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Notice of a Meeting of the Finance and General Purposes Committee

Date: Friday 10 January 2025

TOWN COUNCIL

Dear Councillor,

A meeting of the **Finance and General Purposes Committee** will be held on **Monday 20 January 2025**, at **Grove House in the Council Chamber** at **7:00 PM**. To view the meeting live or afterwards use this link: <u>livestream</u>. Members of the public and press are also welcome to attend in person. Members of the public may ask a question during the public session, either in person or online via MS Teams. If you would like to ask a question, please contact the Council via <u>democratic@dunstable.gov.uk</u> or 01582 513000 by 4 pm on Friday 17 January 2025.

This meeting will be filmed by the Council and broadcast live and will be capable of repeated viewing. If you are seated in the Council Chamber it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.

If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.

Please see the below QR code to access the full agenda:



Yours faithfully

Paul Hodson

Town Clerk and Chief Executive

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.

#### **AGENDA**

030/25	Apologies for Absence

## 031/25 Declarations of Interest

## 032/25 Public Question Time

# 033/25 To consider the Council becoming a corporate member of Rotary Dunstable (deferred from last meeting) following a presentation from Rotary

274/24 - To consider the Town Council becoming a corporate member of Rotary Dunstable at a cost of £180 per year

It was proposed, seconded and **RESOLVED:** to defer the decision to a later date and to invite a member of the Rotary Club to address the next Committee.

<u>5. Rotary Club Report.pdf</u>

# 034/25 To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 18 November 2024

Finance and General Purposes Committee November- Minutes.pdf

## 035/25 Action Tracker – to receive updates on previous actions

035 Action tracker.pdf

## 036/25 Finance Report

036 Finance Report FGP 20 January 2025.pdf
036 Finance Report FGP 20 January 2025 - Budget Summary = Appendix 1.pdf
036 Finance Report FGP 20 January 2025 - Reserves Summary = Appendix 2.pdf
036 Finance Report FGP 20 January 2025 - Internal Audit report - Appendix 3.pdf

## 037/25 Corporate Services Budget Proposal Report 2025/26

037 Corporate Services Budget report 25-26 - 20 January 2025.pdf
037 Corporate Service Budget report 25-26 - Appendix 1.pdf
037 Corporate Services Budget Report 25-26 - Appendix 2.pdf
037 Corporate Services Budget Report 25-26 - Appendix 3.pdf

## 038/25 Overall Budget Proposal 2025/26

038 Budget Report 25-26 FGP 20 January 2025.pdf 038 Budget Report 25-26 FGP 20 January 2025 - Appendix 1.pdf 038 Budget Report 25-26 FGP 20 January 2025 - Appendix 2.pdf

## 039/25 Compliance and Facilities Report

039 Corporate Compliance and Facilities Report.pdf

## 040/25 Corporate Risk Log Report

040 Corporate Risk Log Report Jan 2025.pdf 040 RISK ASSESSMENT V2.pdf

## 041/25 Marketing and Communications Report

## 042/25 Reports from Outside Organisations:

Citizen's Advice Management Committee – Councillor Attwell
Dunstable International Town Twinning Association
– Town Mayor and Councillors Hollick and Kenson Gurney
Hospice at Home Management Committee – Councillor Wendy Bater
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 Kenson Gurney and Jones
Lockington Charity and Marshe Charity – Councillors Kenson Gurney
and Jones
Dunstable and District Scout Council Executive – Councillor Kotarski

## 043/25 Date of the next meeting - Monday 17 March 2025 at 7.00 pm

#### To: All Members:

Peter Hollick (Council Member), Wendy Bater (Council Member), Kenson Gurney (Council Member), Matthew Brennan (Council Member), John Gurney (Council Member), Philip Crawley (Council Member), Liz Jones (Council Member), Johnson Tamara (Council Member), Alderman (Council O'Riordan (Council Gregory Member), Louise Member), Trevor Adams (Council Member), Mark Davis (Council Member), Matthew Neall (Council Member), Michelle Henderson (Council Member), Nicholas Kotarski (Council Attwell (Council Member), Richard Member). Robert Blennerhassett (Council Member), Sally Kimondo (Councillor)

#### **DUNSTABLE TOWN COUNCIL**

## FINANCE AND GENERAL PURPOSES COMMITTEE

#### **MONDAY 18 NOVEMBER 2024**

## **CORPORATE MEMBERSHIP OF THE ROTARY CLUB**

**Purpose of Report:** To decide whether the Town Council should become a member of Dunstable Rotary Club

#### 1 RECOMMENDATION

1.1 Members are asked to decide whether the Town Council will become a Corporate Member of Dunstable Rotary Club.

#### 2 BACKGROUND

- 2.1 The Committee was asked to agree to the Town Council becoming a corporate member of Rotary Dunstable at the meeting held on 16 September 2024. Following a discussion this item was deferred to the next meeting pending a report outlining the process and benefits to the Town Council. (197/24)
- 2.2 Dunstable Town Council has a long history of working with the Rotary Club. Councillors, including Past Mayors, and previous officers have been and remain members. Mayors are often invited to speak at Rotary meetings. Rotary, while a registered charity is a service organisation, not a charity. Core funding is provided by Members; all fundraising is for other causes, not the Rotary. Service can include financial support, locally, nationally or internationally.
- 2.3 2025 will mark the 80<sup>th</sup> year of Rotary Dunstable as well as the 40<sup>th</sup> year of the Town Council. The Rotary Club have invited the Town Council to become a corporate member in order to raise awareness of their presence in the town, to highlight what Rotary can do for the community and to encourage more people to join Rotary. The terms of Corporate Membership can vary. It is suggested that the Club would agree a set number of members per year, probably the mayor and chairs. These members would be able to attend any meeting (if they pay for meal). These members would also be able to attend other Rotary Clubs as guests. This would then emphasise the Council's commitment to serving the town.
- 2.4 The Town Council would also be able to add corporate member of rotary to letterhead

#### 3 BENEFITS

- 3.1 The Rotary Club have provided the following list of benefits of Corporate Membership to Dunstable Town Council and Dunstable Rotary Club:
  - 1 Rotary although it has charitable status is not a Charity but a Service Organisation.

- 2 Service can include practical or financial support both locally, nationally or international.
- 3 Connects community groups.
- 4 Elevates Dunstable Town Council as a community partner in service, business and support.
- 5 Offers Dunstable Town Council members access to regular Dunstable Rotary meetings.
- 6 Emphasizes Dunstable Town Council commitment to serving others as part of its corporate culture.
- 7 Connects Dunstable Town Council to a global network of 1.2 million Rotarians.
- 8 Access to Rotary Club meetings worldwide.
- 9 Mutual support from Dunstable Town Council and Dunstable Rotary expanding profiles amongst the local community and active groups.
- 10 Ability for Dunstable Town Council to suggest service/financial support to Dunstable Rotary Club.
- 11 Connect Contribute Support Celebrate Service Enhance

## 4 FINANCIAL IMPLICATIONS

4.1 The cost to the Council would vary depending on the precise arrangement agreed.

## 5 AUTHOR

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

## **DUNSTABLE TOWN COUNCIL**

# MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

#### **HELD ON MONDAY 18 NOVEMBER 2024 FROM 7:00 PM**

**Present:** Councillors Louise O'Riordan (Town Mayor), Sally Kimondo (Deputy Town Mayor), Gregory Alderman (Chair), Nicholas Kotarski (Vice-Chair), Matthew Brennan, Philip Crawley, John Gurney, Michelle Henderson, Peter Hollick, Liz Jones, Johnson Tamara and Richard Attwell

**In Attendance:** Paul Hodson (Town Clerk and Chief Executive), Georgia Pearson (Democratic Services Manager), Lisa Scheder (Head of Corporate Services) and James Slack (Corporate Compliance and Performance Manager)

Public: Nil

## 265/24 - Apologies for Absence

Councillors Wendy Bater and Kenson Gurney

#### 266/24 - Declarations of Interest

Councillor Jones declared an interest in agenda item 274/24 as a member of the Rotary Club

## 267/24 - Public Question Time

There were no questions from the public

# 268/24 - To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 16 September 2024

The Minutes of the meeting of the Finance and General Purposes Committee held on 16 September 2024 were approved as a correct record and were signed by the Chair.

## 269/24 - Action Tracker - to review progress of previously agreed actions

Members received and noted the Action Tracker

## 270/24 - Finance Report

The Head of Corporate Services summarised the report to members and advised that the national pay award for the current financial year had been agreed at £1,290 or 2.5%, whichever is the higher, and this will be reflected in employees November pay.

It was proposed, seconded and

#### **RESOLVED:**

- To note the revenue budget position for the period from 1 April 2024 to 30 September 2024.
- ii. To note the current balance of the Council's earmarked reserves as of 31 October 2024
- iii. To note the outcome of the External Audit for financial year 2023/24
- iv. To note the current investments

## 271/24 - Corporate Services Budget Report 2025/26

The Head of Corporate Services summarised the report to members.

It was proposed, seconded and

**RESOLVED:** to adopt the draft budget proposals and fees and charges for the Corporate Services Department for 2025/26, as well as indicative budget changes for the following three years outlined within the report.

## 272/24 - Compliance and Facilities Report

The Corporate Compliance and Performance Manager summarised the report to Members.

Councillor Jones expressed concern about the lack of heating within Grove House. The Town Clerk and Chief Executive updated members that the heating was due to be fixed on Thursday 21 November and officers have been given alternative working optoins within this time.

Councillor Brennan asked whether it could be possible for the Key Performance Indicators (KPIs) to become a standing item on committee agendas for each committee to review relevant KPIs. Officers agreed to schedule appropriate items.

**ACTION:** The Corporate Compliance and Performance Manager

Councillor Crawley asked whether the corporate plan would be formally published. It was advised that this was planned already.

**ACTION:** The Corporate Compliance and Performance Manager

Councillor Jones asked whether the KPIs poster provided within the report could be made public for residents to see. Officers undertook for this to be added to appropriate editions of Talk of the Town.

**ACTION:** The Corporate Compliance and Performance Manager

It was proposed, seconded and

**RESOLVED:** To approve the updated Customer Charter as proposed.

## 273/24 - Marketing and Communications

The Town Clerk and Chief Executive summarised the report provided to members.

It was proposed, seconded and

**RESOLVED:** to set up a Working Group to informally review and comment on the new website's design and use of branding. This Working Group to consist of Councillors Louise O'Riordan, Liz Jones, Johnson Tamara, John Gurney, Philip Crawley and Nicholas Kotarski.

# 274/24 - To consider the Town Council becoming a corporate member of Rotary Dunstable at a cost of £180 per year

The Town Clerk and Chief Executive summarised the report.

Members discussed the invitation to become a corporate member of the Rotary Club.

Members asked officers to invite the Rotary Club to send a representative to address the Committee's next meeting to expand on the Club's work, and the benefits to the Council but also to the Club of the Council becoming a Corporate Member.

**ACTION:** Town Clerk and Chief Executive

It was proposed, seconded and

**RESOLVED:** to defer the decision to a later date

and to invite a member of the Rotary Club to address the next Committee.

## 275/24 - Reports from Outside Bodies

## Citizen's Advice Management Committee - Councillor Attwell

Councillor Attwell attended the last trustees meeting on the 7<sup>th</sup> November, he reported that CA are looking at growth revenue for their budget to help increase the revenue as much as possible for the increase in use of their services. CA is attended by 1000 clients each month with increasing numbers due to the cost of living crisis.

## <u>Dunstable International Town Twinning Association – Town Mayor and Councillors</u> Hollick and Kenson Gurney

Councillor Hollick advised members that at the last meeting there has been an invitation from Portz to visit them. A party of 10 members have been formed to attend this visit.

## Hospice at Home Management Committee – Councillor Bater

Councillor Jones gave an update to members. A successful evening was held recently at Vantage restaurant to raise much needed funds. Grant applications are currently being applied for to help the future of the charity.

## Ashton Almshouses Charity – Councillors O'Riordan and Alderman

Councillor O'Riordan advised members the charity is in good financial health. The gardens will be getting a fence to prevent any falls.

## Ashton Schools Foundation – Councillors Hollick and Alderman

Councillor Hollick advised that the funds have really transformed both Manshead and Ashton St Peter's as well as the students' attitudes.

## <u>Chew's Foundation – Councillors Brennan and Kenson Gurney</u>

No update

## Poor's Land Charity – Councillors Kenson Gurney and Jones

Councillor Jones advised the next meeting will be in February next year.

## Lockington Charity and Marshe Charity – Councillors Kenson Gurney and Jones

Councillor Jones advised a discussion on the fence installed by the business who holds the lease on behalf of the Old Palace Lodge had taken place. Councillor Kenson Gurney has been asked as a trustee to raise this issue with Central Bedfordshire Council to ensure this fence complies with regulations.

## Dunstable and District Scout Council Executive - Councillor Kotarski

Councillor Kotarski advised members that all is going well.

## 276/24 - Exclusion of Public and Press

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

It was proposed, seconded and

**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 therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

## 277/24 - Reference up from Personnel Sub-Committee

Members received and discussed a reference up from the Personnel Sub-Committee.

It was proposed, seconded and

#### **RESOLVED:**

- 1.1. To accept the outcome of the Pay Review in full, to be applied from 1 April 2025.
- 1.2. To amend the Council's policy to stipulate that pay progression will be suspended during a capability process, and to give line managers discretion, in consultation with the Town Clerk and Chief Executive, to allow staff who have performed exceptionally to progress by two salary points where this is possible.

278/24 - Date of the next meeting - Monday 20 January 2025 at 7.00 pm

The meeting closed at 9:10 PM

Committee	Minute	Date	Action	Action Full	Responsible	Update	Status
FGP	193/24	16/09/2024	Marketing and Communications	Councillor Brennan asked if adding old pictures of Dunstable into Talk of The Town could be considered.	The Communications and Marketing Officer	To be considered for 2025	Ongoing
FGP	193/24	16/09/2024	Marketing and Communications	Councillors asked if the What's on Window and the West Street Window can be used to advertise the council meetings more often to engage the public in what the Council are doing.	The Communications and Marketing Officer	In 2025 advertising of the Council Meetings in the What's on Window in West Street will be available to see if this engages more public attendance at meetings	Complete
FGP	194/24	16/09/2024		Councillor Jones put forward the idea for an exhibition in Grove House with the History Society to allow residents to visit and look through the 40 years of Dunstable.	The Town Clerk and Chief Executive	The Council's partners are developing a plan for this.	Ongoing
FGP	196/24	16/09/2024	Flag Flying	Members requested that information about each flag flying be placed near to the flag as appropriate.	Democratic Services Manager & The Communications and Marketing Officer	Awaiting completion	Ongoing
FGP	272/24	18/11/2024	Compliance and Facilities Report	Councillor Brennan asked whether it could be possible for the Key Performance Indicators (KPI's) to become a standing item on the each committees Agenda's for consideration by members in the meetings.	The Corporate Compliance and Performance Manager	November and Junes committees will receive committee specific KPI updates	Complete
FGP	272/24			Councillor Jones asked whether the KPI's poster provided within the report could be made public for residents to see these statistics. It was advised that there are plans for this to be added into the Talk of the Town editions.		There are plans merge the Corporate Plans and KPI summaries to be added into Talk of The Town editions where appropriate	Complete
FGP	274/24		To consider the Town Council becoming a corporate member of Rotary Dunstable at a	Members asked officers to invite the Rotary Club to send a representative to address the Committee's next meeting to expand on the Club's work, and the benefits to the Council but also to the Club of the Council becoming a Corporate Member.	The Town Clerk and Chief Executive	On the agenda for this meeting	Complete

## **DUNSTABLE TOWN COUNCIL**

## FINANCE AND GENERAL PURPOSES COMMITTEE

## **20 JANUARY 2025**

## **FINANCE REPORT**

Purpose of Report	To:
	1.1) provide a revenue budgetary control report
	1.2) provide detail of the Council's earmarked reserves
	1.3) report the outcome of the First Interim Internal Audit
	report for financial year 2024/25
	1.4) provide detail on current investments

## 1. ACTION RECOMMENDED

- 1.1. For Members to note the revenue budget position for the period from 1 April 2024 to 30 November 2024.
- 1.2. For Members to note the current balance of the Council's earmarked reserves as at 31 December 2024.
- 1.3. For Members to receive and note the outcome of the First Interim Internal Audit for financial year 2024/25.
- 1.4. For Members to note current investments.

## 2. INTRODUCTION

2.1. This budgetary control report summarises the net expenditure against the budget for each service area as at 30 November 2024. This forms the basis for the projected outturn at the end of this financial year taking account of current known variances.

## 3. REVENUE BUDGETARY REPORT

3.1. The summary at Appendix 1 shows the net expenditure at 30 November 2024 per service area and gives an indication of the anticipated outturn against budget, taking account of seasonal variances and known commitments for the remainder of the financial year.

- 3.2. The summary shows a forecast revenue underspend at the end of the financial year of £212,960, which takes account of the takes account of the National Pay Award for 2024/25 agreed on 23 October 2024 which has resulted in a saving on the budgeted salaries for the current financial year, along with a substantially greater income achieved from interest on the Council's reserves than was budgeted as well as the savings from the Priory House budget during the repair works.
- 3.3. Members will recall that the in-year underspend from Priory House has been ringfenced to the general reserve, which is currently under the recommended minimum. The General Reserve at the start of the financial year was £419,830. The Council's General Reserve policy is to retain at least 25% of the annual salary costs. For 2024/25 this should be £522,205. The general reserve will need to increase for the next financial year; the amount will depend on the budget set and is included in the Budget report to this committee.
- 3.4. Within **Corporate Services**, the overall variance is forecast to be £74,759 underspent. Significant variances to the budget are as follows:
  - Staff Costs is due to be underspent by £29,891, mainly due to the pay award agreed being less than budgeted together with known vacancies.
  - Central Services are predicted to be overspent by £15,373; this is due to the budgeted service charge income not being achieved due to the loss of Creasey Park, together with the cross over of the IT contractors and termination fees incurred.
  - *Grove House* is due to be overspent by £4,233; this is mainly due to the loss of rent due to one tenant vacating in year.
  - Corporate Management is due to overachieve by £62,858, largely due to an increase in investment and bank interest received to date and forecast to achieve throughout the year.
  - Democratic Management is due to be underspent by £1,616 due to an underspend on Civic Hospitality due to the Annual Council Meeting venue being free of charge in May 2024.
- 3.5. Within **Grounds and Environmental Services**, the overall variance Is forecast to be £14,247 underspent. Significant variances in the budget are as follows:
  - Grounds Staff Costs are predicted to be underspent by £28,442 due to the pay award agreed being less than budgeted together with vacancies throughout the year.
  - *Cemetery* is due to overachieve by £42,071, mainly due to burial income exceeding budget.
  - Recreation Grounds forecast to overspend by £15,951, mainly due to the Creasey Depot lease.
  - *Town Ranger Service* is due to be £2,500 overspent due to additional machinery servicing.
  - Bennett Memorial Recreation Ground Splash Park is due to be overspent by £37,776. This is mainly due to the manager salary not being included in the original budget, together with increased costs for opening out of season, not budgeted.

- 3.6. **Community Services** the overall variance is forecast to be £123,954 underspent, significant variances to budget are as follows:
  - Staff Costs are forecast to be underspent by £1,259, due to the pay award agreed being less than budgeted.
  - Older People's Support Service is due to be underspent by £3,365, mainly due to reduced transport costs, offset by reduced numbers of members during the first half of the year.
  - *Grove Corner* is due to be underspent by £1,372, mainly due to the pay award agreed being less than budgeted.
  - *Priory House* is due to underspend by £114,346, due to the savings on salary costs offset by underachieving on income due to ongoing works and partial closure of the building
  - Town Centre Services is due to overachieve by £3,752, this is mainly due to sponsorship secured in year as well as savings on staff costs due to the pay award being less than budgeted.
  - *HSHAZ* will be overspent by £1,000, due to final staffing costs associated with the ending of the 4-year programme overlapping.

## 4. RESERVES

4.1. The schedule enclosed at Appendix 2 provides detail of actual contributions to, and expenditure from, reserve funds as at 31 December 2024.

