressing from year end underspends.
- *Priory House* underspent by £43,677, largely due to vacancies throughout the year together with underspends on various utilities and maintenance contracts.

- *Capital and Projects* is showing overspent by £116,531 which is made up of contributions to reserves from year end underspends and the general reserve.

4 YEAR END BALANCES

4.1 The balance of the Council's cash accounts at the year ending 31 March 2023 are summarised at Appendix 2 (subject to audit).

4.2 The table below summarises the movement in the General Reserve.

	Balance on 1 st April	Expenditure from/ contribution to	Balance on 31 st March
			(inc stock)
2021/22	£625,022	£13,192	£638,214
2022/23	£638,214	-£84,284	£553,930

The previous report to Council on 17 April 2023 showed the year end outturn anticipated was £122,659 and Committee subsequently approved creation of required reserves using the underspend rather as well as using the surplus from the General Reserve.

It is the Council's policy to maintain a minimum general reserve of 25% of the salary budget. Based on the budget for 2023/24 the Council requires a general reserve minimum balance of £553,042.

5 RESERVES

5.1 The schedule enclosed at Appendix 3 provides detail of actual contributions to, and expenditure from, reserve funds as at the end of the financial year 31 March 2023.

6 FINANCIAL GOVERNANCE

6.1 Councillors should, as a minimum, view and audit the Councils accounts on a quarterly basis.

6.2 The last quarterly financial Councillor audit took place virtually and was completed on 9 May 2023 with the Chairman of Finance and General Purposes Committee, Council Martin and the Town Mayor, Councillor Jones 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 January, February and March 2023.

6.3 No issues or discrepancies, material or otherwise, were raised.

6.4 Further quarterly meetings will be arranged and all Councillors are invited to attend any future Financial Governance Audit meetings they can make.

7 INTERNAL AUDIT

7.1 The final Internal Audit is due to take place on 6 June 2023 and, as the report is due to be received after the agenda has been published, it will be provided prior to the meeting.

8 INVESTMENTS UPDATE

- 8.1 Dunstable Town Council's current bank and investment account balances as 31 March 2023 were as follows:

Account	Balance	Interest earned in month
Current Account	£10,011.00	-
Business Reserve Account	£162,712.57	£193.11
CCLA Deposit Account 1 – CP 3G Pitch	£92,288.86	£271.64
CCLA Deposit Account 2	£2,552,324.41	£8,247.66

9 FINANCIAL IMPLICATIONS

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

10 APPENDICES

- 10.1 Appendix 1 – Summary of Net Revenue Expenditure at 31 March 2023
 Appendix 2 – Summary of Year End Balances at 31 March 2023
 Appendix 3 – Summary of Reserves at 31 March 2023

11 AUTHOR

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

Town Clerk and Chief Executive's Office

	Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
100	Staff Costs	-341,959	-343,426	-343,426	-1,467
101	Central Services	-105,850	-114,148	-114,148	-8,298
102	Grove House	-12,168	-13,522	-13,522	-1,354
106	Corporate Management	-129,075	-102,710	-102,710	26,365
107	Democratic Management & Representation	-20,750	-26,993	-26,993	-6,243
110	Capital & Projects (inc loan charges)	-94,749	-94,545	-94,545	204
	Grand Total	-704,551	-695,344	-695,344	9,207

Grounds and Environmental Services

	Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
200	Staff Costs	-718,178	-712,610	-712,610	5,568
201	Allotments	600	2,983	2,983	2,383
202	Cemetery	66,954	97,178	97,178	30,224
205	Recreation Grounds	-64,100	-52,783	-52,783	11,317
403	Town Centre and Gardens	-30,900	-39,818	-39,818	-8,918
206	Town Ranger Service	-12,000	-8,420	-8,420	3,580
210	Capital & Projects	-129,001	-128,544	-128,544	457
	Sub Total	-886,625	-842,014	-842,014	44,611
INCOME COSTS	111 Income: Creasey Park - Football	201,022	258,441	258,441	57,419
INCOME COSTS	111 Costs: Creasey park - Football	-75,528	-110,113	-110,113	-34,585
INCOME COSTS	112 Income: Bar & Catering	210,000	250,156	250,156	40,156
INCOME COSTS	112 Costs: Bar & Catering	-349,118	-398,790	-398,790	-49,672
	Sub Total	-13,624	-306	-306	13,318
115	Bennett Memorial RG Splash Park	-31,664	-42,643	-42,643	-10,979
	Grand Total	-931,913	-884,963	-884,963	46,950

Community Services

	Service Area	Budget 2022/23	Actuals to Date	Year-end Forecast	Year-end Variance
300	Staff Costs	-249,474	-248,669	-248,669	805
209	Older People's Support Service	-26,045	-25,901	-25,901	144
303	Community Engagement (inc Grants)	-19,707	-18,471	-18,471	1,236
304	Grove Corner	-23,630	-20,668	-20,668	2,962
401	Events Programme	-135,910	-125,572	-125,572	10,338
103	Central Marketing	0	0	0	0
405	Town Centre Services (inc Special Markets)	-64,301	-81,537	-81,537	-17,236
407	Public Conveniences (Ashton Square)	-3,050	-3,958	-3,958	-908
306	High Street Heritage Action Zone	-26,167	-26,487	-26,487	-320
310	Capital & Projects	-65,588	-182,118	-182,119	-116,531
	Sub Total	-613,872	-733,381	-733,381	-119,509
402	Income: Priory house - Tea Rooms	138,500	138,069	138,069	-431
402	Costs: Priory house - Tea Rooms	-48,000	-58,117	-58,117	-10,117
402	Income: Priory house - Shop	14,600	16,679	16,679	2,079
402	Costs: Priory house - Shop	-6,500	-11,051	-11,051	-4,551
402	Other Costs (Inc Staff)	-378,754	-322,057	-322,057	56,697
402	Sub Total	-280,154	-236,477	-236,477	43,677
	Grand Total	-894,026	-969,858	-969,858	-75,832
	DTC Grand Total	-2,530,490	-2,550,165	-2,550,165	-19,675

50,000 *In year commitments from General Reserve* **84,284**

Precept -2,480,490 *Balance* **64,609**

Allocation to CPCFC Reserve at year end **-13,318**

51,291

YEAR END UNDERSPEND CONTRIBUTIONS APPROVED AND INCLUDED IN ABOVE:

4711/106 - Corp plan development	£5,000
4721/106 - Retendering Contract/Tables tbc	£10,000
4725/402 - Priory House Contingency	£29,864
4735/403 - Church Street Phone Box Maintenance	£5,000
4737/107 - Members training	£1,000
4745/401 - Events reserve for 23/24 events	£3,000
4743/202 - Cemetery Markers	£5,000
41/115 - Splash Canopies (p/of total £25K = £18K in Cap Receipt res 377)	£7,000
4715/405 - Tr to Street Dressing Reserve	£18,000
4716/310 - Downside roof 2 repairs	£36,679
	£120,543

APPENDIX 2**DUNSTABLE TOWN COUNCIL****Year End Balances 2022-2023 (Subject to Audit)**

As at 31.03.23

225 Petty Cash Grove Corner	£70.00
229 Petty Cash Grove House	£150.00
231 Petty Cash Priory House Tearooms	£300.00
240 Cash Float Priory House	£500.00
250 Petty Cash CPCFC	£200.00
251 Cash Float CPCFC	£650.00
Petty Cash/Cash Floats	£1,870.00
201 Current Account	£11,885.00
202 Business Reserve Account	£162,713.00
223 Variable Rate Deposit Account (CCLA Fund 1)	£92,289.00
224 Variable Rate Deposit Account (CCLA Fund 2)	£2,552,324.00
	<u>£2,821,081.00</u>
TOTAL (Box 8 Annual Return)	£2,302,961.00