## 5. INVESTMENTS UPDATE

5.1. Dunstable Town Council's current bank and investment account balances as 31 December 2024 were as follows:

Account	Balance	Interest earned in month
Current Account	£10,000.00	-
Business Reserve Account	£242,732.45	£318.91
CCLA Deposit Account 1	£100,681.67	£395.86
CCLA Deposit Account 2	£2,454,954.60	£12,172.11

#### 6. FINANCIAL GOVERNANCE

- 6.1. Councillors should, as a minimum, view and audit the Council's accounts on a quarterly basis.
- 6.2. The last quarterly financial Councillor audit was completed on 13 December 2024 with the Chair and Vice Chair of Finance and General Purposes Committee, Councillors Alderman and Kotarski taking part. The Councillors carried out a 'mini audit' which included requests for financial information on various purchase ledger invoices paid.

- 6.3. As Chair of the Committee, Councillor Alderman and the Head of Corporate Services and Responsible Financial Officer signed the bank reconciliations for the second quarter 2024/25, verifying the amounts to the bank statements provided.
- 6.4. Further quarterly meetings will be arranged, and all Councillors on Finance and General Purposed Committee are invited to attend any future Financial Governance Audit meetings they can make.

## 7. INTERNAL AUDIT

7.1. Members are asked to note the first interim Internal Audit Report appended to this report (appendix 3) and will be pleased to note that the report concludes 'the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation'.

## 8. APPENDICES

8.1. Appendix 1 – Summary of Net Revenue Expenditure at 30 November 2024 Appendix 2 – Summary of Earmarked Reserves at 31 December 2024 Appendix 3 – First Interim Internal Audit Report 2024/25

#### 9. AUTHOR

Lisa Scheder – Head of Corporate Services and Responsible Financial Officer <a href="mailto:lisa.Scheder@dunstable.gov.uk">lisa.Scheder@dunstable.gov.uk</a>

## Dunstable Town Council

## Summary of Actuals vs Budget

Saturday, November 30, 2024

Corpo		

Service Area	Budget 2024/25	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	(505,964)	(329,994)	(476,073)	29,891
Central Services	(101,561)	(89,837)	(116,934)	(15,373)
Grove House	(34,616)	(23,006)	(38,849)	(4,233)
Corporate Management	(73,085)	(17,972)	(10,227)	62,858
Democratic Management & Representation	(24,600)	(11,351)	(22,984)	1,616
Capital & Projects (inc loan charges)	(104,582)	(100,072)	(104,582)	0
Grand Total	(844,408)	(572,232)	(769,649)	74,759

## Grounds and Environmental Services

Service Area		Budget 2024/25	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs		(906,293)	(591,232)	(877,851)	28,442
Allotments		2,425	(1,412)	2,560	135
Cemetery		54,280	106,872	96,351	42,071
Recreation Grounds		(74,565)	(30,084)	(90,516)	(15,951)
Town Centre and Gardens		(32,195)	(6,896)	(32,369)	(174)
Town Ranger Service		(12,760)	(10,153)	(15,260)	(2,500)
Capital & Projects		(139,950)	(135,712)	(139,950)	0
	Sub Total	(1,109,058)	(668,617)	(1,057,035)	52,023
	_				
Income: Creasey Park - Football		283,622	(1,868)	0	(283,622)
Costs: Creasey park - Football		(114,080)	(1,046)	0	114,080
Income: Bar & Catering		288,049	281	0	(288,049)
Costs: Bar & Catering		(457,591)	(4,925)	0	457,591
	Sub Total	0	(7,558)	0	0
Bennett Memorial RG Splash Park		(37,919)	(63,160)	(75,695)	(37,776)
Grand Total		(1,146,977)	(739,335)	(1,132,730)	14,247

## **Community Services**

Service Area	Budget 2024/25	Actuals to Date	Year-end Forecast	Year-end Variance
Staff Costs	(310,818)	(177,189)	(309,559)	1,259
Older People's Support Service	(27,840)	(8,045)	(24,475)	3,365
Community Engagement (inc Grants)	(31,207)	(17,410)	(31,192)	15
Grove Corner	(20,340)	(13,635)	(18,968)	1,372
Events Programme	(162,931)	(123,358)	(162,085)	846
Priory House	(329,774)	(132,662)	(215,428)	114,346
Town Centre Services (inc Special Markets)	(131,906)	(71,889)	(128,154)	3,752
Public Conveniences (Ashton Square)	(6,775)	(3,193)	(6,775)	0
High Street Heritage Action Zone	(13,688)	(14,688)	(14,688)	(1,000)
Capital & Projects	(99,436)	(91,473)	(99,437)	(1)
Grand Total	(1,134,715)	(653,542)	(1,010,761)	123,954

DTC Grand Total	(3,126,100)	(1,965,109)	(2,913,140)	212,960

192,631

Precept (2,933,469)

#### Dunstable Town Council - Reserves Summary 2024/25

	Description	Officer	Balance as at 01.04.24	Contributions Revenue/ Other	Expenditure in year	Bal as at 31.12.24	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	TC&CE / HofCorp	£757,573			£757,573	Council 05.02.24- Minute 47/24- £192,631 contribution to 24/25 budget & contributions to reserves totalling £145,112	-£337,743	£419,830
311	Corporate Plan Development Reserve	TC&CE / HofCorp	£5,000		-£5.000	£0			£0
			22,000		22,000		FGP 17.06.24- Minute 141/24- bal of		
							£55,487 for 2 replacement vehicles & 1 additional ride on mower (of £92,337		
312	Vehicles Reserve	HofGES	£80,017	£15,000	-£36,850	£58,167	approved) Council 15.04.24- Minute 99/24= release of	-£55,487	£2,680
313	CPCFC Reserve	TC&CE	£33,965		-£3,798	£30,167	£30,167 for finalising CP contract end with	-£30,167	£0
							5 year replacement lighting plan 21/22- 25/26;		
314	Christmas Lights Reserve	HofCS	£2,094	£8,434	£0	£10,529	Council 15.04.24- Minute 99/24= release of FGP 16.09.24- Minute 194/24= bal of	-£9,095	£1,434
							reserve £6,571 for 40th anniversary street		
315	Street Dressing Reserve	HofCS	£5,427	£5,000	-£4,528	£5,899	dressing (of £7,467 approved) FGP 12.06.23- Minute 141/23= £36,679 &	-£5,899	£0
316	Downside Building Maintenance Res	HofCS	£53,002	£3,000	-£2,735	£53,267	£8,792.55- for 2nd phase roof repairs	-£45,472	£7,795
317	Grove Corner Building Maint Reserve	HofCS	£34,565	£4,000		£38,565	£2,000 roof survey & development plans (of £5,000 approved)	-£2,000	£36,565
				, ,			Council 15.04.24- Minute 99/24= £5,357 for		
318	Building Security Systems	HofCorp	£5,357			£5,357	improved security for Grove House  Council 15.04.24- Minute 99/24= £3,075 for	-£5,357	£0
319	Cemetery Memorial Safety	HofGES	£1,500	£1,575		£3,075	periodic inspections and subsequent works Council 15.04.24- Minute 99/24= £9,000 for	-£3,075	£0
320	Priory House Tearooms Equipment	HofCS	£7,434	£3,000	-£1,434	£9,000	replacement of kitchen/catering equipment	-£9,000	£0
		TC&CE /					FGP 18.03.24- Minute 84/2= bal of £1,213		
321	IT/Equipment Reserve	HofCorp	£55,902	£20,000	-£74,689	£1,213	for new IT contract (of £75,902 approved)	-£1,213	£0
322	Older People's Day Care Svce	HofCS	£12,325			£12,325	Revenue budget committed= £1,200	-£1,200	£11,125
		TC&CE /					Council 15.04.24- Minute 99/24= £20,000		
323	Election Reserve	HofCorp	£0	£20,000		£20,000	for future election costs due to CBC for essential repair and maintenance works	-£20,000	£0
324	Grove House Building Reserve	HofCorp	£177,550	£49,000	-£27,799	£198,751	(of £226,550 approved) FGP 12.06.23- Minute 141/23= £29,864- for	-£198,751	£0
325	Priory House Works Contingency	HofCS	£29,864			£29,864	Priory House contingency	-£29,864	£0
326	Mayoral Reserve	HofCorp	£3,000			£3.000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required	-£3,000	£0
							Council 15.04.24- Minute 99/24= £11,149		
327	Priory House Exhibition	HofCS	£11,149			£11,149	for programme of future exhibitions	-£11,149	£0
329	Performance Area Reserve	HofCS	£609		-£609	£0	Datain differential and still a data		£0
330	Town Twinning Reserve	TC&CE / HofCorp	£8,739			£8,739	Retained for twinning activities to be determined	-£370	£8,369
331	Tree Reserve	HofGES	£4,448	£15,000	-£2,980	£16,468	FGP 12.06.23- Minute 141/23- Bal of £980 for 23/24 work requirements (from £17,090 agreed) Council 15.04.24- Minute 99/24= £15,488 for programme of tree inspections and	-£16,468	£0
551						2.3,700	FGP 20.01.20- Minute 8- Bal of £4,723 for improvement works (from £26,668 agreed); Council 29.06.20- Minute 85- £15,000 agreed for Priory Gardens Pergola Repairs; FGP 17.06.24- Minute 141/24- bal of £15,182 for Pergola and Kneerail project in		
332	Open Spaces Improvement Plan	HofGES	£59,089	£30,000	-£48,355	£40,734	Priory Gardens (of £35,600 agreed) Chairmans Approval 08.07.22= bal of	-£34,905	£5,829
							£9,446 - lease of bean machine (£10,000 approved); FGP Minute 41/23 23.01.23- £21,200-drainage, infill and electrical works;		
333	Priory House Building Reserve	HofCS	£235,646	£29,357		£265,003	FGP Minute 41/23 23.01.23- £205,000-	-£235,646	£29,357
334	Pavilion Buildings Maintenance Res	HofGES	£23,644	£15,000	-£3,012	£35,632			£35,632

							FGP 15.04.24- Minute 99/24= £5,000 for		
335	Church Street Phone Box Maintenance	HofGES	£5,000			£5.000	Church Street phone box maintenance	-£5,000	£0
		TC&CE /					Council 15.04.24- Minute 99/24= £1,000 for		
337	Member Training Reserve	HofCorp	£1,000			£1,000	future requirements	-£1,000	£0
							FGP Minute 107 20.06.22= bal for 5 year		
							infrastructure improvement programme		
							(upto £42,800 approved) (includes £5,000		
338	Allotments Reserve	HofGES	£23,300	£5,000	-£4,675	£23,625	pa contributions to 26/27)	-£12,256	£11,370
							Interest accrued on ringfenced deposit		
339	Investment Account Interest	TC&CE	£13,261	£3,385		£16,646	account		£16,646
		TC&CE /							
3/11	Outdoor Leisure (non play) Reserve	HofGES	£10,319	£12,000	-£5,296	£17,024			£17,024
341	Outdoor Leisure (norr play) Neserve	TIOIGES	210,313	212,000	-23,230	217,024	Council 15.04.24- Minute 99/24= £300 for		217,024
342	Memorial Kerbs Reserve	HofGES	£461			£461	purchase of memorial kerbs	-£300	£161
343	Cemetery Building Maintenance Res	HofGES	£12,281	£5,000		£17,281			£17,281
			212,221			211,201			
344	Fencing Maintenance Reserve	HofGES	£0	£7,000		£7.000			£7,000
							HSHAZ scheme programme / HAR 1 Priory		
346	HSHAZ/Priory House HAR	HofCS	£3,341	£551,863	-£677,489	-£122,284	House works programme- to future claim	£122,284	£0
							Unfulfilled orders committed in previous		
348	Unfulfilled Orders	HofCorp	£3,351		-£1,823	£1,529	year/s	-£1,529	£0
		TC&CE /							
	Neighbourhood Development	HofCorp	£10,888	£9,112	-£7,333				£12,668
	Earmarked Reserves Total		£1,691,105	£811,726	-£908,404	£1,594,426		-£953,661	£640,765

#### Capital Receipt - Sale of Land at Meadway

			Balance as at	Contributions	Expenditure	Bal as at		Committed	Bal after
	Description	Officer	01.04.24	Revenue/ Other	in year	31.12.24	Commitments/Programme of works, etc	Amount	committed
							new reserve from capital receipt received		
371	White Lion Land Landscaping	HofGES	£10,000			£10,000	July 2022	-£10,000	£0
							FGP 18.09.23- Minute 187/23= balance of		
							£34,650 for development of the new		
372	New Cemetery Development	HofGES	£36,776	£116,000	-£4,215	£148,561	cemetery (of £36,775 approved)	-£32,561	£116,000
							FGP 17.06.24- Minute 141/24= Depot		
373	Grounds Depot Extension	HofGES	£100,000			£100,000		-£100,000	£0
							Council 05.12.22 Minute 210- bal of £1,873		
							for a MUGA at Kingsbury Recreation		
							Ground (previously known as Luton Road)		
374	Luton Road MUGA	HofGES	£42			£42		-£42	£0
							new reserve from capital receipt received		
375	NEW - Priory House Furniture	HofCS	£26,000			£26,000		-£26,000	£0
							new reserve from capital receipt received		
376	NEW - Kingsbury Pavilion Refurbishment	HofGES	£170,000			£170,000		-£170,000	£0
							FGP 12.06.23- Minute 141/23- bal of £57		
							for purchase and installation of Splash		
-	NEW - Splash Canopies	TC&CE	£2,873		-£2,816		Canopies, benches and parasols (from	-£57	£0
	Capital Receipts Total		£345,690	£116,000	-£7,031	£454,660		-£454,660	£0

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

350	Developers Contributions- CAP	HofGES	£11,723		-£11,723	£0			£0
351	CPCFC Capital	TC&CE	£83,641			£83,641	CBC Funds relating to CPCFC to return		£83,641
352	Development Contributions- REV	HofGES	£34,316			£34.316	£8,000 committed in 23/24 revenue budget from Bal of £22,129 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	£50,021	£38		£50,059	Bal in holding code as committed Joint Committees fund only = not DTC	-£50,059	£0
	S106/External Funding Total		£179,701	£38	-£11,723	£168,016		-£62,096	£105,919
			£2,216,496	£927,764	-£927,158	£2,217,102		-£1,470,417	£746,685

Key:
= Finance and General Purposes Committee
= Grounds and Environmental Services Committee

= Community Services Committee



# **Dunstable Town Council**

Internal Audit Report (1st Interim) 2024-25

26th November 2024

Stephen Christopher

For and on behalf of Auditing Solutions Ltd

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd have been appointed to undertake this function on behalf of Dunstable Town Council for the 2024-25 financial year.

This report sets out the results of our first interim internal audit visit for the year, which was undertaken on 20<sup>th</sup> and 22<sup>nd</sup> November 2024. We wish to thank Council staff for providing the documentation and explanations required for our audit.

# **Internal Audit Approach**

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

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

## **Overall Conclusion**

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

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

This report has been prepared for the sole use of Dunstable Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

# **Detailed Report**

## Accounting records and Banking arrangements

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

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

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

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

- ➤ Checked and agreed the opening trial balance on Omega for 2024-25 to the closing balances on the 2023-24 AGAR and the detailed accounts;
- ➤ Verified that the financial ledgers remained "in balance" as at 31st October 2024;
- ➤ Confirmed that the accounting code structure remains appropriate for the Council's budget reporting and control requirements;
- Checked and agreed transactions in the Omega cashbooks for the Current and Business Reserve accounts to the relevant NatWest bank statements for two sample months - June and September 2024;
- ➤ Checked the bank reconciliations for all active bank account reconciliations, including the CCLA deposits, as at 31<sup>st</sup> October 2024, confirming that there are no anomalous entries;
- Confirmed that the bank reconciliations continue to be subject to regular independent review by councillors, as part of the quarterly financial Councillor audit and that the latest investment position is reported at each Finance & General Purposes Committee (F&GP) committee, as part of the RFO's financial report;
- Noted that the External Auditors issued their 'report and certificate' on the Council's 2023-24 AGAR on 30<sup>th</sup> September 2024 and that there were no matters arising, and
- ➤ Confirmed that, following the recent change in IT Support provider, all systems are now regularly backed-up to the Cloud.

## Conclusion

There are no matters arising to date that require a formal comment or recommendation.

## **Corporate Governance**

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

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

- ➤ Our review of the minutes of the meetings of the Full Council and its standing committees in the year to date have not identified any issues that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability.
- ➤ The Council continues to keep its governance arrangements under regular review. Both the Financial Regulations and Standing Orders were updated and approved at the F&GP Committee meeting on 18<sup>th</sup> March 2024, with a further minor amendment to the Standing Orders agreed at the Council meeting on 24<sup>th</sup> June 2024. Both documents are due to be reviewed again before the end of the current financial year, and this review will take into consideration recent changes to the NALC model financial regulations.
- A range of other policies and procedures remain in place and are reviewed on a regular basis. From discussion with the Head of Corporate Services (RFO) we understand that consideration is being given to the introduction of a formal timetable for the future review of all key policies and procedures.
- ➤ The Council continues to exercise the General Power of Competence. This was readopted at the first Annual meeting of the new Council on 15<sup>th</sup> May 2023 and will apply for the 4-year term to May 2027.

#### Conclusion

There are no matters arising to date that require a formal comment or recommendation.

# **Expenditure**

Our objective is to confirm that:

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

➤ VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our review of the procedures in place in this area. To test compliance with the above criteria, we reviewed a sample of non-pay related payments to the end of Month 7. Our test sample included all individual payments in excess of £7,500, together with a more random selection of every 80<sup>th</sup> payment as recorded in the Omega cashbook. The overall gross value of expenditure covered by our sample totalled £1,022,692. There were no matters arising.

The Council makes use of a NatWest Commercial Credit Card, with a monthly limit of £8,000, which is used mainly for items such as internet purchases and subscriptions. There are currently four users, each with a monthly expenditure limit of £2,000. The Credit Card is settled monthly by direct debit. We reviewed the statement for a sample period (month ending 10<sup>th</sup> October 2024) and confirmed that all purchases were adequately supported by receipts and were appropriate to the Council's business and that, where appropriate, VAT was accounted for correctly.

We confirmed that VAT Returns continue to be submitted quarterly in electronic format, as required by extant legislation, with the detail being reconciled to the Omega financial ledger. We reviewed the detail of the VAT reclaims submitted for the first two quarters of the year and confirmed that reimbursement has been received from HMRC.

As part of our testing of expenditure, we also check, on a sample basis, to confirm that the Council is following appropriate national requirements and its own Standing Orders when entering into contracts that require to be formally tendered. At our first interim visit, we reviewed documentation relating to the award of the contract for 'Website development, hosting and maintenance'. We confirmed that the national regulatory requirements had been followed, with the tender opportunity advertised on the Government's Contracts Finder website and that, following a clear evaluation process, the award of the contract was formally approved at the F&GP Committee meeting on 16<sup>th</sup> September 2024 and subsequently minuted.

#### **Conclusion**

There are no matters arising to date that require a formal comment or recommendation.

# **Assessment and Management of Risk**

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

There is a requirement for the Council to formally review and approve its risk management arrangements during each financial year. In our final update report in relation to 2023-24, we confirmed that the overall approach to risk management had been developed significantly during that year. At the F&GP meeting on 22<sup>nd</sup> January 2024, a new Risk Management Policy was formally adopted, together with revisions to the detailed Corporate & Financial Risk Assessment and a Business Continuity Plan. We understand that the risk management

arrangements will be revisited in January 2025 and we will consider the approach taken at our second interim audit visit.

The Council's primary insurance cover continues to be provided by Zurich Municipal, on a long-term contract which ends on 31<sup>st</sup> March 2026. We have reviewed the schedule for the current policy (to 31<sup>st</sup> March 2025) to confirm that an appropriate level of cover remains in place. We confirmed that the policy includes Employer's Liability and Public Liability of £10 million, and Fidelity Guarantee cover of £2.0 million, all of which appear to be adequate to meet the current needs of the Council.

As part of its wider health and safety arrangements, a regular programme of reviews of the Council's playgrounds and play equipment is undertaken. This includes daily and weekly inspections by the Council's own staff, with quarterly external inspections by the Play Inspection Company to check compliance with national regulatory standards. The most recent external inspections were completed in August 2024 and, from review of the inspection reports and the summary of findings provided by the Grounds Operations Manager, we have confirmed that no significant risks were identified and that the Grounds Maintenance team is addressing the various matters reported.

#### **Conclusion**

There are no matters arising to date that require a formal comment or recommendation.