Dunstable Town Council - Reserves Summary 2022/23

APPENDIX 3

	Description	Officer	Balance as at 01.04.22	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.03.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	TC&CE / HofF	£638,214		£84,284	£553,930			£553,930
311	Corporate Plan Development Reserve	TC&CE / HofF		£5,000		£5,000	Specific Reserve created 31.03.23 from year end underspend		£5,000
312	Vehicles Reserve	HofGES	£30,027	£20,000	£3,747	£46,280	FGP 23.01.23- Minute 45/23= £19,985- for purchase of an articulated dumper	£19,985	£26,295
313	CPCFC Reserve	TC&CE	£50,078	£13,321	£18,779	£44,620	Bal of £5,697 - 4 years sponsorship 22/23-25/26 (from £7,596)	£5,697	£38,923
314	Christmas Lights Reserve	HofCS	£17,002	£8,731	£20,500	£5,232	5 year replacement lighting plan 21/22-25/26 - 2022/23 orders complete	£2	£5,231
315	Street Dressing Reserve	HofCS		£18,000	£3,664	£14,336	Specific Reserve created 31.03.23 from year end underspend		£14,336
316	Downside Building Maintenance Res	HofCS	£1,530	£39,679		£41,209	Includes £36,679 Specific contribution 31.03.23 from year end underspend for roof repairs		£41,209
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	£25,000	£15,837	£38,002	Bal of £2,100 for Cemetery Software (from £21,690 agreed) Includes £10,000 Specific contribution 31.03.23 from year end underspend for IT Contract retendering/members tablets	£2,100	£35,902
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
325	Priory House Works Contingency	HofCS		£29,864		£29,864	Specific Reserve created 31.03.23 from year end underspend		£29,864
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	£0			£0
329	Performance Area Reserve	HofCS	£10,174	£34,000	£5,060	£39,113	FGP 26.02.22-Minute 146- bal of £32,850 from £34,000 approved from general reserve for Performance Area repairs Chairmans Approval 09.03.23= £6,263 for additional repairs/refurbishment costs	£39,113	£0
330	Town Twinning Reserve	TC&CE / HofF	£8,833	£500	£1,095	£8,239	Retained for twinning activities to be determined		£8,239

	Description	Officer	Balance as at 01.04.22	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.03.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
331	Tree Reserve	HofGES	£1,544	£10,000	-£8,966	£2,578			£2,578
332	Open Spaces Improvement Plan	HofGES	£39,137	£15,000	-£6,204	£47,933	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; FGP Minute 45/23 23.01.23= bal of £3,843.52 (from £10,048 approved) - replacement swing	-£23,567	£24,366
333	Priory House Building Reserve	HofCS	£78,174	£158,026	-£554	£235,646	Chairmans Approval 08.07.22= bal of £9,446 - lease of bean machine (£10,000 approved); FGP Minute 41/23 23.01.23- £21,200- drainage, infill and electrical works; FGP Minute 41/23 23.01.23- £205,000- tendering process for additional works	-£235,646	£0
334	Pavilion Buildings Maintenance Res	HofGES	£78,590	£15,000	-£66,661	£26,930	FGP Minute 107 20.06.22- Bal of £10,267 for Downside repair works (from £75,000 agreed); FGP Minute 147 26.09.22- Bal of £7,980 for Meadway Store Refurbishment (from £9,908 agreed)	-£18,247	£8,682
335	Church Street Phone Box Maintenance	HofGES		£5,000		£5,000	Specific Reserve created 31.03.23 from year end underspend		£5,000
336	Staff Restructuring/Recruitment	TC&CE / HofF	£2,603		-£2,603	£0	2022/23 orders complete	£0	£0
337	Member Training Reserve	TC&CE / HofF		£1,000		£1,000	Specific Reserve created 31.03.23 from year end underspend		£1,000
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	£1,703		£8,649	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£8,649
341	Splashpark/Skatepark/BMX Reserve	TC&CE / HofGES	£56,718	£19,000	-£50,000	£25,718	Chairmans Approval 12.09.22= £7,635 - Sewerage Pump and associated works- Splash Park; Includes £7,000 Specific contribution 31.03.23 from year end underspend for Splash Canopies (included in £25,000 with £18,000 from res 377)	-£14,635	£11,083
342	Memorial Kerbs Reserve	HofGES	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	HofGES	£56,769	£10,000	-£34,846	£31,924	FGP Minute 148 20.09.21- Bal of £20,254 - Cemetery repair works (from £58,342 agreed); Includes £5,000 specific contribution 31.03.23 from year end underspend for Cemetery Markers	-£25,254	£6,669
344	Fencing Maintenance Reserve	HofGES	£2,000	£5,000	-£980	£6,020			£6,020
345	Events Reserve	HofCS		£3,000		£3,000	Specific Reserve created 31.03.23 from year end underspend		£3,000
346	HSHAZ Scheme	HofCS	£606,529	£462,856	-£730,133	£339,253	4 year HSHAZ scheme programme	-£339,253	£0
348	NEW - Unfulfilled Orders	TC&CE / HofF	£60,452	£52,534	-£52,534	£60,452	Unfulfilled orders committed in 2022/23	-£60,452	£0
	Earmarked Reserves Total		£2,068,745			£1,906,262		-£794,568	£1,111,693