# **Budget Setting, Budgetary Control and Reserves**

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

At our first interim visit we considered the information provided to the Council on progress against the 2024-25 budget. We confirmed that the F&GP Committee continues to receive financial monitoring reports at each meeting, with over/under-spends and the level of earmarked reserves the subject of regular review. We note that the most recent report, detailing performance for the first half year, forecasts an overall revenue underspend of just over £200,000 at the end of the financial year. We confirmed that the financial monitoring reports also continue to provide Members with details of the movements in earmarked reserves during the year and an up-to-date summary of the overall funds held in the various accounts.

From our review of the minutes and agendas, we note that consideration of the 2025-26 budgetary requirements is now underway, with each committee having undertaken an initial assessment of its areas of activity. We will review the approach followed during our second interim audit.

#### Conclusion

There are no matters arising to date that require a formal comment or recommendation.

## Income

The Council receives income from a variety of sources including Dunstable Cemetery, Allotments, Specialist Markets, Events, Bennett's Café & Community Hub, Priory House Tea Room and bank and deposit interest. Two significant changes from the previous year are the loss of income from Creasey Park, following Central Bedfordshire Council's decision not to renew the Town Council's management agreement, and from the closure of Priory House for major restoration works, which are not scheduled for completion until June 2026.

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

<u>Fees and charges:</u> We confirmed that the fees and charges for 2024-25 were approved by the Council as part of the annual budget setting process, following detailed consideration by the F&GP Committee.

<u>Banking of income:</u> As noted earlier in this report, we have checked and agreed two sample months' receipts transactions from cashbooks to the relevant bank statements, confirming the timeliness and accuracy of transactions.

<u>Cemetery-related fees and charges</u>: We have reviewed the interment applications and other cemetery-related activities for a sample month (September 2024). We confirmed that, in all cases, the correct amounts had been charged and that, with minor exceptions, the income due had been received and banked on a timely basis.

<u>Outstanding debts:</u> We reviewed the Sales Ledger as at 31<sup>st</sup> October 2024. We were pleased to note that the overall value of long-standing debts remains relatively low and we confirmed that effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments.

#### Conclusion

There are no matters arising to date that require a formal comment or recommendation.

# **Petty Cash**

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

At our first interim audit, we reviewed the procedures in place for the Grove House petty cash account. We checked and agreed the cash balance held to the petty cash ledger, as at the date of our audit visit, and confirmed that there was appropriate supporting information for

petty cash payments made since the date of the last reconciliation. We also confirmed the balance of the corporate petty cash float held at Grove House.

#### Conclusion

There are no matters arising to date that require a formal comment or recommendation.

## **Staff Salaries**

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

To meet this objective, we examined the payroll procedures in place and the computations undertaken for the payments to staff in 2024-25, by reference to the October 2024 payroll documentation produced by the Council's external payroll bureau (Payroll Options Ltd, Milton Keynes).

Our audit work involved the following:

- ➤ We confirmed that the Council has applied the approved employee pay rates for the financial year noting that the annual pay settlement to apply from 1<sup>st</sup> April 2024 was agreed during October 2024, with the back-pay due to be included in the November payroll.
- From review of the contracts of employment for a sample of full and part time staff whose employment commenced in 2024-25, we confirmed that appropriate signed contracts of employment are held.
- ➤ We checked and agreed the detail of the salary payments made to a sample of staff in October 2024 to the latest schedule of salaries and pay scales.
- ➤ We confirmed that tax and NI deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid to HMRC.
- ➤ We confirmed that the appropriate employee and employer contributions to the pension scheme have been applied in accordance with the current arrangements and confirmed that these have been paid over to the Pension Fund Administrators on a timely basis.
- ➤ We confirmed that the monthly net salary payments to staff agreed to the underlying records.
- ➤ We also reviewed the calculation of revised pay rates and the schedule of backdated pay which has been provided to the Payroll Bureau with regard to the national pay award for 2024-25.

#### Conclusion

There are no matters arising to date that require a formal comment or recommendation.

## **Investments and Loans**

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

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

- As required by the 'Statutory Guidance on Local Government Investments', a Treasury Management Policy is in place. This was last updated and approved at the F&GP meeting on 18<sup>th</sup> September 2023;
- At present, the Council does not hold any long-term investments. As noted above, surplus funds are held in either the NatWest (instant access) Business Reserve Account or the two CCLA Public Sector Deposit Fund accounts, and
- ➤ We have checked and agreed the Public Works Loan Board (PWLB) loan instalment repayments made to date for 2024-25 to the third party "demand" notices from the UK Debt Management Office;

#### Conclusion

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

## **DUNSTABLE TOWN COUNCIL**

## FINANCE AND GENERAL PURPOSES SERVICES COMMITTEE

## **MONDAY 20 JANUARY 2025**

## **CORPORATE SERVICES BUDGET PROPOSALS FOR 2025/26**

**Purpose of Report:** For members to consider and comment on draft budget and fees & charges proposals for Corporate Services for 2025/26

## 1. ACTION RECOMMENDED

- 1.1. For members to consider and comment on the updated draft budget proposals and fees and charges for Corporate Services for 2025/26, as well as indicative budget proposals for the following three years. This includes:
  - 1.1.1. Reducing the originally proposed Grove House reserve contribution by a £20,000 for 2025/26, by using current year forecast budget underspend. (Noting that the budget will 2026/27 will then need to increase by £20,000).

#### 2. INTRODUCTION

- 2.1. Members of the Committee considered proposals for the draft 2025/26 revenue budget for Corporate Services at the meeting held on 18 November 2024.
- 2.2. The proposed Fees and Charges for Corporate Services are included at Appendix 3 of this report.

#### 3. CORPORATE SERVICES BUDGET 2025/26

- 3.1. The revised proposed budget for Corporate Services for 2025/26 presents a revenue cost to the Council of £886,729 that includes an income target of £134,722 giving a gross budget of £1,021,451.
- 3.2. Details of the proposed budget and fees and charges for Corporate Services for 2025/26 are included in Appendix 2.
- 3.3. Following the previous cycle of meetings in November and at Full Council on 2 December 2024, individual Members requested that officers review additional options for further reducing the proposed budget. For Corporate Services this included
  - a) Reserves Adjustment Plan: The Council could agree to build its reserves over a three-to-four-year period. By phasing the accumulation of general reserves, the maximum amount needed would not be taken in the first year of the budget. This approach would reduce the precept increase in the current year and level out the financial impact over the following years.

#### Officer Review

This refers to the general reserve currently being below the minimum required level of 25% of the annual salary budget for 2024/25, and that it is kept below the minimum level in future years. This has been reported previously and the shortfall is to be met by the current year underspend forecast, mainly from the savings due to the partial closure of Priory House.

It was reported to Council on 2 December 2024 that the general reserve minimum required was £586,135 in 2025/26, the current balance being £419,830, left a shortfall of £166,305. Having revised the salary calculation to remove casual and overtime hours, this has reduced to £565,701 reducing the shortfall to £145,871. As the underspend for the current year is forecast to be approximately £215,000, this will be allocated to bring the balance to the minimum requirement.

Members are reminded that the Council's Treasury Management Policy requires a **minimum** of 25% of the annual salary budget. It is therefore recommended to continue to ensure the Council maintains the minimum required General Reserve and not amend the policy.

b) Reduction in Publication Costs: The Council should reduce the number of Talk of the Town publications from three per year to two, generating a saving of £10.137

#### Officer Review

The Council currently produces 3 full editions of The Talk of the Town publication per year at a current cost of £10,137 per edition, plus 1 small edition in January at a cost of £3,994, total £34,405.

The Council has decided to publish Talk of the Town quarterly in line with the National Association of Local Council's requirement that a Quality local council publish four printed newsletters per year. Reducing the number of editions of Talk of the Town would reduce access to information for those who do not have internet or social media access which has a significant equalities implication. It is therefore not recommended to reduce the number of hard copy editions published.

c) Future of Grove House: The Finance and General Purposes Committee should review whether to proceed with developing plans to raise income from hiring the Council Chamber and wedding room for general use as well as weddings, or whether the Council should just seek to lease the space out again for 2-3 years to reduce the Council's immediate liability.

#### Officer Review

The Tenants who occupied the ground floor old marriage room area of Grove House vacated in October 2024. This has given the Council back access to the ground floor spaces including the ground floor toilets. The Council was in breach of its Equalities Duty by not providing access to

a disabled toilet for users of the Council Chamber and visitors to the building during the day.

The existing Tenants, currently in the former Citizens Advice section of the ground floor, have approached the Council on leasing further space in the building, namely the ground floor meeting room to the rear of the building, which has been used by staff for internal meetings and training as well as additional office space. As reported to this committee in November, a lease has been drafted and the space has been occupied since 1 January 2025. The existing Tenants have vacated the small first floor room they have been renting to move into the ground floor meeting room, resulting in an increase in income for rent of the larger area.

Since the closure of the licenced wedding facilities at Priory House during the ongoing works, it was noted that there are currently no other venues in Dunstable that provide this service to its residents. It is proposed to reintroduce weddings at Grove House, alongside Priory House when it reopens next year, using the 'marriage room' previously operated by Central Bedfordshire Council, as well as the extended ground floor areas including the Council Chamber and 'ante' room (small room off of the Council Chamber). There is also the option for the space to be hired for various uses by groups or organisations.

Whilst Priory House continues to be closed for an extended period, space for Council staff in Grove House is under additional pressure and staff are needing to make use of the additional rooms for meetings, 1-1s and private phone calls. The Priory House team also plan to make use of the space at Grove House for workshops/activities whilst Priory House works are ongoing.

Following a review of office space, it is now proposed to seek a new tenant for the first-floor small meeting room, which is being vacated.

Whilst the Council has lost an annual income of £18,000, this is being partly offset by an additional rent of £4,500 and new income of £3,000 from hires and £3,000 from leasing out the first-floor small meeting room. However, it is anticipated that, over the next year, income from room hires will rise significantly. The income target for 2025/26 is conservative at this stage. The Council has already booked a corporate hire for one day at a cost of £464 and it is hoped to increase this use. It is by no means certain that the Council would be able to find a new tenant, particularly from 1 April. It would not be possible to lease the full space again giving the accessibility requirements; any new lease would be for significantly less than the £18,000 previously achieved.

It is recommended that the Council seeks to maximise the use of the downstairs space by commercial hires for a 12-month period rather than attempt to obtain another tenant, which is not guaranteed.

## 4. RESERVE CONTRIBUTIONS AND LOAN REPAYMENTS

- 4.1. Detailed in the original proposed budget are the contributions to reserves and the loan repayments under 'Capital and Projects'. An increase to the Grove House building maintenance reserve of £20,000, totalling a £69,000 contribution in 2025/26 and future years. This is due to the known maintenance required to the upkeep of the building.
- 4.2. Following officers review of the budgets, it is recommended to reduce this additional contribution to the previous amount of £49,000 for 2025/26, proposing to use £20,000 from 2024/25 revenue budget forecast underspends, as reflected in Appendix 1 and shown in Appendix 2 of this report. This would mean a required increase of £20,000 in the 2025.26 budget.

#### 5. FINANCIAL IMPLICATIONS

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

#### 6. POLICY AND CORPORATE PLAN IMPLICATIONS

6.1. The Council has set itself a number of challenges and aspirations within the Corporate Plan for 2024-2027. The budget proposed would enable the Council to progress with proposed initiatives while maintaining the current range and quality of services provided.

## 7. HEALTH AND SAFETY IMPLICATIONS

7.1. The draft general health and safety budget for 2025/26 has been increased to account for known cost increases and requirements in the coming year.

#### 8. HUMAN RESOURCE IMPLICATIONS

- 8.1. The staffing costs included in the proposed budget assume that the national pay negotiation will result in the same pay award being offered as that of the current year, which averages at 3.5% for all staff.
- 8.2. The proposed budget also includes the implementation of the Council wide Pay Review conducted in 2024, already considered by the Personnel Sub-Committee on 14 November 2024 and approved at Finance and General Purposed Committee on 18 November 2024.

#### 9. EQUALITIES AND LEGAL IMPLICATIONS

9.1. There are none arising directly from this report.

#### 10. SEPARATE ENCLOSURES

- 10.1. Appendix 1 Proposed budget summary with recommended amendments
  - Appendix 2 Amended proposed draft budget 2025/26
  - Appendix 3 Corporate Services proposed fees and charges 2025/26

## 11. AUTHOR

Lisa Scheder – Head of Corporate Services and Responsible Financial Officer Email – <u>lisa.scheder@dunstable.gov.uk</u>

% increase

11.89

#### PROPOSED BUDGET SUMMARY WITH RECOMMENDED AMENDMENTS - JANUARY 2025 COMMITTEE CYCLE

Originally proposed budget 2025-26	£3,400,622	Current budget 2024-25	£2,933,469	Difference	£467,153	% increase	15.925
Council Tax Base	13335	Council Tax Base	13338		-3.00		
Band D Property charge	£255.01		£219.93		£35.08		

 4 year budget:
 2025/26
 2026/27
 2027/28
 2028/29

 Precept
 £3,400,622
 £3,560,153
 £3,740,861
 £3,902,250

 Percentage increase
 15.92%
 4.69%
 5.08%
 4.31%

Since the above proposed budget was presented to Council, Officers have reviewed options received from Members and it is recommend to make the following changes:

**Corporate Services** 

Previously presented £906,729

-£20,000 Grove House building maintenance reserve contribution - use 24/25 underspend

Amended proposed £886,729 25/26 saving 0.685%

**Community Services** 

Previously presented £1,158,064

-£10,000 Fortnight of Fun - 40th Anniversary

-£10,000 Youth Festival - 40th Anniversary

Amended proposed <u>£1,138,064</u> 25/26 saving 0.685%

**Grounds and Environmental Services** 

Previously presented £1,335,829

-£15,000 Vehicle Replacement Reserve contribution - reduction

-£40,000 Vehicle Replacement Reserve contribution - use 24/25 underspend

-£16,759 Removal Grounds Apprentice post

-£6,695 Reduction of overtime (reduce Sundays to 26 weeks of the year)

Amended presented £1,257,375 25/26 saving 2.660%

Total Saving: -£118,454 Total % saving 4.03% Total % increase 11.89

Resulting in:

 Proposed budget 2025-26
 £3,282,168
 Current budget 2024-25
 £2,933,469
 Difference
 £348,699

 Council Tax Base
 13335
 Council Tax Base
 13338
 -3.00

 Band D Property charge
 £246.13
 £219.93
 £219.93

£20.51 £4.73

4 year budget:

 2025/26
 2026/27
 2027/28
 2028/29

 Precept
 £3,282,168
 £3,557,485
 £3,724,171
 £3,880,477

 Percentage increase
 11.89%
 8.39%
 4.69%
 4.20%

Members will note that, although the reduced budget presented reduces the precept increase for 2025/26, this has a knock on effect to the future years budgets.

COR	POR	ΔTF	SERV	ICFS

		_	STAFF COSTS - 1	00			
Cost	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
Centre	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
100	4001	Expenditure: Salaries	-505,964	-544,549	-560,885	-577,712	-595,043
100	4001	Salaries	-505,964	-544,549	-560,885	-577,712	-595,043
		CE	NTRAL SERVICES	s <sub>-</sub> 101			
		<u>CE</u>	Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		_	·	•	•	•
	Code	Nominal Description Income:	2024/25	2025/26	2026/27	2027/28	2028/29
101	1003	INC - Service charges	10,359	0	0	0	0
		S	10,359	0	0	0	0
		Francis distrings					
101	4007	Expenditure: Staff Training	-22,500	-22,500	-23,000	-23,500	-24,000
101	4010	Payroll Services	-5,350	-6,994	-7,344	-23,300 -7,711	-8,096
101	4021	Telephones / Data Links	-7,200	-16,650	-17,150	-17,664	-18,194
101	4022	Postage	-1,000	-1,000	-1,000	-1,000	-1,000
101	4023	Stationery	-3,000	-3,000	-3,000	-3,000	-3,000
101	4025	Subscriptions/Publications	-6,000	-7,500	-7,875	-8,269	-8,682
101	4037	Equipment Maintenance / Software	-39,370	-46,870	-48,276	-49,724	-51,216
101 101	4039 4058	Equipment Hire (Photocopier rental) Professional Services	-7,000 -20,500	-6,400 -20,500	-6,400 -21,525	0 -22,601	-23,731
101	4030	Tolessional Services	-111,920	-131,414	-135,569	-133,469	-137,920
						·	<u> </u>
		Total Net Expenditure:	-101,561	-131,414	-135,569	-133,469	-137,920
			GROVE HOUSE -	102			
		•	Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
400		Income:		0.700			
102 102	1001	Lettings/Facility Hire	500	2,500	3,500	5,000	6,000
102	1002	Rents and Rates (Tenants)	37,572 38,072	25,072 27,572	26,326 29,826	27,642 32,642	29,024 35,024
				,-		- ,-	
		Expenditure:					
102	4011	Rates	-14,100	-16,100	-16,422	-16,750	-17,085
102	4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
102	4014	Electricity	-15,400	-9,000	-9,000	-9,000	-9,000
102 102	4015 4016	Gas Cleaning	-16,188 -11,130	-10,000 -11,464	-10,000 -11,808	-10,000 -12,162	-10,000 -12,527
102	4017	Waste disposal	-11,130 -950	-11,404	-1,008	-1,039	-1,070
102	4018	Security	0	-200	-200	-200	-200
102	4021	Telephones/data links	-300	0	0	0	0
102	4036	Building Maintenance Contracts	-2,870	-3,708	-3,819	-3,934	-4,052
102	4038	Repairs and Maintenance	-7,000	-7,000	-7,210	-7,426	-7,649
102	4040	Equipment/Materials/Tools	-3,750	-3,863	-3,979	-4,098	-4,221
			-72,688	-63,314	-64,446	-65,610	-66,804
		Total Net Expenditure:	-34,616	-35,742	-34,621	-32,968	-31,780
		<u>cc</u>	ORPORATE SERV	ICES			
		00000	DATE MANAGES	ENT 400			
		CORPC	RATE MANAGEM  Budget	Proposed	Proposed	Proposed	Proposed
			Dauger	Toposeu	. Toposeu	. roposeu	. Toposeu

	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
106	1096	Investment/Bank Interest	71,000	101,000	101,000	101,000	101,000
		Beds FA Buildings and ATP Insurance +					
106	1099	recharges	6,150	6,150	6,335	6,525	6,720
			77,150	107,150	107,335	107,525	107,720
		•					
		Expenditure:					
106	4003	Pension/HR Related Costs	-7,920	-7,920	-7,920	-7,920	-7,920
106	4006	Health & Safety	-10,000	-10,300	-10,609	-10,927	-11,255
106	4019	DBS Checks	-500	-550	-550	-550	-550
106	4021	Telephone	-2,175	0	0	0	0
106	4026	Insurance	-61,500	-71,703	-73,854	-76,070	-78,352
106	4030	Advertising - Recruitment	-2,000	0	0	0	0
106	4032	Publicity / Marketing	-5,500	-5,500	-5,500	-5,500	-5,500
106	4033	Newsletter	-35,000	-36,050	-37,132	-38,245	-39,393
106	4034	Website	-6,500	-4,500	-4,500	-4,500	-4,500
106	4056	Audit Fees - External	-3,440	-3,543	-3,649	-3,759	-3,872
106	4057	Audit Fees - Internal	-2,450	-2,524	-2,599	-2,677	-2,757
106	4061	Annual Report	-2,250	-1,250	-1,250	-1,250	-1,250
		HR Related Costs - (inc Uniform					
106	4062	workwear)	-3,500	-3,605	-3,713	-3,825	-3,939
106	4063	Uniform	-3,000	-3,090	-3,183	-3,278	-3,377
106	4096	Bank Charges	-4,500	-2,500	-2,750	-3,000	-3,250
		_	-150,235	-153,035	-157,209	-161,501	-165,915
		Total Net Expenditure:	-73,085	-45,885	-49,875	-53,977	-58,194

## CORPORATE SERVICES

DEMOCRATIC MANAGEMENT	AND R	REPRESEN	ITATI	ON	<u>- 107</u>

			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
107	4007	Member Training	-1,000	-1,000	-1,000	-1,000	-1,000
107	4024	Printing Costs (Civic Events)	-1,250	-1,250	-1,250	-1,250	-1,250
107	4025	Subscriptions	-2,250	-2,300	-2,369	-2,440	-2,513
107	4501	Mayoral Transport	-3,500	-3,500	-3,500	-3,500	-3,500
107	4502	Mayoral Allowance	-4,500	-4,500	-4,500	-4,500	-4,500
107	4503	Civic Hospitality	-8,600	-8,600	-8,858	-9,124	-9,397
107	4504	Civic Regalia	-500	-500	-500	-500	-500
107	4515	Remembrance Services	-3,000	-3,090	-3,183	-3,278	-3,377
			-24,600	-24,740	-25,160	-25,592	-26,037