Description	Officer	Balance as at 01.04.22	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.03.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
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Capital Receipt - Sale of Land at Meadway

Description	Officer	Balance as at 01.04.22	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.03.23	Commitments/Programme of works, etc	Committed Amount	Bal after committed
370 Capital Receipts Reserve	TC&CE / HofF	£0	£500,000	£-499,000	£1,000	£500,000 Income from sale of land- Council approval for creation of reserves for partial element - see NEW reserves. Report to future committees		£1,000
371 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
372 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
373 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
374 NEW - Kingsbury Recreation 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
375 NEW - Priory House Furniture	HofCS	£0	£26,000		£26,000	Council 17.04.23 Minute 104/23- creation of new reserve from capital receipt received July 2022	£-26,000	£0
376 NEW - Kingsbury Pavilion Refurbishment	HofGES	£0	£170,000		£170,000	Council 17.04.23 Minute 104/23- creation of new reserve from capital receipt received July 2022	£-170,000	£0
377 NEW - Splash Canopies	TC&CE	£0	£18,000		£18,000	Council 17.04.23 Minute 104/23- creation of new reserve from capital receipt received July 2022	£-18,000	£0
Capital Receipts Total					£500,000		£-500,000	£0

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	£-8,782	£49,984	Bal in holding code as committed Joint Committees fund only = not DTC	£-49,984	£0
S106/External Funding Total		£145,778			£186,006		£-62,022	£123,984
		£2,214,523			£2,092,268		£-856,590	£1,235,678

Key:

= Finance and General Purposes Committee

= Grounds and Environmental Services Committee

= Community Services Committee

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****12 JUNE 2023****EAR MARKED RESERVES**

Purpose of Report: For members to approve the release of reserves as detailed in this report

1. ACTIONS RECOMMENDED

- 1.1. For Members to approve the release of reserves created from 2022/23 year-end underspends, as detailed in section 2.1-2.3 of this report.
- 1.2. To approve the expenditure from the specific Tree Reserve for priority work requirements during 2023/24, as detailed in section 2.4-2.5 of this report.
- 1.3. To approve the unallocated balance of £1,000 from the Meadway Capital Fund to be allocated to the new cemetery development reserve, as detailed in section 2.6-2.8 of this report.
- 1.4. To approve the underspend of Downside Roof works (first round) be allocated to the Downside Reserve for known future roof repairs, as detailed in section 2.9-2.11 of this report.

2. BACKGROUND AND MAIN CONSIDERATIONS**2.1. YEAR END RESERVES**

At the meeting of Finance and General Purposes on 20 March and at the meeting of the Council on 17 April 2023 Members approved the creation of new earmarked reserves as well as additional contributions to existing reserves from financial year end 2022/23 underspends for known requirements for the financial year 2023/24.

- 2.2. The table below shows the reserves created or contributed to:

Description	Amount
Development of a new 4-year corporate plan in 2023/2024	£5,000
Additional IT contribution	£10,000
Priory House contingency	£29,864
Church Street phone box maintenance	£5,000
Members Training budget underspend for new members induction	£1,000
Events budget underspend for increased costs known for the 2023 events programme	£3,000
Cemetery burial section markers	£5,000
*Splash Park canopies and bench seating with parasols	£7,000
Street Dressing	£18,000
Downside roof repairs	£36,679
TOTAL	£120,543

*in total £25,000 with £18,000 from Meadway Capital Fund

- 2.3. Members are asked to approve the release of the listed reserve commitments included in the above table for the specific use they were created for.

2.4. TREE RESERVE

The Head of Grounds and Environmental Services received a report in March 2023 from the Council's tree surveyor with the following recommendations for tree works over the next 12 months:

- Priority 1 trees to be completed by March 2024 = £6,150 (estimate) – (has to be completed within 1 year of survey)
- Priority 2 trees to be completed by March 2024, but could be delayed subject to funds being available, should priority 1 trees exceed estimated cost = £5,460.
- In addition, £2,500 on static load testing on mature trees in Grove House Gardens and £2,980 future inspection on completed works and to inform the 2024/25 programme.

- 2.5 It is therefore requested that Members approve the release of £17,090 from the allocated Tree Reserve for the purposes listed above, which currently has an available balance of £17,578.

2.6 MEADWAY CAPITAL FUND

At the meetings of Council on 5 December 2022 and 17 April 2023, Members approved the creation of ear-marked reserves from the £500,000 capital receipt from the sale of a portion of Meadway Allotment land as follows:

Description	Amount
White Lion Land Landscaping	£10,000
New Cemetery Development	£75,000
Grounds Depot Extension	£100,000
Kingsbury Recreation Ground MUGA (formally Luton Road)	£100,000
Priory House Furniture	£26,000
Kingsbury Pavilion Refurbishment	£170,000
*Splash Canopies	£18,000
TOTAL	£499,000

*in total £25,000 with £7,000 from year end underspend reserve contribution

- 2.7 There is an unallocated balance of £1,000.
- 2.8 It is therefore requested that Members approve the allocation of the balance of £1,000 to the New Cemetery Development Reserve.

2.9 DOWNSIDE ROOF

Following the meeting of Community Services Committee on 6 June 2022, the Finance and General Purposes Committee subsequently approved the release of £75,000 for the repairs to Downside Community Centre roof, windows and rainwater goods. Whilst these works were ongoing, the Council received advice that further roofing works would be required to another section of the building within 2-5 years.

2.10 In preparation for these future works, £36,679 was approved from 2022/23 year end underspends and allocated to the Downside reserve for these future roof repairs.

2.11 In addition, there was an underspend on the first set of roof works of £8,792 and it is therefore proposed that this underspend is also allocated to the Downside reserve.

3. FINANCIAL IMPLICATIONS

3.1. The financial implications are detailed fully within the report.

4. POLICY AND CORPORATE PLAN IMPLICATIONS

4.1. The proposals are in line with the Council's Financial Regulations. A number of the identified uses of underspend are linked to ongoing projects, decisions already made by Members and the delivery of the corporate plan and green flag action plans.

5. HEALTH AND SAFETY IMPLICATIONS

5.1. A number of the proposals in this report relate to Health and Safety, including Splash Canopies, Trees and Downside Roof. A risk assessment will be carried out before each of the works commence.

6. HUMAN RESOURCE, EQUALITIES AND LEGAL AND ENVIRONMENTAL IMPLICATIONS

6.1. None

7. BACKGROUND PAPERS

7.1. Previous meetings agendas, reports and minutes:
Community Services Committee – 6 June 2022 (section 2.9)
Council – 5 December 2022 (section 2.6)
Finance and General Purposes Committee – 20 March 2023 (section 2.1)
Council – 17 April 2023 (sections 2.1 and 2.6)

8. AUTHOR

8.1. Lisa Scheder – Head of Finance and Responsible Financial Officer
Email – lisa.scheder@dunstable.gov.uk

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DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 12 JUNE 2023****MARKETING & COMMUNICATIONS****Purpose of Report:** For information**1 SOCIAL MEDIA**

- 1.1 Social media channels have continued to see significant growth. Heads of Service and Management Team members have now taken over the reins 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:

Dunstable Town Council	10,731 (+3%)
Bennett's Splash Park	3,763 (+1%)
Town Ranger Services	1,327 (+1%)
Creasey Park Community Football Centre	999 (+2%)
Grove Corner	1,114 (+6%)
High Street Heritage Action Zone	876 (+15%)
Priory House	1008 (+11%)

Twitter account followers are:

Dunstable Town Council	2490 (+1%)
Middle Row Market	2,110 (0%)
Dunstable Events	2051 (0%)
Creasey Park Community Football Centre	719 (0%)
Bennett's Splash Park	97 (-1%)

Instagram followers are:

Grove Corner	400 (+6%)
High Street Heritage Action Zone	240 (+12%)
Dunstable Town Council	323 (+40%)

These figures are accurate as of Thursday 25 May 2023, and percentages are since the previous report date.