## CORPORATE SERVICES

# CAPITAL AND PROJECTS - 110 Budget Propos

			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
	,	Expenditure:					
110	4051	Loan Interest Payable (Grove House)	-12,015	-10,932	-9,849	-8,766	-7,683
110	4052	Loan Capital Repaid (Grove House)	-23,567	-23,567	-23,567	-23,567	-23,567
110	4721	Cont. to Reserves (IT)	-20,000	-20,000	-20,000	-25,000	-35,000
110	4723	Cont. to Election Reserve	0	0	-20,000	-30,000	-30,000
110	4724	Cont. to Reserve (Building Maint)	-49,000	-49,000	-69,000	-69,000	-69,000
110	4730	Cont. to Town Twinning Reserve	0	0	0	0	0
110	4936	Cont. To Personnel Reserve	0	0	-1,000	-1,000	-1,000
110	4949	Cont. to Website Development	0	-900	-900	-900	-900
			-104,582	-104,399	-144,316	-158,233	-167,150
					·	·	

CORPORATE SERVICES	-844.408	-886.729	-950.426	-981.951	-1.016.125

## **GROUNDS AND ENVIRONMENTAL SERVICES**

STAFF AND VEHICLE COSTS	S - 200
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			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal	Naminal Bassintian	0004/07	0007/00		0007/00	0000/00
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
200	4001	Grounds Staff	-848,515	-933,559	-961,566	-990,413	-1,020,125
200	4005	Grounds Staff Overtime	-12,600	-13,600	-14,008	-14,428	-14,861
200	4045	Vehicle Fuel	-21,000	-22,050	-23,153	-24,310	-25,526
200	4145	Vehicle Maintenance Costs	-24,178	-18,195	-18,741	-19,303	-19,882
			-906,293	-987,404	-1,017,467	-1,048,454	-1,080,394

## ALLOTMENTS - 201

	ALLO I MEI TO ZOT						
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					·
201	1002	Rent Receivable	10,000	11,150	11,485	11,829	12,184
201	1091	Misc Income	500	500	500	500	500
201	1099	INC - Recharges etc	4,550	3,000	3,090	3,183	3,278
			15,050	14,650	15,075	15,512	15,962
		Expenditure:					
201	4012	Water	-4,000	-4,000	-4,000	-4,000	-4,000
201	4014	Electricity	-4,550	-3,000	-3,000	-3,000	-3,000
201	4017	Waste Disposal	-1,575	-1,622	-1,671	-1,721	-1,773
201	4038	Repairs and Maintenance	-2,000	-2,060	-2,122	-2,185	-2,251
201	4041	Tree Maintenance	-500	-550	-1,650	-4,950	-14,850
			-12,625	-11,232	-12,443	-15,856	-25,874
		Total Nat Franco ditama	0.405	2.440	0.000	245	0.040
		Total Net Expenditure:	2,425	3,418	2,632	-345	-9,912

## GROUNDS AND ENVIRONMENTAL SERVICES

## CEMETERY - 202

		<u> </u>					
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
202	1021	Burial Fees	155,000	175,000	180,250	185,658	191,227
202	1022	Book of Remembrance	1,200	600	600	600	600
202	1023	Memorials	54,450	54,450	56,084	57,766	59,499
202	1027	Kerb Blocks	1,000	1,000	1,000	1,000	1,000
202	1028	Sanctums	2,500	2,500	2,500	2,500	2,500
			214,150	233,550	240,434	247,524	254,826
		Expenditure:					
202	4001	Staff Costs	-86,150	-96,865	-99,771	-102,764	-105,847
202	4011	Rates	-9,100	-9,100	-9,282	-9,468	-9,657
202	4012	Water	-4,000	-4,000	-4,000	-4,000	-4,000
202	4014	Electricity	-10,100	-5,000	-5,000	-5,000	-5,000
202	4015	Gas	-3,125	-2,200	-2,200	-2,200	-2,200
202	4016	Cleaning	-6,300	-6,489	-6,684	-6,884	-7,091
202	4017	Waste Disposal	-8,610	-8,868	-9,134	-9,408	-9,691
202	4018	Security	-3,550	-3,550	-3,657	-3,766	-3,879
202	4021	Telephones/data links	-2,515	0	0	0	0
202	4023	Stationery	-400	-600	-600	-600	-600
202	4036	Building Maintenance Contracts	-1,600	-3,000	-3,090	-3,183	-3,278
202	4037	IT Licences and Support	-4,770	-5,520	-5,520	-5,520	-5,520

202	4038	Repairs and Maintenance	-8,000	-8,240	-8,487	-8,742	-9,004
202	4040	Equipment/Materials/Tools	-7,000	-7,210	-7,426	-7,649	-7,879
202	4041	Tree Planting/Surgery	-1,500	-1,650	-1,700	-1,750	-1,803
202	4047	Green Flag	-350	-400	-400	-400	-400
202	4127	Kerb Blocks	-500	-500	-500	-500	-500
202	4128	Sanctums	-1,500	-1,500	-1,500	-1,500	-1,500
202	4201	Book of Remembrance	-800	-400	-400	-400	-400
202	4743	New Cemetery Development	0	0	-100,000	-120,000	-150,000
			-159,870	-165,092	-269,350	-293,735	-328,248
		Total Net Expenditure:	54,280	68,458	-28,917	-46,211	-73,422

		RECRE	ATION GROUN	DS - 205			
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					_
205	1009	Football Pitches	6,700	7,500	7,725	7,957	8,195
205	1024	INC - Maintenance	2,400	2,400	2,400	2,400	2,400
			9,100	9,900	10,125	10,357	10,595
		Expenditure:					
205	4011	Store Rates	-1,200	-4,110	-4,233	-4,360	-4,491
205	4012	Water	-1,000	-3,000	1,000	1,000	1,000
205	4013	Depot Rent Contribution	-11,440	-17,000	-17,000	-17,000	-17,000
205	4014	Electricity	-11,800	-11,800	-11,800	-11,800	-11,800
205	4016	Cleaning	-1,710	-2,000	-2,060	-2,122	-2,185
205	4017	Waste Disposal/Skips	-9,240	-9,517	-9,803	-10,097	-10,400
205	4018	Security/Locking/Patrols	-7,650	-10,440	-10,753	-11,076	-11,408
205	4021	Telephones/data links	-2,000	0	0	0	0
205	4036	Building Maintenance Contracts	-750	-2,750	-2,833	-2,917	-3,005
205	4038	Repairs and Maintenance	-15,000	-15,000	-15,000	-15,000	-15,000
205	4040	Equipment/Materials/Tools	-9,000	-5,760	-5,933	-6,111	-6,294
205	4041	Tree Planting/Surgery	-1,500	-1,650	-1,700	-1,750	-1,803
205	4046	Play Areas Equipment/Maintenance	-19,000	-19,000	-19,570	-20,157	-20,762
205	4047	Green Flag	-375	-400	-400	-400	-400
205	4834	Contribution from commuted sums	8,000	8,000	8,000	6,000	0
			-83,665	-94,427	-92,084	-95,791	-103,548
		Total Net Expenditure:	-74,565	-84,527	-81,959	-85,434	-92,953

		TOWN CENT	RE AND GAR	DENS - 403			
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
403	1009	Croquet Lawn Hire	2,720	2,500	2,575	2,652	2,732
403	1051	Town Centre Agency with CBC	36,900	38,007	39,147	40,322	41,531
		<u>-</u>	39,620	40,507	41,722	42,974	44,263
		Expenditure:					
403	4012	Water (Mess Room)	-800	-800	-800	-800	-800
403	4014	Electricity (Mess and Market Clock)	-10,800	-5,000	-5,000	-5,000	-5,000
403	4016	Cleaning	-1,260	-1,500	-1,545	-1,591	-1,639
403	4017	Waste Disposal/Skips	-9,135	-9,135	-9,409	-9,691	-9,982
403	4021	Telephones/data links	-2,000	0	0	0	0
403	4036	Maint Contracts - CCTV (Priory Gardens)	-7,520	-7,746	-7,978	-8,217	-8,464
403	4038	Repairs and Maintenance	-4,000	-4,120	-4,244	-4,371	-4,502
403	4040	Equipment/Materials/Tools	-2,000	-2,060	-2,122	-2,185	-2,251
403	4041	Tree Planting/Surgery	-1,500	-1,650	-1,700	-1,750	-1,803
403	4043	Bedding Plants and Baskets	-27,000	-34,750	-42,500	-42,500	-42,500
403	4047	Green Flag	-800	-800	-800	-800	-800
403	4075	Skateboard Park	-3,000	-3,000	-3,000	-3,000	-3,000

		Total Net Expenditure:	-32.195	-32 114	-39.497	-39.118	-38.729
100	1010	Tarke Bevelopmon	-71.815	_,	-81.219	-82.092	-82.992
403	4540	Parks Development	-2.000	-2.060	-2.122	-2.185	-2.251

		TOWN R	ANGER SERVI	CE - 206			
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
206	1024	Maintenance / Contracts	6,000	6,000	6,000	6,000	6,000
			6,000	6,000	6,000	6,000	6,000
		Expenditure:					
206	4017	Waste Disposal	-1,260	-1,298	-1,337	-1,377	-1,418
206	4021	Telephones/data links	-1,000	0	0	0	0
206	4036	Maintenance Contracts	-600	-618	-637	-656	-675
		Repairs and Maintenance (inc Town					
206	4038	Centre)	-4,400	-4,532	-4,668	-4,808	-4,952
206	4040	Tools and Equipment	-3,000	-3,090	-3,183	-3,278	-3,377
206	4045	Vehicle Fuel	-4,000	-4,000	-4,000	-4,000	-4,000
206	4145	Vehicle Maintenance Costs	-4,500	-6,500	-6,500	-6,500	-6,500
			-18,760	-20,038	-20,324	-20,619	-20,922
		Total Net Expenditure:	-12,760	-14,038	-14,324	-14,619	-14,922

		BENNETT MEMORIAL REC	REATION GRO	OUND SPLASH	PARK - 115		
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		_				
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
115	1001	Lettings/Facility Hire	450	4,500	4,635	4,774	4,917
115	1032	Catering	37,000	55,500	57,165	58,880	60,646
115	1092	Concession	5,000	5,000	5,150	5,305	5,464
			42,450	65,000	66,950	68,959	71,027
		Expenditure:					
115	4001	Staff costs	-12,707	-44,412	-45,744	-47,117	-48,530
115	4002	Wages	-19,962	-37,874	-39,010	-40,181	-41,386
115	4011	Rates	-2,670	-2,670	-2,750	-2,833	-2,918
115	4012	Utilities-Water	-1,250	-1,250	-1,250	-1,250	-1,250
115	4014	Utilities-Electricity	-11,150	-6,300	-6,300	-6,300	-6,300
115	4016	Cleaning	-2,500	-2,575	-2,652	-2,732	-2,814
115	4017	Waste Disposal	-2,310	-3,000	-3,090	-3,183	-3,278
115	4021	Telephones/data links	-500	0	0	0	0
115	4027	Licences	-220	-220	0	0	0
115	4032	Publicity/Marketing	-300	-300	-300	-300	-300
115	4036	Maintenance Contracts	-8,400	-8,652	-8,912	-9,179	-9,454
115	4038	Repairs and Maintenance	-500	-1,500	-1,545	-1,591	-1,639
115	4040	Equipment/Materials/Tools	-500	-1,000	-1,030	-1,061	-1,093
115	4059	Catering Expenses	-2,600	-2,600	-2,678	-2,758	-2,841
115	4060	Catering stock	-14,800	-22,000	-22,660	-23,340	-24,040
			-80,369	-134,353	-137,921	-141,824	-145,843
		Total Net Expenditure:	-37,919	-69,353	-70,971	-72,865	-74,816

CAPITAL AND PROJEC	CTS - 210			
Budget	Proposed	Proposed	Proposed	Proposed

	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
210	4051	Loan Interest Payable	-11,205	-10,098	-9,285	-8,473	-7,708
210	4052	Loan Capital Repaid	-23,170	-16,062	-16,062	-15,531	-15,000
210	4712	Cont. to Vehicles Reserve	-15,000	-20,000	-60,000	-50,000	-55,000
210	4719	Cont. to Cem Memorial Safety	-1,575	-1,655	-1,738	-1,825	-1,916
210	4728	Cont. to Priory Churchyard	0	0	-5,000	-10,000	-12,000
210	4731	Cont. to Tree Reserve	-15,000	-15,000	-15,000	-15,000	-15,000
210	4732	Cont. to Open Spaces Improvement Plan	-30,000	-30,000	-30,000	-30,000	-30,000
		Tfr to Pavilions Building Maintenance					
210	4734	Res	-15,000	-15,000	-15,000	-15,000	-15,000
210	4738	Cont. to Allotment Reserve	-5,000	-5,000	-5,000	-5,000	-5,000
210	4741	Cont. to Splash/Skate/BMX	-12,000	-12,000	-12,000	-12,000	-12,000
210	4743	Cont. to Cemetery Building	-5,000	-10,000	-10,000	-10,000	-10,000
210	4744	Cont. to Fencing Renewal	-7,000	-7,000	-7,000	-7,000	-7,000
		_	-139,950	-141,815	-186,085	-179,829	-185,624
		-	_		_	_	
	CDOU	INDO 9 ENVIDONMENTAL CEDVICEO	1 1/6 077	1 257 275	1 /26 500	1 /06 075	1 570 771

GROUNDS & ENVIRONMENTAL SERVICES -1,146,977 -1,257,375 -1,436,588 -1,486,875 -1,570,771

# COMMUNITY SERVICES

# STAFF COSTS - 300

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Expenditure					
		Community Services Staff (Including					
300	4001	Management)	-335,990	-351,165	-361,700	-372,551	-383,727
300	4000	Salaries- Funded Posts	0	-81,722	0	0	0
			-335,990	-432,887	-361,700	-372,551	-383,727
		Income:					
300	1071	Grant Income	25,172	81,722	0	0	0
			25,172	81,722	0	0	0
		Total Net Expenditure	-310,818	-351,165	-361,700	-372,551	-383,727

# OLDER PEOPLE'S DAY CARE SERVICE - 209

	Nominal Code	_	Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
209	1004	Activities Income	1,560	1,640	1,640	1,640	1,640
209	1006	Central Bedfordshire Council (Contract)	9,156	9,156	9,156	9,156	9,156
209	1007	Fees	16,650	14,000	14,000	14,000	14,000
209	4834	Contribution from Reserve (Transport)	1,200	0	0	0	0
		· · · · · · · · · · · ·	28,566	24,796	24,796	24,796	24,796
		Expenditure					
209	4001	Staff Costs	-24,881	-28,064	-28,906	-29,773	-30,666
209	4021	Telephones/data links	-900	0	0	0	0
209	4064	Hall Hire	-5,525	-5,525	-5,525	-5,525	-5,525
209	4065	Lunch Club Catering	-9,900	-11,000	-11,000	-11,000	-11,000
209	4066	Entertainment	-4,200	-4,200	-4,200	-4,200	-4,200
209	4313	Transport	-11,000	-7,500	-7,725	-7,957	-8,195
			-56,406	-56,289	-57,356	-58,455	-59,587
		Total Net Expenditure	-27,840	-31,493	-32,560	-33,659	-34,791

**COMMUNITY ENGAGEMENT - 303** 

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
303	1001	INC- Lettings/Facilities hire (Downside)	8,000	7,000	7,000	7,000	7,000
303	1004	Activities	2,200	2,200	2,200	2,200	2,200
			10,200	9,200	9,200	9,200	9,200
		Expenditure					
303	4032	Marketing	-300	-300	-300	-300	-300
303	4040	Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
303	4066	Activities Programme (Young People)	-18,507	-18,507	-18,507	-18,507	-18,507
303	4067	Community Projects (inc Big Lunch)	-8,100	-8,100	-8,100	-8,100	-8,100
		Grants to Voluntary Community					
303	4321	Organisations	-13,500	-13,500	-13,500	-13,500	-13,500
		_	-41,407	-41,407	-41,407	-41,407	-41,407
		•					
		Total Net Expenditure	-31,207	-32,207	-32,207	-32,207	-32,207

# COMMUNITY SERVICES

# GROVE CORNER - 304 (and outreach work)

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
304	1001	Room Hire	10,000	11,000	11,330	11,670	12,020
304	1032	Bar & Catering Sales	750	750	750	750	750
			10,750	11,750	12,080	12,420	12,770
		Expenditure					
304	4001	Staff Costs	-8,679	-9,549	-9,835	-10,131	-10,434
304	4002	Wages	0	-4,000	-4,120	-4,244	-4,371
304	4011	Rates	-2,350	-2,510	-2,585	-2,663	-2,743
304	4012	Utilities-Water	-1,000	-1,200	-1,200	-1,200	-1,200
304	4014	Utilities-Electricity	-4,500	-2,500	-2,500	-2,500	-2,500
304	4015	Utilities-Gas	-3,125	-3,125	-3,125	-3,125	-3,125
304	4016	Cleaning	-600	-618	-637	-656	-675
304	4021	Telephones/data links	-2,150	0	0	0	0
304	4027	Licences	-400	-500	-500	-500	-500
304	4032	Marketing	-300	-400	-400	-400	-400
304	4036	Maintenance Contracts	-2,900	-2,987	-3,077	-3,169	-3,264
304	4038	Repairs and Maintenance	-1,386	-1,428	-1,470	-1,515	-1,560
304	4040	Equipment	-950	-979	-1,008	-1,038	-1,069
304	4060	Catering Stock	-750	-750	-750	-750	-750
304	4066	Entertainment/Activities	-2,000	-2,000	-2,000	-2,000	-2,000
			-31,090	-32,545	-33,207	-33,889	-34,592
		Total Net Expenditure	-20,340	-20,795	-21,127	-21,469	-21,822

**EVENTS PROGRAMME - 401** 

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	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code		2024/25	2025/26	2026/27	2027/28	2028/29
		Income					
401	1092	Concessions	12,500	13,000	13,390	13,792	14,205
			12,500	13,000	13,390	13,792	14,205
		Expenditure					
401	4001	Staff Costs	-45,488	-48,392	-49,844	-51,339	-52,879
401	4002	Events staffing	-4,053	-4,147	-4,271	-4,400	-4,532
401	4014	Electricity (Performance Area)	-2,750	-2,750	-2,750	-2,750	-2,750
		Events infrastructure (waste					
401	4017	management, etc)	-16,500	-18,150	-18,695	-19,255	-19,833
401	4021	Telephone	-640	0	0	0	0
401	4032	Marketing	-6,000	-6,000	-6,000	-6,000	-6,000
401	4035	History/Cultural Event	-10,395	-10,915	-11,242	-11,580	-11,927

401	4036	Maintenance Contracts	-200	-300	-309	-318	-328
401	4040	Equipment	-1,000	-1,030	-1,061	-1,093	-1,126
401	4055	External Contracts	-6,794	-7,134	-7,348	-7,568	-7,796
401	4511	St George's Day	-4,620	-4,851	-4,997	-5,146	-5,301
401	4512	Party in the Park	-15,593	-25,593	-26,361	-27,152	-27,966
401	4514	Torchlight Carols Event	-9,240	-12,202	-12,568	-12,945	-13,333
401	4518	Band Concerts	-3,465	-3,465	-3,569	-3,676	-3,786
401	4522	Dunstable Live	-10,395	-10,915	-11,242	-11,580	-11,927
401	4523	Proms in the Park	-11,550	-12,128	-12,492	-12,867	-13,253
401	4524	Priory Pictures	-13,860	-14,553	-14,990	-15,439	-15,902
401	4525	Motor Rally	-2,888	-3,032	-3,123	-3,217	-3,313
401	4525	Events	-10,000	-20,000	-20,000	-20,000	-20,000
			-175,431	-205,557	-210,861	-216,325	-221,952
		Total Net Expenditure	-162,931	-192,557	-197,471	-202,533	-207,746

# COMMUNITY SERVICES

# PRIORY HOUSE - 402

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
402	1001	Letting/Facility Hire	6,000	0	4,500	6,000	6,000
402	1004	INC - Activities	500	1,200	1,200	1,200	1,200
402	1030	Shop Sales	17,000	20,000	20,600	21,218	21,855
402	1032	Tea Rooms Sales	135,000	8,000	101,250	135,000	135,000
			158,500	29,200	127,550	163,418	164,055
		Expenditure					
402	4001	Staff Costs	-249,741	-72,305	-214,283	-294,282	-303,111
402	4005	Overtime/Additional hours	-30,658	-6,802	-7,006	-7,216	-7,433
402	4011	Rates	-22,700	-7,200	-23,000	-23,690	-24,401
402	4012	Utilities-Water	-2,500	-2,500	-2,500	-2,500	-2,500
402	4014	Utilities-Electricity	-27,500	-17,000	-17,000	-17,000	-17,000
402	4015	Utilities-Gas	-8,675	-5,500	-5,500	-5,500	-5,500
402	4016	Cleaning	-15,500	-600	-16,275	-16,763	-17,266
402	4017	Waste Disposal	-2,300	-2,300	-2,369	-2,440	-2,513
402	4020	Sundries and Office Costs	-2,000	-1,500	-1,500	-1,500	-1,500
402	4021	Telephones/data links	-2,400	0	0	0	0
402	4027	Licences	-3,000	-3,000	-3,000	-3,000	-3,000
402	4032	Marketing	-7,500	-1,000	-7,500	-7,500	-7,500
402	4036	Maintenance Contracts	-14,200	-10,000	-14,200	-14,626	-15,065
402	4038	Repairs and Maintenance	-7,500	-5,000	-7,500	-7,725	-7,957
402	4039	Equipment Hire	-3,300	-4,700	-4,700	-4,700	-4,700
402	4040	Equipment/Materials/Tools	-3,500	-1,500	-3,500	-3,605	-3,713
402	4059	Kitchen/Catering Expenses	-8,500	-2,000	-6,375	-8,500	-8,500
402	4060	Catering Stock	-65,000	-8,000	-48,750	-65,000	-65,000
402	4601	Shop Retail Stock	-7,800	-9,000	-9,000	-9,000	-9,000
402	4611	Education/Events	-4,000	-4,000	-4,000	-4,000	-4,000
			-488,274	-163,907	-397,958	-498,548	-509,658
		Total Net Expenditure	-329,774	-134,707	-270,408	-335,130	-345,604

# TOWN CENTRE SERVICES - 405

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
405	1011	Hire of stalls and pitches	13,800	12,000	12,360	12,731	13,113
405	1093	INC - Advertising/Sponsorship	0	800	800	800	800
405	1094	INC - Licences	0	1,000	1,030	1,061	1,093
			13,800	13,800	14,190	14,592	15,005
		Expenditure					
405	4001	Staff Costs	-68,914	-73,072	-75,264	-77,522	-79,848

405	4002	Staff Costs - Themed Markets Portering	-4,202	-4,458	-4,592	-4,729	-4,871
405	4021	Telephone/data links	-370	0	0	0	0
405	4032	Town Centre Marketing & Initiatives	-1,000	-1,000	-1,000	-1,000	-1,000
405	4040	Equipment/Materials/Tools	-5,220	-5,220	-5,220	-5,220	-5,220
405	4066	Town centre events	-30,000	-30,000	-30,900	-31,827	-32,782
405	4520	Christmas Lights and Decorations	-19,000	-19,000	-19,000	-19,000	-19,000
	4602	Pop Up Shop	-12,000	0	0	0	0
405	4715	Street Dressing	-5,000	-6,800	-6,800	-6,800	-6,800
		-	-145,706	-139,550	-142,776	-146,099	-149,521
		Total Net Expenditure	-131,906	-125,750	-128,586	-131,507	-134,515
		HIGH STREET HERIT	TAGE ACTION Z	ONE (HSHAZ)	<u>- 306</u>		
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code		2024/25	2025/26	2026/27	2027/28	2028/29
		Total Net Expenditure	-13,688	0	0	0	0
		PUBLIC CONVEN	NENCES (Ashto	on Square) - 40	) <u>7</u>		
		_ <del></del>				_	_
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code		2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure					
407	4016	Cleaning	-3,000	-3,000	-3,000	-3,000	-3,000
407	4036	Maintenance Contracts	-775	-1,575	-1,575	-1,575	-1,575
407	4038	Repairs and Maintenance Total Net Expenditure	-3,000	-3,000	-3,000	-3,000	-3,000
		Total Net Experience	-6,775	-7,575	-7,575	-7,575	-7,575
		CAPITAL	. AND PROJEC	<u>ΓS - 310</u>			
	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
	Nominal Code	Expenditure	Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
310		Expenditure Loan Charges (Priory House)	2024/25		2026/27	•	
310 310	Code	Loan Charges (Priory House)	<b>2024/25</b> -21,287	2025/26	<b>2026/27</b> -18,045	<b>2027/28</b> -16,423	<b>2028/29</b> -14,801
	<b>Code</b> 4051	Loan Charges (Priory House) Loan Capital Repaid (Priory House)	2024/25	<b>2025/26</b> -19,666	2026/27	2027/28	2028/29
	<b>Code</b> 4051	Loan Charges (Priory House)	<b>2024/25</b> -21,287	<b>2025/26</b> -19,666	<b>2026/27</b> -18,045	<b>2027/28</b> -16,423	<b>2028/29</b> -14,801
310	<b>Code</b> 4051 4052	Loan Charges (Priory House) Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas	<b>2024/25</b> -21,287 -31,792	-19,666 -31,792	-18,045 -31,792	-16,423 -31,792	-14,801 -31,792
310	<b>Code</b> 4051 4052	Loan Charges (Priory House) Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights)	<b>2024/25</b> -21,287 -31,792	-19,666 -31,792	-18,045 -31,792	-16,423 -31,792	-14,801 -31,792
310 310 310	Code 4051 4052 4714 4716	Loan Charges (Priory House) Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)	-21,287 -31,792 -7,000 -3,000	-19,666 -31,792 -7,000 -27,000	-18,045 -31,792 -7,000 -5,000	-16,423 -31,792 -7,000 -5,000	-14,801 -31,792 -7,000 -5,000
310 310	Code 4051 4052 4714	Loan Charges (Priory House) Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside	-21,287 -31,792 -7,000	-19,666 -31,792 -7,000	-18,045 -31,792 -7,000	-16,423 -31,792 -7,000	-14,801 -31,792 -7,000
310 310 310 310	Code 4051 4052 4714 4716 4717	Loan Charges (Priory House) Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)	-21,287 -31,792 -7,000 -3,000 -4,000	-19,666 -31,792 -7,000 -27,000 -4,000	-18,045 -31,792 -7,000 -5,000 -4,000	-16,423 -31,792 -7,000 -5,000 -4,000	-14,801 -31,792 -7,000 -5,000 -4,000
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-3,282,168
Tax Base 13335
-246.13 per year
-20.51 per month
-4.73 per week

# DUNSTABLE TOWN COUNCIL PROPOSED FEES AND CHARGES 2025/26

# **CORPORATE SERVICES**

GROVE HOUSE - MEETING ROOM HIRE	2024 / 25	2025 / 26
(figures shown inclusive of VAT)	£	£
	per hour	per hour
Council Chamber:		
Dunstable Voluntary Organisations	16.50	17.30
Commercial/Organisations outside Parish of Dunstable	33.00	34.60
Marriage Room:		MAX
Dunstable Voluntary Organisations	NEW	15.00
Commercial/Organisations outside Parish of Dunstable	NEW	25.00
Waiting Area:		MAX
Dunstable Voluntary Organisations	NEW	15.00
Commercial/Organisations outside Parish of Dunstable	NEW	25.00
Registrar Room:		MAX
Dunstable Voluntary Organisations	NEW	15.00
Commercial/Organisations outside Parish of Dunstable	NEW	25.00
Whole Area (excluding Council Chamber):		
Dunstable Voluntary Organisations	NEW	36.00
Commercial/Organisations outside Parish of Dunstable	NEW	60.00
Weekend Hirings double fee		

Weddings and formal celebration - project team are devleoping pricing structure

# **DUNSTABLE TOWN COUNCIL**

# FINANCE AND GENERAL PURPOSES COMMITTEE

#### **MONDAY 20 JANUARY 2025**

#### **BUDGET PROPOSALS FOR 2025/26**

Purpose of Report:	i) For members to consider and comment on the proposed budget,
	fees & charges and precept for 2025/26 taking into account
	comments and recommendations from Community Services
	Committee and Grounds and Environmental Services Committee
	and to make recommendation to full Council accordingly
	ii) For members to consider and comment on reserves

#### 1. ACTION RECOMMENDED

- 1.1 That the following changes to the originally proposed budget are made:
  - 1.1.1 *Community Services* reduction of £20,000 by removing the budgets for the Fortnight of Fun and Youth Festival (Minute 007/25)
  - 1.1.2 Grounds and Environmental Services reduction of £78,454 by reducing the contribution to the Vehicles reserve, removing the Grounds Apprenticeship post and reducing the grounds overtime (Minute 019/25)
  - 1.1.3 Corporate Services- reduction of £20,000 by reducing the contribution to the Grove House building maintenance reserve (included in the Corporate Services Budget Report within this agenda at item 037/25)
- 1.2 That the proposed budget for 2025/26, including the changes above, be presented to Council for approval (at appendix 2).
- 1.3 For members to consider and comment on current reserve balances and proposed contributions to reserves for 2025/26.

#### 2. INTRODUCTION

- 2.1. Members considered proposals for the draft 2025/26 revenue budget for Community Services at meetings held on 4 November 2024 and 6 January 2025, Grounds and Environmental Services at meetings held on 11 November 2024 and 13 January 2025, and Corporate Services at the meeting held on 18 November 2024 and included in the report provided with the agenda for this meeting.
- 2.2. The proposed net budget for **all** service areas is £3,282,168 which equates to £246.13 per year or £4.73 per week on a Band D council tax charge. The Council Tax base has decreased for 2025/26 to 13,335, resulting in a Council Tax increase of 11.89%, which would be £26.20 per year, or £0.50 per week. A table at appendix 1 shows the breakdown per band.
- 2.3. The proposed 4-year budget has been amended since the report was produced for the Corporate Services Budget Report included in the agenda, to remove the

bedding plants increase for future years, which included the additional planting planned for the 40<sup>th</sup> Anniversary in 2025/26. Detail as follows:

4-year budget previously proposed:

	2025/26	2026/27	2027/28	2028/29
Precept	£3,282,168	£3,557,485	£3,724,171	£3,880,477
Percentage increase	11.89%	8.39%	4.69%	4.20%

# 4-year budget now proposed:

	2025/26	2026/27	2027/28	2028/29
Precept	£3,282,168	£3,549,735	£3,716,421	£3872,727
Percentage increase	11.89%	8.15%	4.70%	4.21%

#### 3. RESERVES

#### **General Reserve**

3.1. It is the Council's policy to maintain a minimum general reserve of 25% of the salary budget. Based on the proposed budget for 2025/26 the Council would require a general reserve minimum balance of £586,135.

#### **Ear-marked Reserves**

- 3.2. Following initial consideration of the proposed budgets by each committee, officers reviewed the proposed contributions to reserves for 2025/26 and the following three years.
- 3.3. Proposed contributions to ear-marked reserves in 2025/26 are as follows:

Corporate Services:	
IT reserve	£20,000
*Grove House building maintenance reserve	£69,000
Website Development reserve	£900

Community Services:	
Christmas Lights reserve	£7,000
Downside Community Centre building maintenance	£27,000
reserve	
Grove Corner building maintenance reserve	£4,000
Tea Rooms equipment reserve	£3,000
Priory House building maintenance reserve	£149,357

Grounds and Environmental Services:			
**Vehicle reserve	£60,000		
Cemetery Memorial Safety reserve	£1,655		
Tree reserve	£15,000		
Open Spaces Improvement Plan reserve	£30,000		
Pavilions buildings maintenance reserve	£15,000		
Allotment reserve	£5,000		
Outdoor Leisure (non-play) reserve	£12,000		
Cemetery building maintenance reserve	£10,000		
Fencing renewal reserve	£7,000		

<sup>\*</sup>of which £20,000 is to be met from 2024/25 forecast revenue budget savings

<sup>\*\*</sup>of which £40,000 is to be met from 2024/25 forecast revenue budget savings

3.4. The Council currently holds a general reserve of £419,830. The forecast underspend for 2024/25 is approximately £215,000, so will enable Officers to finance the increase required of £145,871. The balance of the forecast underspend be allocated to finance the £40,000 contribution to the Vehicles reserve and £20,000 to the Grove House building maintenance reserve, as reported in the individual committee's budget reports and included elsewhere in this report. (This would lead to a required budget increase of £60,000 in the following year, 2026/27).

# 4. RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEES

# 4.1. Community Services Committee - 6 January 2025

**RESOLVED:** It was resolved to recommend to the Finance and General Purposes Committee to reduce the originally proposed Events and Community Engagement budgets by a total of £20,000, by removing the budgets for the Fortnight of Fun and Youth Festival.

(Minute 007/25)

# 4.2. Grounds and Environmental Services Committee – 13 January 2025

**RESOLVED:** It was resolved to recommend to the Finance and General Purposes Committee to reduce the originally proposed budgets by a total of £78,454 by; reducing the Vehicle Replacement reserve contribution by £55,000 (reducing by £15,000 and using £40,000 from 2024/25 forecast underspends); removing the Grounds Apprentice post at a saving of £16,759; and by a reduction on grounds overtime (reducing Sundays to 26 weeks of the year) at a saving of £6,695.

(Minute 019/25)

# 5. CAPITAL PROGRAMME 2025/26

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

#### 6. TOTAL DEBT AND ASSOCIATED REPAYMENTS

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

AREA	TOTAL LOAN OUTSTANDING AT 31.03.25	PRINCIPAL PAYMENT DUE 2025/26	TERM
Luton Road Pavilion	£2,656.25	£1,062.50	Nov 2026
Priory House loans 1&2	£149,999.72 £41,558.11	£16,666.68 £4,374.58	Nov 2033 May 2034
Priory House Ioan 3	£193,500.00	£10,750.00	Oct 2042
Grove House loans 1&2	£69,000.00 £174,999.74	£6,900.00 £16,666.68	Nov 2034 May 2035
2nd Cemetery extension	£210,000.00	£15,000.00	Nov 2038
TOTAL	£841,713.82	£71,420.44	

#### 7. COUNCIL ASSETS

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

#### 8. FINANCIAL IMPLICATIONS

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

#### 9. POLICY AND CORPORATE PLAN IMPLICATIONS

9.1. The Council has set itself a number of challenges and aspirations within the Corporate Plan for 2024-2027. The budget proposed would enable the Council to progress with proposed initiatives while maintaining the current range and quality of services provided.

#### 10. HEALTH AND SAFETY IMPLICATIONS

10.1. The draft general health and safety budget for 2025/26 has been increased to account for known cost increases and requirements in the coming year.

# 11. HUMAN RESOURCE IMPLICATIONS

11.1. The staffing costs included in the proposed budget assume that the national pay negotiation will result in the same pay award being offered as that of the current year, which averages at 3.5% for all staff.

11.2. The proposed budget also includes the implementation of the Council wide Pay Review conducted in 2024, already considered by the Personnel Sub-Committee on 14 November 2024 and approved at Finance and General Purposes Committee on 18 November 2024.

# 12. EQUALITIES AND LEGAL IMPLICATIONS

12.1. The Council has a legal obligation to set a balanced budget.

#### 13. APPENDICES

13.1. Appendix 1 - Council Tax Band proposal breakdown Appendix 2 - Proposed Draft Budget 2025/26

#### 14. AUTHOR

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	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	
Effective Number of Properties	1575.92	2758.72	4415.38	1920.74	1146.01	446.46	166.56	5	12,435
	2/3	7/9	8/9	1	1 2/9	1 4/9	1 2/3	2	10
Effective Number of Band D Properties	1050.61	2145.67	3924.78	3920.74	1400.67	644.89	277.6	10.01	13,375
Less allowance for non collection (0.3%)									40
Council Tax Base									13,335
2024/25 charge per household	147.64	172.24	196.85	221.46	270.67	319.88	369.10	442.91	2,953,869
2025/26 Proposed Charge per household	164.09	191.44	218.79	246.13	300.83	355.53	410.22	492.27	3,282,168
Proposed Increase per household	16.45	19.20	21.94	24.67	30.16	35.65	41.12	49.36	
Proposed Weekly Increase Per Household	0.32	0.37	0.42	0.47	0.58	0.69	0.79	0.95	

			CORPORATE SERV	ICES			
			STAFF COSTS - 1	00			
			Budget	Proposed	Proposed	Proposed	Proposed
Cost	Nominal						
Centre	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
400	4001	Expenditure: Salaries	505.004	544.540	500 005	F77 740	505.040
100	4001	Salaries	-505,964 - <b>505.964</b>	-544,549 <b>-544,549</b>	-560,885 <b>-560,885</b>	-577,712 <b>-577,712</b>	-595,043 - <b>595,043</b>
				,,,,,,			
		<u>c</u>	ENTRAL SERVICES				
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:	202-1/20	2020/20	2020/2/	2021720	2020/20
101	1003	INC - Service charges	10,359	0	0	0	0
			10,359	0	0	0	0
		Expenditure:					
101	4007 4010	Staff Training	-22,500	-22,500	-23,000	-23,500	-24,000
101 101	4010	Payroll Services Telephones / Data Links	-5,350 -7,200	-6,994 -16,650	-7,344 -17,150	-7,711 -17,664	-8,096 -18,194
101	4021	Postage	-1,000	-1,000	-17,150	-1,000	-10,194
101	4022	Stationery	-3,000	-3,000	-3,000	-3,000	-3,000
101	4023 4025	Subscriptions/Publications	-6,000	-7,500	-3,000 -7,875	-3,000 -8,269	-3,000 -8,682
101	4023	Equipment Maintenance / Software	-39,370	-46.870	-48,276	-49,724	-51,216
101	4037	Equipment Hire (Photocopier rental)	-7,000	-6,400	-6,400	-49,724 0	-51,210
101	4058	Professional Services	-20,500	-20,500	-21,525	-22,601	-23,731
101	4000	1 Torcasional octvices	-111,920	-131,414	-135,569	-133,469	-137,920
			,,,,,,	,	,	,	,
		Total Net Expenditure:	-101,561	-131,414	-135,569	-133,469	-137,920
			CORPORATE SERV	ICES			
			GROVE HOUSE -	102			
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal						
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
400	4004	Income:	500	0.500	2.500	F 000	0.000
102	1001	Lettings/Facility Hire	500	2,500	3,500	5,000	6,000
102	1002	Rents and Rates (Tenants)	37,572 38,072	25,072 27,572	26,326 29,826	27,642 32,642	29,024 35,024
			30,072	21,312	29,020	32,042	33,024
		Expenditure:					
102	4011	Rates	-14,100	-16,100	-16,422	-16,750	-17,085
102	4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
102	4014	Electricity	-15,400	-9,000	-9,000	-9,000	-9,000
102	4015	Gas	-16,188	-10,000	-10,000	-10,000	-10,000
102	4016	Cleaning	-11,130	-11,464	-11,808	-12,162	-12,527
102	4017	Waste disposal	-950	-979	-1,008	-1,039	-1,070
	4018	Security	0	-200	-200	-200	-200
102	4021	Telephones/data links	-300	0	0	0	0
102	4036	Building Maintenance Contracts	-2,870	-3,708	-3,819	-3,934	-4,052
102	4038	Repairs and Maintenance	-7,000	-7,000	-7,210	-7,426	-7,649
102	4040	Equipment/Materials/Tools	-3,750	-3,863	-3,979	-4,098	-4,221
			-72,688	-63,314	-64,446	-65,610	-66,804
					-		

-34,616

Total Net Expenditure:

-35,742

-34,621

-32,968

-31,780

#### CORPORATE SERVICES

	CORPORAT		TE MANAGEM	TE MANAGEMENT - 106			
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		-				
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
106	1096	Investment/Bank Interest	71,000	101,000	101,000	101,000	101,000
		Beds FA Buildings and ATP Insurance +					
106	1099	recharges	6,150	6,150	6,335	6,525	6,720
			77,150	107,150	107,335	107,525	107,720
		·					
		Expenditure:					
106	4003	Pension/HR Related Costs	-7,920	-7,920	-7,920	-7,920	-7,920
106	4006	Health & Safety	-10,000	-10,300	-10,609	-10,927	-11,255
106	4019	DBS Checks	-500	-550	-550	-550	-550
106	4021	Telephone	-2,175	0	0	0	0
106	4026	Insurance	-61,500	-71,703	-73,854	-76,070	-78,352
106	4030	Advertising - Recruitment	-2,000	0	0	0	0
106	4032	Publicity / Marketing	-5,500	-5,500	-5,500	-5,500	-5,500
106	4033	Newsletter	-35,000	-36,050	-37,132	-38,245	-39,393
106	4034	Website	-6,500	-4,500	-4,500	-4,500	-4,500
106	4056	Audit Fees - External	-3,440	-3,543	-3,649	-3,759	-3,872
106	4057	Audit Fees - Internal	-2,450	-2,524	-2,599	-2,677	-2,757
106	4061	Annual Report	-2,250	-1,250	-1,250	-1,250	-1,250
		HR Related Costs - (inc Uniform					
106	4062	workwear)	-3,500	-3,605	-3,713	-3,825	-3,939
106	4063	Uniform	-3,000	-3,090	-3,183	-3,278	-3,377
106	4096	Bank Charges	-4,500	-2,500	-2,750	-3,000	-3,250
		=	-150,235	-153,035	-157,209	-161,501	-165,915
		Total Net Expenditure:	-73,085	-45,885	-49,875	-53,977	-58,194

# CORPORATE SERVICES

DEMOCRATIC MANAGEMENT AND REPRESENTATION - 103
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			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		-		-	-	-
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
107	4007	Member Training	-1,000	-1,000	-1,000	-1,000	-1,000
107	4024	Printing Costs (Civic Events)	-1,250	-1,250	-1,250	-1,250	-1,250
107	4025	Subscriptions	-2,250	-2,300	-2,369	-2,440	-2,513
107	4501	Mayoral Transport	-3,500	-3,500	-3,500	-3,500	-3,500
107	4502	Mayoral Allowance	-4,500	-4,500	-4,500	-4,500	-4,500
107	4503	Civic Hospitality	-8,600	-8,600	-8,858	-9,124	-9,397
107	4504	Civic Regalia	-500	-500	-500	-500	-500
107	4515	Remembrance Services	-3,000	-3,090	-3,183	-3,278	-3,377
			-24,600	-24,740	-25,160	-25,592	-26,037

### CORPORATE SERVICES

# CAPITAL AND PROJECTS - 110

			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		-				
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
110	4051	Loan Interest Payable (Grove House)	-12,015	-10,932	-9,849	-8,766	-7,683
110	4052	Loan Capital Repaid (Grove House)	-23,567	-23,567	-23,567	-23,567	-23,567
110	4721	Cont. to Reserves (IT)	-20,000	-20,000	-20,000	-25,000	-35,000
110	4723	Cont. to Election Reserve	0	0	-20,000	-30,000	-30,000
110	4724	Cont. to Reserve (Building Maint)	-49,000	-49,000	-69,000	-69,000	-69,000
110	4730	Cont. to Town Twinning Reserve	0	0	0	0	0
110	4936	Cont. To Personnel Reserve	0	0	-1,000	-1,000	-1,000
110	4949	Cont. to Website Development	0	-900	-900	-900	-900
			-104,582	-104,399	-144,316	-158,233	-167,150
		=	_				
		CORPORATE SERVICES	-844.408	-886,729	-950.426	-981.951	-1.016.125

		GROUNDS AND	ENVIRONMEN	ITAL SERVICES	<u>i</u>		
		STAFF AN	ND VEHICLE CO	STS - 200			
		STAFFAR	Budget	Proposed	Proposed	Proposed	Proposed
	Nominal		g				
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
200	4001	Expenditure: Grounds Staff	040 515	022 550	061 566	000 412	1 020 125
200 200	4001	Grounds Staff Overtime	-848,515 -12,600	-933,559 -13,600	-961,566 -14,008	-990,413 -14,428	-1,020,125 -14,861
200	4045	Vehicle Fuel	-21,000	-22,050	-23,153	-24,310	-25,526
200	4145	Vehicle Maintenance Costs	-24,178	-18,195	-18,741	-19,303	-19,882
			-906,293	-987,404	-1,017,467	-1,048,454	-1,080,394
		ΔΙ	LOTMENTS - 2	01			
		<u> </u>	Budget	Proposed	Proposed	Proposed	Proposed
	Nominal			·	•	•	•
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
004	4000	Income:	40.000	44.450	44.405	44.000	40.404
201 201	1002 1091	Rent Receivable	10,000 500	11,150 500	11,485	11,829	12,184
201	1091	Misc Income INC - Recharges etc	4,550	3,000	500 3,090	500 3,183	500 3,278
201	1000	Troonargos sto	15,050	14,650	15,075	15,512	15,962
				,	,	,	
		Expenditure:					
201	4012	Water	-4,000	-4,000	-4,000	-4,000	-4,000
201	4014	Electricity	-4,550	-3,000	-3,000	-3,000	-3,000
201 201	4017 4038	Waste Disposal Repairs and Maintenance	-1,575	-1,622	-1,671	-1,721	-1,773 -2,251
201	4036 4041	Tree Maintenance	-2,000 -500	-2,060 -550	-2,122 -1,650	-2,185 -4,950	-2,251 -14,850
201	1011	Tree Maintenance	-12,625	-11,232	-12,443	-15,856	-25,874
		Total Net Expenditure:	2,425	3,418	2,632	-345	-9,912
		ODOUNDO AND		TAL 050,4050			
		GROUNDS AND	ENVIRONMEN	ITAL SERVICES	2		
		(	CEMETERY - 20	2			
		<u>(</u>	CEMETERY - 20 Budget	2 Proposed	Proposed	Proposed	Proposed
	Nominal		Budget	Proposed	•	•	-
	Nominal Code	Nominal Description		_	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
202	Code	Nominal Description Income:	Budget 2024/25	Proposed 2025/26	2026/27	2027/28	2028/29
202 202	<b>Code</b> 1021	Nominal Description Income: Burial Fees	<b>Budget</b> 2024/25 155,000	<b>Proposed 2025/26</b> 175,000	<b>2026/27</b> 180,250	<b>2027/28</b> 185,658	2028/29 191,227
202 202 202	Code	Nominal Description Income:	Budget 2024/25	Proposed 2025/26	2026/27	2027/28	2028/29
202 202 202	1021 1022 1023 1027	Nominal Description Income: Burial Fees Book of Remembrance	2024/25 155,000 1,200 54,450 1,000	Proposed  2025/26  175,000 600 54,450 1,000	2026/27 180,250 600 56,084 1,000	2027/28 185,658 600 57,766 1,000	2028/29 191,227 600 59,499 1,000
202 202	1021 1022 1023	Nominal Description Income: Burial Fees Book of Remembrance Memorials	2024/25 155,000 1,200 54,450 1,000 2,500	Proposed  2025/26  175,000 600 54,450 1,000 2,500	2026/27 180,250 600 56,084 1,000 2,500	2027/28 185,658 600 57,766 1,000 2,500	2028/29 191,227 600 59,499 1,000 2,500
202 202 202	1021 1022 1023 1027	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks	2024/25 155,000 1,200 54,450 1,000	Proposed  2025/26  175,000 600 54,450 1,000	2026/27 180,250 600 56,084 1,000	2027/28 185,658 600 57,766 1,000	2028/29 191,227 600 59,499 1,000
202 202 202	1021 1022 1023 1027	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums	2024/25 155,000 1,200 54,450 1,000 2,500	Proposed  2025/26  175,000 600 54,450 1,000 2,500	2026/27 180,250 600 56,084 1,000 2,500	2027/28 185,658 600 57,766 1,000 2,500	2028/29 191,227 600 59,499 1,000 2,500
202 202 202 202	1021 1022 1023 1027 1028	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure:	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150	Proposed  2025/26  175,000 600 54,450 1,000 2,500 233,550	2026/27 180,250 600 56,084 1,000 2,500 240,434	2027/28 185,658 600 57,766 1,000 2,500 247,524	191,227 600 59,499 1,000 2,500 254,826
202 202 202	1021 1022 1023 1027	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums	2024/25 155,000 1,200 54,450 1,000 2,500	Proposed  2025/26  175,000 600 54,450 1,000 2,500	2026/27 180,250 600 56,084 1,000 2,500	2027/28 185,658 600 57,766 1,000 2,500	2028/29 191,227 600 59,499 1,000 2,500
202 202 202 202 202	1021 1022 1023 1027 1028	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs	Budget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150	Proposed 2025/26 175,000 600 54,450 1,000 2,500 233,550	2026/27 180,250 600 56,084 1,000 2,500 240,434	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764	191,227 600 59,499 1,000 2,500 254,826
202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity	Budget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100	Proposed  2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4011 4012 4014 4015	Nominal Description Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125	Proposed 2025/26 175,000 600 54,450 1,000 2,500 233,550 -96,865 -9,100 -4,000 -5,000 -2,200	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning	Budget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884	2028/29 191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal	2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 6,489 -8,868 -3,550	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal	2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 0 -600 -3,090	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 0 -600 -3,183	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -1,600 -4,770	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -5,000 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -6,520 -8,240	2026/27 180,250 600 56,084 1,000 2,500 240,434 -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038 4040	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742 -7,649	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 -600 -3,278 -5,520 -9,004 -7,879
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038 4040 4040	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000 -1,500	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038 4040	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426	2027/28 185,658 600 57,766 1,000 2,500 247,524 -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742 -7,649	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 -600 -3,278 -5,520 -9,004 -7,879
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038 4040 4041 4047	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery Green Flaq	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -1,500 -1,500 -355	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650 -400	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700 -400	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750 -400	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803 -400
202 202 202 202 202 202 202 202 202 202	4001 4001 4015 4017 4018 4023 4037 4038 4040 4041 4047 4127 4128 4201	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery Green Flag Kerb Blocks Sanctums Book of Remembrance	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000 -1,500 -350 -500 -1,500 -800	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650 -400 -5,000 -1,500 -400	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700 -400 -500 -1,500 -1,500 -400	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750 -400 -5,000 -1,500	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803 -400 -500 -1,500 -400
202 202 202 202 202 202 202 202 202 202	1021 1022 1023 1027 1028 4001 4011 4012 4014 4015 4016 4017 4018 4021 4023 4036 4037 4038 4040 4041 4047 4127 4128	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery Green Flaq Kerb Blocks Sanctums	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000 -1,500 -350 -500 -1,500 -800 0	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650 -400 -500 -1,500 -1,500 -1,500 -000 -1,500 -1,500 -1,500 -1,500	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700 -400 -500 -1,500 -1,500 -1,500 -1,000	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750 -400 -5000 -1,500 -1,500 -400 -120,000	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803 -400 -500 -1,500 -4,000
202 202 202 202 202 202 202 202 202 202	4001 4001 4015 4017 4018 4023 4037 4038 4040 4041 4047 4127 4128 4201	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery Green Flag Kerb Blocks Sanctums Book of Remembrance	8udget 2024/25  155,000 1,200 54,450 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000 -1,500 -350 -500 -1,500 -800	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650 -400 -5,000 -1,500 -400	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700 -400 -500 -1,500 -1,500 -400	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750 -400 -5,000 -1,500	191,227 600 59,499 1,000 2,500 254,826 -105,847 -9,657 -4,000 -5,000 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803 -400 -500 -1,500 -400
202 202 202 202 202 202 202 202 202 202	4001 4001 4015 4017 4018 4023 4037 4038 4040 4041 4047 4127 4128 4201	Nominal Description  Income: Burial Fees Book of Remembrance Memorials Kerb Blocks Sanctums  Expenditure: Staff Costs Rates Water Electricity Gas Cleaning Waste Disposal Security Telephones/data links Stationery Building Maintenance Contracts IT Licences and Support Repairs and Maintenance Equipment/Materials/Tools Tree Planting/Surgery Green Flag Kerb Blocks Sanctums Book of Remembrance	8udget 2024/25  155,000 1,200 54,450 1,000 2,500 214,150  -86,150 -9,100 -4,000 -10,100 -3,125 -6,300 -8,610 -3,550 -2,515 -400 -1,600 -4,770 -8,000 -7,000 -1,500 -350 -500 -1,500 -800 0	Proposed 2025/26  175,000 600 54,450 1,000 2,500 233,550  -96,865 -9,100 -4,000 -5,000 -2,200 -6,489 -8,868 -3,550 0 -600 -3,000 -5,520 -8,240 -7,210 -1,650 -400 -500 -1,500 -1,500 -1,500 -000 -1,500 -1,500 -1,500 -1,500	2026/27  180,250 600 56,084 1,000 2,500 240,434  -99,771 -9,282 -4,000 -5,000 -2,200 -6,684 -9,134 -3,657 0 -600 -3,090 -5,520 -8,487 -7,426 -1,700 -400 -500 -1,500 -1,500 -1,500 -1,000	2027/28  185,658 600 57,766 1,000 2,500 247,524  -102,764 -9,468 -4,000 -5,000 -2,200 -6,884 -9,408 -3,766 0 -600 -3,183 -5,520 -8,742 -7,649 -1,750 -400 -5000 -1,500 -1,500 -400 -120,000	2028/29  191,227 600 59,499 1,000 2,500 254,826  -105,847 -9,657 -4,000 -5,000 -2,200 -7,091 -9,691 -3,879 0 -600 -3,278 -5,520 -9,004 -7,879 -1,803 -400 -500 -1,500 -4,000

		GROUNDS AND	ENVIRONMEN	TAL SERVICES	<u> </u>		
		RECREA	ATION GROUN	OS - 205			
	Naminal		Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
205	1009	Income: Football Pitches	6,700	7,500	7,725	7,957	8,195
205	1024	INC - Maintenance	2,400	2,400	2,400	2,400	2,400
		Expenditure:	9,100	9,900	10,125	10,357	10,595
205	4011	Store Rates	-1,200	-4,110	-4,233	-4,360	-4,491
205	4012	Water	-1,000	-3,000	1,000	1,000	1,000
205	4013	Depot Rent Contribution	-11,440	-17,000	-17,000	-17,000	-17,000
205 205	4014 4016	Electricity Cleaning	-11,800 -1,710	-11,800 -2,000	-11,800 -2,060	-11,800 -2,122	-11,800 -2,185
205	4017	Waste Disposal/Skips	-9,240	-9,517	-9,803	-10,097	-10,400
205	4018	Security/Locking/Patrols	-7,650	-10,440	-10,753	-11,076	-11,408
205	4021	Telephones/data links	-2,000	0	0	0	0
205 205	4036 4038	Building Maintenance Contracts Repairs and Maintenance	-750 -15,000	-2,750 -15,000	-2,833 -15,000	-2,917 -15,000	-3,005 -15,000
205	4040	Equipment/Materials/Tools	-9,000	-5,760	-5,933	-6,111	-6,294
205	4041	Tree Planting/Surgery	-1,500	-1,650	-1,700	-1,750	-1,803
205	4046	Play Areas Equipment/Maintenance	-19,000	-19,000	-19,570	-20,157	-20,762
205 205	4047 4834	Green Flag Contribution from commuted sums	-375 8,000	-400 8,000	-400 8.000	-400 6,000	-400 0
200	4004	Contribution from commuted sums	-83,665	-94,427	-92,084	-95,791	-103,548
		Total Net Expenditure:	-74,565	-84,527	-81,959	-85,434	-92,953
		GROUNDS AND	ENVIRONMEN	TAL SERVICES	<u>3</u>		
		TOWN CEN	TRE AND CAR	DENG 402			
		TOWN CEN	TRE AND GAR Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:		2020/20			
403	1009	Croquet Lawn Hire	2,720	2,500	2,575	2,652	2,732
403	1051	Town Centre Agency with CBC	36,900 39,620	38,007 40,507	39,147 41,722	40,322 42,974	41,531 44,263
		•	00,020	10,001	,	.2,07	11,200
		Expenditure:					
403	4012	Water (Mess Room)	-800	-800	-800	-800	-800
403 403	4014 4016	Electricity (Mess and Market Clock) Cleaning	-10,800 -1,260	-5,000 -1,500	-5,000 -1,545	-5,000 -1,591	-5,000 -1,639
403	4017	Waste Disposal/Skips	-9,135	-9,135	-9,409	-9,691	-9,982
403	4021	Telephones/data links	-2,000	0	0	0	0
403	4036	Maint Contracts - CCTV (Priory Gardens)	-7,520	-7,746	-7,978	-8,217	-8,464
403	4038	Repairs and Maintenance	-4,000	-4,120	-4,244	-4,371	-4,502
403	4040	Equipment/Materials/Tools	-2,000	-2,060	-2,122	-2,185	-2,251
403 403	4041 4043	Tree Planting/Surgery Bedding Plants and Baskets	-1,500 -27,000	-1,650 -34,750	-1,700 -34,750	-1,750 -34,750	-1,803 -34,750
403	4047	Green Flag	-800	-800	-800	-800	-800
403	4075	Skateboard Park	-3,000	-3,000	-3,000	-3,000	-3,000
403	4540	Parks Development	-2,000 -71,815	-2,060 -72,621	-2,122 -73,469	-2,185 -74,342	-2,251 -75,242
		•	-11,013	-12,021	-73,409	-14,342	-15,242
		Total Net Expenditure:	-32,195	-32,114	-31,747	-31,368	-30,979
		TOWN R	ANGER SERVI				<b>.</b>
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:					
206	1024	Maintenance / Contracts	6,000 6,000	6,000 6,000	6,000 6,000	6,000 6,000	6,000 6,000
		:	0,000	0,000	0,000	0,000	0,000
		Expenditure:					
206	4017	Waste Disposal	-1,260	-1,298	-1,337	-1,377	-1,418
206	4021	Telephones/data links	-1,000	0	0	0	0
206	4036	Maintenance Contracts Repairs and Maintenance (inc Town	-600	-618	-637	-656	-675
206	4038	Centre)	-4,400	-4,532	-4,668	-4,808	-4,952
206	4040	Tools and Equipment	-3,000	-3,090	-3,183	-3,278	-3,377
206	4045	Vehicle Fuel	-4,000	-4,000	-4,000	-4,000	-4,000 6,500
206	4145	Vehicle Maintenance Costs	-4,500 -18,760	-6,500 -20,038	-6,500 -20,324	-6,500 -20,619	-6,500 -20,922
		•			,	,	,
		Total Net Expenditure:	-12,760	-14,038	-14,324	-14,619	-14,922
		•					

		BENNETT MEMORIAL REC	REATION GRO	OUND SPLASH	PARK - 115		
			Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Income:	2024/23	2023/20	2020/21	2021720	2020/23
115	1001	Lettings/Facility Hire	450	4,500	4,635	4.774	4.917
115	1032	Catering	37,000	55,500	57,165	58,880	60,646
115	1092	Concession	5.000	5,000	5,150	5.305	5,464
			42,450	65,000	66,950	68,959	71,027
		Expenditure:					
115	4001	Staff costs	-12,707	-44,412	-45.744	-47,117	-48,530
115	4002	Wages	-19,962	-37,874	-39,010	-40,181	-41,386
115	4011	Rates	-2.670	-2,670	-2,750	-2,833	-2,918
115	4012	Utilities-Water	-1,250	-1,250	-1,250	-1,250	-1,250
115	4014	Utilities-Electricity	-11,150	-6,300	-6,300	-6,300	-6,300
115	4014	Cleaning	-2,500	-2,575	-2,652	-2,732	-2,814
115	4017	Waste Disposal	-2,310	-3,000	-3,090	-3,183	-3,278
115	4021	Telephones/data links	-500	-5,000	-5,090	-5,105	-3,270
115	4027	Licences	-220	-220	0	0	0
115	4032	Publicity/Marketing	-300	-300	-300	-300	-300
115	4032	Maintenance Contracts	-8.400	-8.652	-8.912	-9.179	-9.454
115	4038		-500	-,	-1,545	-1,591	-1,639
115		Repairs and Maintenance Equipment/Materials/Tools	-500	-1,500			
	4040	• •		-1,000	-1,030	-1,061	-1,093
115 115	4059	Catering Expenses	-2,600	-2,600	-2,678	-2,758	-2,841
115	4060	Catering stock	-14,800 -80,369	-22,000 -134,353	-22,660 -137,921	-23,340 -141,824	-24,040 -145,843
			-60,309	-134,333	-137,921	-141,024	-145,645
		Total Net Expenditure:	-37,919	-69,353	-70,971	-72,865	-74,816
		•					
		CAPITAL	AND PROJEC	TS - 210			
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code	Nominal Description	2024/25	2025/26	2026/27	2027/28	2028/29
		Expenditure:					
210	4051	Loan Interest Payable	-11,205	-10,098	-9,285	-8,473	-7,708
210	4052	Loan Capital Repaid	-23,170	-16,062	-16,062	-15,531	-15,000
210	4712	Cont. to Vehicles Reserve	-15,000	-20,000	-60,000	-50,000	-55,000
210	4719	Cont. to Cem Memorial Safety	-1,575	-1,655	-1,738	-1,825	-1,916
210	4728	Cont. to Priory Churchyard	0	0	-5,000	-10,000	-12,000
210	4731	Cont. to Tree Reserve	-15,000	-15,000	-15,000	-15,000	-15,000
210	4732	Cont. to Open Spaces Improvement Plan	-30,000	-30,000	-30,000	-30,000	-30,000
210	4734	Tfr to Pavilions Building Maintenance Res	-15,000	-15,000	-15,000	-15,000	-15,000
210	4738	Cont. to Allotment Reserve	-5,000	-5,000	-5,000	-5,000	-5,000
210	4741	Cont. to Splash/Skate/BMX	-12,000	-12,000	-12,000	-12,000	-12,000
210	4743	Cont. to Cemetery Building	-5,000	-10,000	-10,000	-10,000	-10,000
210	4744	Cont. to Fencing Renewal	-7,000	-7,000	-7,000	-7,000	-7,000
			-139,950	-141,815	-186,085	-179,829	-185,624
		•					