2 EMAIL MARKETING

- 2.1 The previous Corporate Marketing and Communications Officer has drafted emails for the Events Programme up until July 2023. Internal and councillor newsletters have been sent with all relevant information.

3 WEBSITE

- 3.1 The website saw a growth of viewers in 2023:

Top web pages (May 2022)	Number of visitors
Your councillors	1,236
What's on	144
Priory house	840
Job vacancies	551
Event/kings-coronation	550
Creasey Park	502
Priory House Tea Rooms	452
Events programme	426
Event/party in the park	323

Top web pages (January 2023 to May 2023)

Priory House	4,189
What's on	3,710
Job vacancies	3,516
Priory House Team Rooms	2,648
Your councillors	2,564
Creasey Park	1,949
Contact us	1,559
Events Programme	1,315
Priory House What's on	1,204

4 NOTICEBOARDS

- 4.1 Local noticeboards are regularly updated with the help of the Town Rangers. The CM&CO has had a briefing about how these are handled, but will get support from Town Centre Manager & Events .

5 WHAT'S ON WINDOW

- 5.1 Many local organisations and community groups are making use of the window. The window is updated on the first working day of the month. The Town Centre Manager has now taken this over but will be handed back over to the CM&CO during the summer.

6 TALK OF THE TOWN

- 6.1 The next edition of *Talk of the Town* will be released in June. This will be a 16 page edition. The Cultural Services Manager and Head of Community Services are overseeing the production of this edition. The subsequent edition will be released in November. This year the number of editions has been reduced from 4 to 3 in light of the rising costs of production.

8 MAYORAL

- 8.1 Marketing materials for the upcoming Councillor Jones' Mayoral year are in preparation. Social media planned prior events and website updates to be done.

9 AUTHOR

- 9.1 Rachel Connor – Corporate Marketing & Communications Officer
communications@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****12 JUNE 2023****CORPORATE PLAN DEVELOPMENT PROCESS**

Purpose of Report: For members to note the proposed process for developing the Corporate Plan

1. ACTIONS RECOMMENDED

- 1.1. For Members to note the proposed process for developing the Corporate Plan and make any suggestions for improving the process

2. BACKGROUND

- 2.1. The Council sets a corporate plan for each four year period, to align with the electoral cycle. The Corporate Plan has been developed to be the main guiding policy document for the Council. Amongst other things the document sets out the following:
- A vision for the Council
 - A Council mission statement and guiding values
 - The Council's priorities
 - A range of key actions to be delivered over the next four years
 - A set of performance measures

3. KEY DATES

Monday 26/06/2023	Report on previous plan delivery provided
	Background information circulated
Saturday 16/09/2023 10:00-15:30	Councillor workshop to draft objectives and action plan
Monday 02/10/2023	Council receives first draft of plan
October 2023	Officers draft performance indicators based on proposed Corporate Plan
	Public Consultation on draft plan (through social media, email list, press and stakeholder meeting)
Monday 04/12/2023	Council receives final plan for approval
	Council receives performance indicators for approval
Monday 05/02/2024	Council approves new four year budget to enable delivery of new Corporate Plan
1/4/2023	Delivery of the new plan commences

4. FINANCIAL IMPLICATIONS

- 4.1. To be considered within the proposed plan

5. POLICY AND CORPORATE PLAN IMPLICATIONS

5.1. The proposal will enable the creation of the next Corporate Plan

6. HEALTH AND SAFETY IMPLICATIONS

6.1. To be considered within the Plan.

7. HUMAN RESOURCE, EQUALITIES AND LEGAL AND ENVIRONMENTAL IMPLICATIONS

7.1. To be considered within the Plan.

8. AUTHOR

8.1. Paul Hodson; Town Clerk & Chief Executive
Paul.hodson@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

12 JUNE 2023

PUBLIC ENGAGEMENT

Purpose of Report: For members to consider and decide on a set of proposals to increase the Council’s public engagement

1. ACTIONS RECOMMENDED

1.1. For Members to decide which of the following options to adopt:

- a) Begin to stream Council and Committee meetings live when suitable technology is in place
- b) The Communications Officer to provide social media messages alerting residents when items of particular interest are to be discussed in Council meetings
- c) All Members to be supported to hold and attend monthly surgeries
- d) Include a “public question time” section in the agenda for each committee meeting

2. BACKGROUND

2.1. A number of Members have expressed interest in developing the Council’s approach to community engagement. The following suggestions seek to support that aim.

2.2. The National Association of Local Councils (NALC) sets out criteria that quality councils should meet. While Dunstable Town Council has decided not to take part in the awards scheme, the Council does aspire to continue to meet the criteria set out. This includes that a quality council “demonstrates the council’s commitment to hearing what people in the community think and communicating its own actions and decisions.”

3. CURRENT PRACTICE

3.1. The Council already carries out a wide range of engagement activities. These include:

- Actively seeking feedback during and after each Council event
- Publication of Talk of the Town several times each year
- Issuing of press releases
- Very active use of social media (Facebook, Instagram and Twitter)
- Members of the public are supported to attend Council and Committee Meetings
- Meetings are recorded and videos published online
- Use of Council noticeboards
- Use of mobile digital noticeboard
- Use of digital screen

4. LIVE STREAMING MEETINGS

- 4.1. The Council’s current practice is to record each meeting and then publish the video of the meeting a day or two later. This protects the Council from any reputational damage from inappropriate comments, or from statements which may be taken out of context. The viewing figures for Council meetings are quite low. Other councils have found that live streaming meetings attracts significantly more interest. This may be because residents are more likely to engage with a meeting live, given the immediacy. This would enable the Council to promote interesting items beforehand. Whilst residents can already sign up to watch meetings via Teams, this requires planning, and sharing information with the Council. Watching a meeting livestreamed over YouTube does not require any planning or any contact with the Council.
- 4.2. The Council’s current equipment, whilst highly specified, has not proved to be completely reliable. Officers are currently seeking options for a simpler and more flexible system. Members are asked to agree to begin to live stream meetings once the technology is suitable.

5. PROMOTING MEETINGS

- 5.1. It is proposed that once streaming arrangements are in place, the Communications and Marketing Officer be tasked with issuing social media updates in the days preceding meetings highlighting any items of particular interest and giving the details for streaming meetings and for taking part in the public sessions.

6. MONTHLY SURGERIES

- 6.1. It has been the practice of some Members to hold public meetings or surgeries once a month. It is proposed that all Members who wish to be supported with booking arrangements for monthly sessions, to be held at a range of venues around the town, throughout 2023 initially to gauge interest and success.

7. PUBLIC QUESTION TIME

- 7.1. At present only the agenda for full Council meetings include a section for “Public Question Time”. The Council’s Standing Orders are based on NALC’s suggested templated. The Standing Orders include the following:
 - 3.e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - f Questions and representations from the public at all meetings of the Council or its Committees should be received by the Town Clerk and Chief Executive in writing a minimum of three working days prior to the date of the meeting.
 - g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the Chair of the meeting.
 - h Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
 - i In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- 7.2. It is therefore proposed that the council includes a “public question time” section in the agenda for each committee meeting as well as for Full Council.

- 7.3. For clarity, Members of the Public may join meetings and ask questions via Teams; the requirement to be physically present only applies to Councillors.

8. FINANCIAL IMPLICATIONS

- 8.1. To be considered within the proposed plan

9. POLICY AND CORPORATE PLAN IMPLICATIONS

- 9.1. The proposal will enable the creation of the next Corporate Plan

10. HEALTH AND SAFETY IMPLICATIONS

- 10.1. To be considered within the Plan.

11. HUMAN RESOURCE, EQUALITIES AND LEGAL AND ENVIRONMENTAL IMPLICATIONS

- 11.1. To be considered within the Plan.

12. AUTHOR

- 12.1. Paul Hodson; Town Clerk & Chief Executive
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