GROUNDS & ENVIRONMENTAL SERVICES -1,146,977 -1,257,375 -1,428,838 -1,479,125 -1,563,021

#### COMMUNITY SERVICES

#### STAFF COSTS - 300

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Expenditure					
		Community Services Staff (Including					
300	4001	Management)	-335,990	-351,165	-361,700	-372,551	-383,727
300	4000	Salaries- Funded Posts	0	-81,722	0	0	0
			-335,990	-432,887	-361,700	-372,551	-383,727
		Income:					
300	1071	Grant Income	25,172	81,722	0	0	0
			25,172	81,722	0	0	0
		Total Net Expenditure	-310,818	-351,165	-361,700	-372,551	-383,727

#### OLDER PEOPLE'S DAY CARE SERVICE - 209

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
209	1004	Activities Income	1,560	1,640	1,640	1,640	1,640
209	1006	Central Bedfordshire Council (Contract)	9,156	9,156	9,156	9,156	9,156
209	1007	Fees	16,650	14,000	14,000	14,000	14,000
209	4834	Contribution from Reserve (Transport)	1,200	0	0	0	0
			28,566	24,796	24,796	24,796	24,796
		Expenditure					
209	4001	Staff Costs	-24,881	-28,064	-28,906	-29,773	-30,666
209	4021	Telephones/data links	-900	0	0	0	0
209	4064	Hall Hire	-5,525	-5,525	-5,525	-5,525	-5,525
209	4065	Lunch Club Catering	-9,900	-11,000	-11,000	-11,000	-11,000
209	4066	Entertainment	-4,200	-4,200	-4,200	-4,200	-4,200
209	4313	Transport	-11,000	-7,500	-7,725	-7,957	-8,195
		·	-56,406	-56,289	-57,356	-58,455	-59,587
		Total Net Expenditure	-27 840	-31 493	-32 560	-33 659	-34 791

#### COMMUNITY ENGAGEMENT - 303

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
303	1001	INC- Lettings/Facilities hire (Downside)	8,000	7,000	7,000	7,000	7,000
303	1004	Activities	2,200	2,200	2,200	2,200	2,200
			10,200	9,200	9,200	9,200	9,200
		Expenditure					
303	4032	Marketing	-300	-300	-300	-300	-300
303	4040	Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
303	4066	Activities Programme (Young People)	-18,507	-18,507	-18,507	-18,507	-18,507
303	4067	Community Projects (inc Big Lunch) Grants to Voluntary Community	-8,100	-8,100	-8,100	-8,100	-8,100
303	4321	Organisations	-13.500	-13.500	-13.500	-13.500	-13,500
		3	-41,407	-41,407	-41,407	-41,407	-41,407
		•					
		Total Net Expenditure	-31,207	-32,207	-32,207	-32,207	-32,207

#### GROVE CORNER - 304 (and outreach work)

	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
304	1001	Room Hire	10,000	11,000	11,330	11,670	12,020
304	1032	Bar & Catering Sales	750	750	750	750	750
			10,750	11,750	12,080	12,420	12,770
		Expenditure					
304	4001	Staff Costs	-8,679	-9,549	-9,835	-10,131	-10,434
304	4002	Wages	0	-4,000	-4,120	-4,244	-4,371
304	4011	Rates	-2,350	-2,510	-2,585	-2,663	-2,743
304	4012	Utilities-Water	-1,000	-1,200	-1,200	-1,200	-1,200
304	4014	Utilities-Electricity	-4,500	-2,500	-2,500	-2,500	-2,500
304	4015	Utilities-Gas	-3,125	-3,125	-3,125	-3,125	-3,125
304	4016	Cleaning	-600	-618	-637	-656	-675
304	4021	Telephones/data links	-2,150	0	0	0	0
304	4027	Licences	-400	-500	-500	-500	-500
304	4032	Marketing	-300	-400	-400	-400	-400
304	4036	Maintenance Contracts	-2,900	-2,987	-3,077	-3,169	-3,264
304	4038	Repairs and Maintenance	-1,386	-1,428	-1,470	-1,515	-1,560
304	4040	Equipment	-950	-979	-1,008	-1,038	-1,069

304	4060	Catering Stock	-750	-750	-750	-750	-750
304	4066	Entertainment/Activities	-2,000	-2,000	-2,000	-2,000	-2,000
			-31,090	-32,545	-33,207	-33,889	-34,592
		Total Net Expenditure	-20,340	-20,795	-21,127	-21,469	-21,822

	Nominal Code	<u>EVEN</u>	TS PROGRAMMI Budget 2024/25	E - 401 Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
	oouc	Income	202-1/20	2020/20	2020/21	2021720	2020/20
401	1092	Concessions	12,500 <b>12,500</b>	13,000 <b>13,000</b>	13,390 13,390	13,792 <b>13,792</b>	14,205 14,205
		Expenditure			-		
401	4001	Staff Costs	-45,488	-48,392	-49,844	-51,339	-52,879
401	4002	Events staffing	-4,053	-4,147	-4,271	-4,400	-4,532
401	4014	Electricity (Performance Area) Events infrastructure (waste	-2,750	-2,750	-2,750	-2,750	-2,750
401	4017	management, etc)	-16,500	-18,150	-18,695	-19,255	-19,833
401	4021	Telephone	-640	0	0	0	0
401	4032 4035	Marketing	-6,000 10,305	-6,000	-6,000 -11,242	-6,000	-6,000 -11,927
401 401	4035	History/Cultural Event Maintenance Contracts	-10,395 -200	-10,915 -300	-11,242	-11,580 -318	-11,927
401	4040	Equipment	-1,000	-1,030	-1,061	-1,093	-1,126
401	4055	External Contracts	-6,794	-7,134	-7,348	-7,568	-7,796
401	4511	St George's Day	-4,620	-4,851	-4,997	-5,146	-5,301
401	4512	Party in the Park	-15,593	-25,593	-26,361	-27,152	-27,966
401	4514	Torchlight Carols Event	-9,240	-12,202	-12,568	-12,945	-13,333
401	4518	Band Concerts	-3,465	-3,465	-3,569	-3,676	-3,786
401	4522	Dunstable Live	-10,395	-10,915	-11,242	-11,580	-11,927
401	4523	Proms in the Park	-11,550	-12,128	-12,492	-12,867	-13,253
401	4524	Priory Pictures	-13,860	-14,553	-14,990	-15,439	-15,902
401	4525	Motor Rally	-2,888	-3,032	-3,123	-3,217	-3,313
401	4525	Events	-10,000 <b>-175,431</b>	-20,000 <b>-205,557</b>	-20,000 <b>-210,861</b>	-20,000 <b>-216,325</b>	-20,000 <b>-221,952</b>
			-175,431	-205,557	-210,001	-210,323	-221,932
		Total Net Expenditure	-162,931	-192,557	-197,471	-202,533	-207,746
			PRIORY HOUS	<u>E - 402</u>			
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Nominal Code	la como	Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
402	Code	Income	2024/25	2025/26	2026/27	2027/28	2028/29
402 402	<b>Code</b> 1001	Letting/Facility Hire	<b>2024/25</b> 6,000	<b>2025/26</b>	<b>2026/27</b> 4,500	<b>2027/28</b> 6,000	<b>2028/29</b> 6,000
402	1001 1004	Letting/Facility Hire INC - Activities	<b>2024/25</b> 6,000 500	2025/26 0 1,200	<b>2026/27</b> 4,500 1,200	6,000 1,200	6,000 1,200
402 402	1001 1004 1030	Letting/Facility Hire INC - Activities Shop Sales	6,000 500 17,000	2025/26 0 1,200 20,000	4,500 1,200 20,600	6,000 1,200 21,218	6,000 1,200 21,855
402	1001 1004	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales	<b>2024/25</b> 6,000 500	2025/26 0 1,200	<b>2026/27</b> 4,500 1,200	6,000 1,200	6,000 1,200
402 402 402	1001 1004 1030 1032	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales Expenditure	2024/25 6,000 500 17,000 135,000 158,500	2025/26 0 1,200 20,000 8,000 29,200	4,500 1,200 20,600 101,250 127,550	6,000 1,200 21,218 135,000 163,418	6,000 1,200 21,855 135,000 164,055
402 402 402 402	1001 1004 1030 1032	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs	2024/25 6,000 500 17,000 135,000 158,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305	4,500 1,200 20,600 101,250 127,550	6,000 1,200 21,218 135,000 163,418	6,000 1,200 21,855 135,000 164,055
402 402 402 402 402	1001 1004 1030 1032 4001 4005	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006	6,000 1,200 21,218 135,000 163,418 -294,282 -7,216	6,000 1,200 21,855 135,000 164,055 -303,111 -7,433
402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000	6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690	6,000 1,200 21,855 135,000 164,055 -303,111 -7,433 -24,401
402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500	6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500	2028/29 6,000 1,200 21,855 135,000 164,055 -303,111 -7,433 -24,401 -2,500
402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000	6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690	6,000 1,200 21,855 135,000 164,055 -303,111 -7,433 -24,401
402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Electricity	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000	6,000 1,200 21,855 135,000 164,055 -303,111 -7,433 -24,401 -2,500 -17,000
402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Electricity Utilities-Gas	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500	6,000 1,200 21,855 135,000 164,055 -303,111 -7,433 -24,401 -2,500 -17,000 -5,500
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Electricity Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,000	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 -17,266
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,000 -2,400	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 -1,500 0	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 -17,266 -2,513 -1,500 0
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021 4021	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,400 -3,000	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 0 -3,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 -17,266 -2,513 -1,500 0 -3,000
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021 4027 4032	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -8,675 -15,500 -2,300 -2,000 -2,400 -3,000 -7,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 -1,500 0 -3,000 -1,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 0 -3,000 -7,500	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 0 17,266 -2,513 -1,500 0 -3,000 -7,500
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021 4021 4032 4036	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Bectricity Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,400 -3,000 -7,500 -14,200	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 -1,500 0 -3,000 -1,000 -10,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200	2027/28 6,000 1,200 21,218 135,000 163,418  -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4015 4016 4017 4020 4021 4027 4036 4038	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,400 -3,000 -7,500 -14,200 -7,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -2,300 -1,500 0 -3,000 -10,000 -5,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4021 4027 4032 4038 4038 4039	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment Hire	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,000 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,300	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 -1,500 0 -3,000 -1,000 -5,000 -4,700	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500 -14,200	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021 4027 4032 4036 4038 4039 4040	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment Hire Equipment/Materials/Tools	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,400 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 0 -3,000 -1,000 -1,000 -5,000 -4,700 -1,500	4,500 1,200 20,600 101,250 127,550  -214,283 -7,006 -23,000 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500 -4,770 -3,500	2027/28 6,000 1,200 21,218 135,000 163,418  -294,282 -7,216 -23,690 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4015 4016 4017 4020 4021 4021 4022 4038 4038 4038 4039 4040 4059	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment Hire	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,300 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500 -3,500 -3,500 -8,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -3,000 -1,500 -10,000 -4,700 -1,500 -2,000 -1,500 -2,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 -3,000 -7,500 -14,200 -7,500 -4,700 -3,500 -6,375	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605 -8,500	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713 -8,500
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4020 4021 4027 4032 4036 4038 4039 4040	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Bectricity Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment Hire Equipment/Materials/Tools Kitchen/Catering Expenses	2024/25 6,000 500 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,400 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 0 -3,000 -1,000 -1,000 -5,000 -4,700 -1,500	4,500 1,200 20,600 101,250 127,550  -214,283 -7,006 -23,000 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500 -4,770 -3,500	2027/28 6,000 1,200 21,218 135,000 163,418  -294,282 -7,216 -23,690 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4015 4016 4017 4020 4021 4027 4036 4038 4039 4040 4059 4060	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Electricity Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment/Materials/Tools Kitchen/Catering Expenses Catering Stock	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -2,7,500 -2,300 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500 -8,500 -8,500 -65,000	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -2,300 -1,500 -3,000 -1,000 -1,000 -1,000 -4,700 -1,500 -4,700 -1,500 -4,700 -1,500 -8,000 -8,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500 -4,700 -3,500 -4,700 -3,500 -4,750 -4,750	2027/28 6,000 1,200 21,218 135,000 163,418 -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605 -8,500 -65,000	6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713 -8,500 -65,000
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4022 4032 4032 4038 4039 4040 4059 4060 4601	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment/Materials/Tools Kitchen/Catering Expenses Catering Stock Shop Retail Stock	2024/25  6,000 17,000 135,000 158,500  -249,741 -30,658 -22,700 -2,500 -27,500 -2,500 -2,300 -2,000 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500 -8,650 -65,000 -7,800	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -2,500 -17,000 -5,500 -600 -2,300 -1,500 0 -3,000 -1,000 -5,000 -4,700 -1,500 -4,700 -1,500 -2,000 -8,000 -9,000	4,500 1,200 20,600 101,250 127,550 -214,283 -7,006 -23,000 -2,500 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -4,700 -3,500 -6,375 -48,750 -9,000	2027/28 6,000 1,200 21,218 135,000 163,418  -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605 -8,500 -65,000 -9,000	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,000 -5,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713 -8,500 -65,000 -9,000
402 402 402 402 402 402 402 402 402 402	1001 1004 1030 1032 4001 4005 4011 4012 4014 4015 4016 4017 4022 4032 4032 4038 4039 4040 4059 4060 4601	Letting/Facility Hire INC - Activities Shop Sales Tea Rooms Sales  Expenditure Staff Costs Overtime/Additional hours Rates Utilities-Water Utilities-Gas Cleaning Waste Disposal Sundries and Office Costs Telephones/data links Licences Marketing Maintenance Contracts Repairs and Maintenance Equipment/Materials/Tools Kitchen/Catering Expenses Catering Stock Shop Retail Stock	2024/25 6,000 17,000 135,000 158,500 -249,741 -30,658 -22,700 -2,500 -27,500 -8,675 -15,500 -2,400 -3,000 -7,500 -14,200 -7,500 -3,300 -3,500 -8,500 -65,000 -7,800 -4,000	2025/26 0 1,200 20,000 8,000 29,200 -72,305 -6,802 -7,200 -5,500 -600 -2,300 -1,500 0 -3,000 -1,000 -5,000 -4,700 -4,700 -8,000 -4,700 -4,000 -4,000 -4,000	4,500 1,200 20,600 101,250 127,550  -214,283 -7,006 -23,000 -17,000 -5,500 -16,275 -2,369 -1,500 0 -3,000 -7,500 -14,200 -7,500 -4,700 -3,550 -4,700 -3,550 -4,700 -4,000 -4,000	2027/28 6,000 1,200 21,218 135,000 163,418  -294,282 -7,216 -23,690 -2,500 -17,000 -5,500 -16,763 -2,440 -1,500 0 -3,000 -7,500 -14,626 -7,725 -4,700 -3,605 -8,500 -65,000 -9,000 -4,000	2028/29 6,000 1,200 21,855 135,000 164,055  -303,111 -7,433 -24,401 -2,500 -17,266 -2,513 -1,500 0 -3,000 -7,500 -15,065 -7,957 -4,700 -3,713 -8,500 -65,000 -9,000 -4,000

			ENTRE SERVIC	JES - 405			
	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
		Income					
405	1011 1093	Hire of stalls and pitches	13,800	12,000	12,360	12,731	13,113
405 405	1093	INC - Advertising/Sponsorship INC - Licences	0 0	800 1,000	800 1,030	800 1,061	800 1.093
.00			13,800	13,800	14,190	14,592	15,005
405	4001	Expenditure Staff Costs	-68,914	-73,072	-75,264	-77,522	-79,848
405	4002	Staff Costs - Themed Markets Portering	-4,202	-4,458	-4,592	-4,729	-4,871
405 405	4021 4032	Telephone/data links Town Centre Marketing & Initiatives	-370 -1,000	-1,000	-1,000	-1,000	-1,000
405	4040	Equipment/Materials/Tools	-5,220	-5,220	-5,220	-5,220	-5,220
405	4066	Town centre events	-30,000	-30,000	-30,900	-31,827	-32,782
405	4520	Christmas Lights and Decorations	-19,000	-19,000	-19,000	-19,000	-19,000
405 405	4602 4715	Pop Up Shop Street Dressing	-12,000 -5,000	-6,800	-6,800	-6,800	-6,800
.00			-145,706	-139,550	-142,776	-146,099	-149,521
		Total Net Expenditure	-131,906	-125,750	-128,586	-131,507	-134,515
		HIGH STREET HERIT	TAGE ACTION	ZONE (HSHAZ)	- 306		
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code	Total Net Expenditure	2024/25 -13,688	2025/26	2026/27	2027/28	2028/29
		rotal Not Exponentaro	-13,000	U			
		PUBLIC CONVEN	NIENCES (Asht	on Square) - 40	<u>07</u>		
	Nominal		Budget	Proposed	Proposed	Proposed	Proposed
	Code		2024/25	2025/26	2026/27	2027/28	2028/29
407	4016	Expenditure Cleaning	-3,000	-3,000	2 000	2 000	2 000
407	4016	Maintenance Contracts	-3,000 -775	-3,000 -1,575	-3,000 -1,575	-3,000 -1,575	-3,000 -1,575
407	4038	Repairs and Maintenance	-3,000	-3,000	-3,000	-3,000	-3,000
		Total Net Expenditure	-6,775	-7,575	-7,575	-7,575	-7,575
		CAPITAL	AND PROJEC	TS - 310			
	Nominal Code		Budget 2024/25	Proposed 2025/26	Proposed 2026/27	Proposed 2027/28	Proposed 2028/29
240	4054	Expenditure Loan Charges (Priory House)					
310 310	4051 4052			40.000	40.045	40 400	44.004
0.0			-21,287 -31 792	-19,666 -31,792	-18,045 -31 792	-16,423 -31,792	-14,801 -31,792
		Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas	-21,287 -31,792	-19,666 -31,792	-18,045 -31,792	-16,423 -31,792	-14,801 -31,792
310	4714	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights)					
		Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside	-31,792 -7,000	-31,792 -7,000	-31,792 -7,000	-31,792 -7,000	-31,792 -7,000
310	4714 4716	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights)	-31,792	-31,792	-31,792	-31,792	-31,792
310 310	4716 4717	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)	-31,792 -7,000 -3,000 -4,000	-31,792 -7,000 -27,000 -4,000	-31,792 -7,000 -5,000 -4,000	-31,792 -7,000 -5,000 -4,000	-31,792 -7,000 -5,000 -4,000
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve	-31,792 -7,000 -3,000 -4,000 -3,000	-31,792 -7,000 -27,000 -4,000 -3,000	-31,792 -7,000 -5,000 -4,000 -3,000	-31,792 -7,000 -5,000 -4,000 -3,000	-31,792 -7,000 -5,000 -4,000 -3,000
310 310	4716 4717	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)	-31,792 -7,000 -3,000 -4,000	-31,792 -7,000 -27,000 -4,000	-31,792 -7,000 -5,000 -4,000	-31,792 -7,000 -5,000 -4,000	-31,792 -7,000 -5,000 -4,000
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure	-31,792 -7,000 -3,000 -4,000 -3,000 -29,357 -99,436	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure  COMMUNITY SERVICES	-31,792 -7,000 -3,000 -4,000 -3,000 -29,357 -99,436 -1,134,715	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815 -1,138,064	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837 -1,170,471	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715 -1,255,346	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593 -1,293,580
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint) Contribution to Reserve (Grove Corner) Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure  COMMUNITY SERVICES  Precept Reserves used	-31,792 -7,000 -3,000 -4,000 -3,000 -29,357 -99,436 -1,134,715 -2,933,469 -192,631	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815 -1,138,064 -3,282,168	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837 -1,170,471 -3,549,735	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715 -1,255,346 -3,716,421	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593 -1,293,580 -3,872,727
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure  COMMUNITY SERVICES	-31,792 -7,000 -3,000 -4,000 -29,357 -99,436 -1,134,715 -2,933,469	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815 -1,138,064	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837 -1,170,471	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715 -1,255,346	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593 -1,293,580
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310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure  COMMUNITY SERVICES  Precept Reserves used  TOTAL BUDGET	-31,792 -7,000 -3,000 -4,000 -3,000 -29,357 -99,436 -1,134,715 -2,933,469 -192,631	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815 -1,138,064 -3,282,168 -3,282,168	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837 -1,170,471 -3,549,735 -3,549,735	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715 -1,255,346 -3,716,421 -3,716,421	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593 -1,293,580 -3,872,727 -3,872,727
310 310 310	4716 4717 4720	Loan Capital Repaid (Priory House) Contribution to Reserve (Christmas Lights) Contribution to Reserve (Downside Building Maint)  Contribution to Reserve (Grove Corner)  Cont to Tea Rooms Equipment Reserve Contribution to Reserve (PH Building) Total Net Expenditure  COMMUNITY SERVICES  Precept Reserves used  TOTAL BUDGET  Budget Increase  Precept Increase  Corporate Ser	-31,792 -7,000 -3,000 -4,000 -3,000 -29,357 -99,436 -1,134,715 -2,933,469 -192,631 -3,126,100	-31,792 -7,000 -27,000 -4,000 -3,000 -149,357 -241,815 -1,138,064 -3,282,168 -3,282,168 -156,068 -348,699	-31,792 -7,000 -5,000 -4,000 -3,000 -50,000 -118,837 -1,170,471 -3,549,735 -3,549,735 -267,567	-31,792 -7,000 -5,000 -4,000 -3,000 -51,500 -118,715 -1,255,346 -3,716,421 -3,716,421 -166,686 -166,686	-31,792 -7,000 -5,000 -4,000 -3,000 -60,000 -125,593 -1,293,580 -3,872,727 -3,872,727 -156,306

# **DUNSTABLE TOWN COUNCIL**

# FINANCE AND GENERAL PURPOSES COMMITTEE

# **MONDAY 20 JANURAY 2025**

# **CORPORATE COMPLIANCE AND FACILITIES REPORT**

# **Purpose of Report:**

To update Members on Compliance and Facilities progress.

#### 1. ACTION RECOMMENDED

1.1. To note the information provided.

#### 2. COMPLIANCE

- 2.1. The Town Council has now achieved Cyber Essentials certification in accordance with the new IT contract.
- 2.2. The Corporate Compliance and Performance Manager has completed Data Protection training and is now in the process of reviewing the Council's Data Protection practices and policy.

#### 3. FACILITIES

# **Grove House**

- 3.1. Brasier Freeth (the Councils appointed Building Surveyors) are now in the process of drawing up a specification of works for the rear parapet wall repairs. From the resulting specification a Tender process will take place, leading to a proposed contractor approval at the March 2025 FGP committee meeting.
- 3.2. Brasier Freeth has also now instructed work to commence on the front elevations, in particular the wall adjacent to the kitchen area. These works are planned to take place in February 2025. Once this has been completed redecoration works can take place in the ground floor toilets.
- 3.3. Mortons Solicitors are now renting the large ground floor meeting room and adjoining storerooms. Head of Terms are being drawn up and will be added to their current lease which runs to September 2029.

#### 4. PROJECTS & PROCUREMENT

4.1. The Council has issued a tender request for management of all the Council's waste. The deadline for submissions is 31 January, with a recommendation report to be presented at the next F&GP Committee meeting in March.

#### 5. ENVIRONMENTAL AND BIODIVERSITY

5.1. The Council has now received a new updated Carbon Baseline Assessment report and associated objectives. The Carbon assessment consultant presented their findings to the Environmental Working Group and outlined advice on how the council should proceed with working towards its environmental targets.

# 6. AUTHOR

James Slack – Corporate Performance & Compliance Manager <a href="mailto:james.slack@dunstable.gov.uk">james.slack@dunstable.gov.uk</a>

# **DUNSTABLE TOWN COUNCIL**

# FINANCE AND GENERAL PURPOSES COMMITTEE

## **MONDAY 22 JANUARY 2025**

## **CORPORATE RISK LOG**

**Purpose of Report:** To review and approve the revised risk management arrangements and corporate risk assessment

#### 1. BACKGROUND

1.1. The Annual Governance and Accountability Return (AGAR) requires the Council to assert that:

"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

1.2. The Joint Panel on Accountability and Governance (JPAG) provides a guide on completing the AGAR. The guide explains that "in order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences. 1.33 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover. "

1.3. Members approved a new corporate Risk Management Policy at the January 2024 F&GP committee meeting and will be reviewed again in June 2025.

#### 2. CORPORATE RISK LOG

- 2.1. Members are asked to review and approve the revised Corporate Risk Assessment, with any suggested changes.
- 2.2. The risk log provided is high level and draws attention to key corporate risks, and where necessary refers to more detailed risk management arrangements

for specific services. This risk assessment has been reviewed in detail by both the Management Team and the Senior Management Team.

2.3. The revised Corporate Risk Log now sits alongside the Corporate Plan, Key Performance Indicators, and departmental Service Plans. It also highlights Corporate Plan Actions that aim directly to mitigate risks identified.

# 3. AUTHOR

James Slack – Corporate Performance & Compliance Manager <a href="mailto:james.slack@dunstable.gov.uk">james.slack@dunstable.gov.uk</a>

# DUNSTABLE TOWN COUNCIL CORPORATE RISK LOG JANUARY 2025 AN ASSESSMENT OF THE COUNCIL'S STRATEGIC RISKS

Risk Area	RISK		Likelihood	Initial Score	Control Measures & Resources in place	Owner	Corporate Plan Action No.	Asses	sment of Likelihood	Residual Score
	Loss of equipment	4	3	12	The Responsible Financial Officer (RFO) maintains a detailed asset register which is submitted to Council annually, and accurate values are provided to the insurance company.	SMT		4	2	8
	Loss of services or effective management due to an emergency	5	4	20	Business Continuity Insurance is in place. All office staff are able to work from home or alternative locations. Staff have use of mobile phones. The IT contract includes a requirement to provide emergency support. The Council is part of the Central Bedfordshire Emergency Response Group	SMT	9	5	2	10
Administration	Failure to effectively manage data or to respond to Data Protection/FOI disclosure requests as required by law	3	2	6	A Council policy is in place to ensure compliance with Data Protection and Freedom Of Information requirements. The Policy is administered by the Compliance Manager, and regularly reviewed by the Head of Finance and RFO. Where personal data is collated for users - this is managed in accordance with policy and reguarly reviewed.	TC&CE		3	1	3
	Loss of service due to emergency, disease or disaster	5	3	15	The Council has a Business Continuity Policy which ensures services will be continued with appropriate timescales within an emergency. The Council does not provide any life or death services, however, it does work with a number of wilnerable users and therefore service areas will address on an individual basis.	SMT		5	1	5
	Loss of skill, corporate memory or expertise due to staff leaving	4	4	16	The council is vulnerable due to only having one qualified level 6 youth worker - the council are ensuring others are on a training pathway	SMT				
Cemeteries	Failure to properly manage the Cemetery service or to meet legislative requirements.	4	2	8	The Council employs a cemetery team including grounds staff and a Cemetery Manager. The Council is a member of the institute of Cemetery and Crematorium Management (ICCM) who provide professional advice. The Council retains the silver award under the ICCM Charter for the Bereaved. The Cemetery holds a Green Flag. Cemetery records are managed through a specialised digital package. The Council reviews the Cemetery rules and regulations each year.	HoGES		4	1	4
Cemeteries	Failure to provide sufficient burial space to meet the town's needs	4	5	20	It is currently estimated that there is sufficient burial space to last until the end of 2029. The Council has begun work to develop a new cemetery site. Land has been identified and further bore holes have been installed. These will require monitoring until December 2024. Once this data is available, the Council will work with its specialist consultant to submit a full proposal to the Environment Agency for a burial licence. Parallel work is ongoing to provide initial designs and prepare a planning application.	TC&CE & HoGES	6, 26	4	2	8
Natural Disaster	Council facilities or services severely damaged or impeded by unpredictable, extreme weather including when caused by climate change.	5	4	20	All events, markets and other outdoor activities have a bad weather risk assessment with mitigations including cancellation for wind, rain, and extreme hot or cold temperatures. Grounds Management Plans take account of possible climate change when selecting new plants and trees.	SMT		5	2	10
Communications	Damage to the Council's reputation	2	4	8	The Council employs a Marketing and Communications Officer who manages the Council's social media and traditional media output and responses. Staff receive media training. The Media Policy ensures staff and Councillors are clear about their roles. The website is updated regularly and Talk of the Town issued quarterly to ensure residents are aware of the Council's services.	SMT		2	2	4
Data & IT	Data loss, IT security / cyber attacks	4	4	16	The Council employs an IT company to oversee all IT related operations. The external company provides appropriate firewalls and security arrangements. The service will be retendered during 2024 and the tender requirement will include a detailed security specification. The Council's electronic records are currently stored on a server and backed up off-site. The new IT specification will be for a fully cloud-based service with the additional protection this will provide. The Council is Cyber Essential certified Establishing manual override procedures, maintaining physical keys as backups, and ensuring regular maintenance of security systems.	TC&CE C&CM	11	4	2	8
	Failure to keep records in accordance with the GDPR	3	4	12	A Council policy is in place to ensure compliance with the GDPR. The Policy is administered by the Compliance Manager, and regularly reviewed by the Head of Finance and RFO.	TC&CE		3	2	6

	Structural failure or additional works required to Priory House	5	5	25	The cost of the current works has increased by £2million since works begun and further works are now required. It is not yet known what the required scope or cost will be. It is not therefore possible to know whether external funding will be available to meet further costs. The Council does not have any further funds allocated to Priory House.	HoCS	23	5	3	15
Facilities	Unplanned expense or loss of service due to damage or structural failure of Council buildings	5	3	15	The Council has retained the services of a property expert and has made considerable progress on completing a back log of work that was required on Council property. A 10 year plan for Grove House is under development, and a 10 year plan for Priory House will be provided at the end of the current building works. The annual reserve contribution for Grove House has been increased in the 2024/25 budget to meet the buildings future liabilities. An overall asset management plan will be developed during 2024/25. Ashton Square Toilets at risk whilst no long term formal agreement is in place. Youth services would be significantly affected should Grove Corner become damaged current surveys would suggest this is low risk.	TC&CE	3	5	3	15
	Failure to properly manage the Council's finances	4	2	8	The Council is subjected to both internal and external financial audits which are reported to Full Council and any actions arising are monitored. Then internal audit ensures controls are adequate. The Responsible Financial Officer has achieved the FiLCA qualification. The financial regulations lay out the Council's monitoring and safety procedures. The Council employs Rialtas to carry out quality assurance of the use of the accounts package each year, and receives VAI advice from PS Tax to ensure full compliance.	RFO		4	1	4
	Loss of income	3	3	9	Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors. The Council budgets for c. £1,000,000 fearmed income. However most income streams are offset against the relevant service costs; if the income from Creasey Park, events sponsorship, Splash Cafe or Priory House Tea Rooms were lost, the only impact would be to that service, not the Council's wider finances, for example. The majority of the Council's income is from the precept. It is a statutory requirement for Central Bedfordshire Council to provide this. Any change to the law or process would require longer than a year, so the Council would have time to plan ahead for any proposed changes.	RFO		3	2	6
Financial	Failure to meet pension liabilities	4	3	12	The Councils pension fund contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations. The last actuarial valuation took place in March 2022 and the current contribution rates are in line with their requirement.	RFO		4	1	4
	Fraud	4	2	8	The financial regulations ensure Councillors and the internal auditor have full oversight of financial processes. Measures are in place to ensure no single staff member can make or authorise transactions without another staff member checking. Dual authorisation is required for all cheques and online payments.	RFO		4	1	4
	External economic factors such as high inflation or energy price rises substantially impact service delivery	4	4	16	The Council's precept is set in advance of the year, CBC carry the risk of in year changes to Council Tax payment. The Council holds adequate general reserves to cover the salary bill for 3 months. Ear-marked reserves are in place for the Council's key facilities and assets. Any requirement for additional funds or reductions to services would be identified in future years budget setting processes.	RFO		4	2	8
	Financial loss, loss of service or damage to reputation due to contractor failure	4	4	16	The Council has a comprehensive procurement policy and process. The Compliance Officer is responsible for ensuring effective procurement and management of contractors and associated risks.			4	2	8
Governance	Failure to comply with legislation in service delivery, including equalities and other duties.	4	3	12	Professional staff encouraged to be aware of and understand legislation, staff training, careful service planning, use of internal audit and other checks and controls to ensure continued compliance, consideration of legislation when designing new services, membership of professional bodies by managers, use of professional / consultant support where appropriate, CPD training by managers.  Corporate membership of NALC and service specific bodies.	TC&CE SMT		4	1	4
	Failure to comply with legislation or recommended practice result in decisions being unsafe or ultra vires	4	3	12	The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated and based on national good practice. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice from NALC, the BATPC, the SLCC, peers and solicitors when required.	TC&CE		4	1	4

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Health & Safety	Death or injury due to Council failure	5	3	15	The Council's Management Team reviews H&S issues on a monthly basis. The Council has an agreed Health and Safety Policy. The Council also retains the services of professional health and safety support through Worknest. The Council is also implementing a rolling programme of health and safety related training for all staff. The Council employs a Compliance Manager with a remit to ensure Health and Safety measures are properly implemented and recorded across all services and buildings. The Council responsibly manages its tree stock to manage risk of failure. All trees have been surveyed and selected trees are reinspected annually to inform each year's tree work programme. Staff are suitably trained and undertake required precautions to ensure food hygiene and allergies risk management. Council insures third party providers and contractors are fully insured and risk assessed and work within the Town Council is policies	TC&CE SMT	5	2	10
Insurance & Legal	Failure to adequately insure the Council's assets and activities.	4	3	12	The Council makes provision for public, employers, fidelity, building, contents, and equipment et insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision is identified.	TC&CE RFO	4	1	4
Personnel	Loss of staff, poor staff wellbeing or legal claims due to poor staff management or failure to comply with legislation including equalities and employment law.	4	3	12	The Council updates the Staff Handbook at least annually, following advice provided by the HR advisor. The Council has retained the services of a specialist HR company and has introduced an HR management package called BrightHR. All members of staff have access to the handbook. The Council is a silver accredited investors in People Organisation, which requires the Council to continually demonstrate excellent leadership and management arrangements. The Council carries out an annual staff survey and takes appropriate actions, holds regular wellbeing sessions, and provides a programme of enhances staff benefits. The Council has insurance in place to cover legal claims. The Council has introduced health assessments.	TC&CE	4	2	8
	Failure to provide sufficient resources to meet the Council's delivery requirements	4	3	12	The Personnel Sub-Committee meets to consider any staffing issues. The Council's budget is set each year alongside an establishment review to ensure sufficient resources are in place.	SMT	4	1	4
	Failure to meet staff terms and conditions correctly	5	2	10	Payroll is outsourced to a specialist provider. Both the Responsible Financial Officer and Business Support Manager keep up to date with the payroll process. All timesheets are checked by line managers and the Business Support Manager.	RFO	5	1	5
	Failure to properly care for children and young people (child protection)	4	3	12	The Council has adopted and reviewed its child protection policy. All staff and volunteers that regularly come into contact with young people are subject to a DBS check. These staff and volunteers undertake specific safeguarding training and permanent staff are able to access additional regular training updates. The Council employs a qualified youth worker.	TC&CE	4	1	4
Safeguarding	Failure to properly care for vulnerable adults (vulnerable adult protection)	4	3	12	The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check.	TC&CE	4	1	4
Service Continuity	Failure to deliver the services required by Councillors due to multiple sickness, untilled vacancies or staff absence	4	3	12	The Council has a clear management structure and all staff have relevant job titles and clear job descriptions. The Council has a Corporate Plan, which includes Key Performance Indicators which are reported to Councillors annually. Each Service Area has an annual Service Plan which is based on the Corporate Plan. The Council has a wellbeing programme to support staff. Multiple recruitment approaches are taken, however, recruitment to qualified youth worker positions is ark due to lack of interest. Wherever possible roles can be carried out by more than one member of staff. Knowledge is shared through team meetings and joint working.	SMT	4	1	4

# **DUNSTABLE TOWN COUNCIL**

## FINANCE AND GENERAL PURPOSES COMMITTEE

# **MONDAY 20 JANUARY 2025**

# **MARKETING & COMMUNICATIONS**

Purpose of Report: For Information.

#### 1. SOCIAL MEDIA

- 1.1. The Corporate Marketing and Communications Officer continues to use both Instagram and Facebook stories and posts to engaging followers with a mixture of video and image content.
- 1.2. Dunstable Town Council's social media accounts continue to see steady growth in followers. However, a slight seasonal decline is anticipated during the winter months. TikTok has seen a significant increase. Officers will continue to produce and share a variety of engaging videos, as this approach has proven to be highly effective.

# Facebook page followers:

Dunstable Town Council	13,329 (+259)
Bennett's Café/ Splash Park	4,817 (+16)
Town Ranger Services	1,469 (+3)
Grove Corner	1,406 (+29)
Priory House	1,449 (+72)

# Instagram followers:

Dunstable Town Council	744 (+61)	
Bennett's Café/ Splash Park	22	(+2)
Grove Corner	490 (+6)	

#### LinkedIn followers:

Dunstable Town Council 262 (+2)

#### TikTok followers:

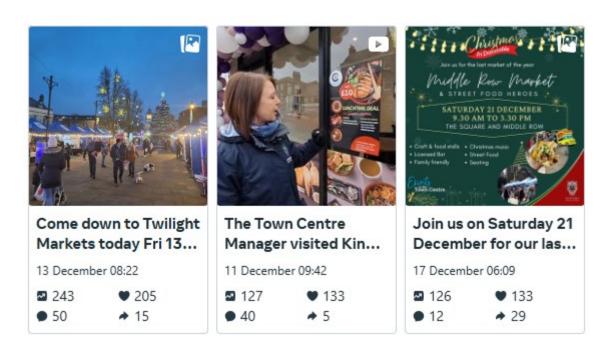
Dunstable Town Council 123 (+53)

- 1.3. These figures are accurate as of 8 January 2025 and show how many followers have been gained since the previous report date.
- 1.4. Dunstable Town Council insights:

Top three social media Facebook posts over the last month (December 2024) by interactions:

- 1. Christmas Twilight Markets on the day post
- 2. Video of Town Centre Manager visiting new Sushi shop opening in the town centre
- 3. Middle Row Market & Street Food Heroes (boosted post)

# Top posts by interactions

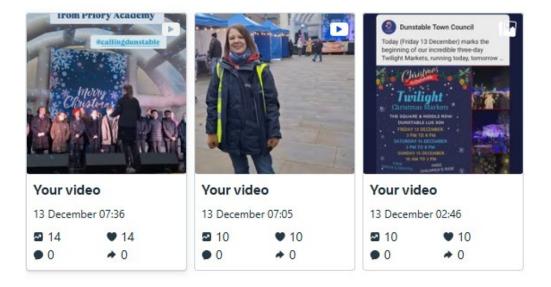


Top three social media Facebook stories over the last month (December) by interactions:

1. Video of Priory Academy singing

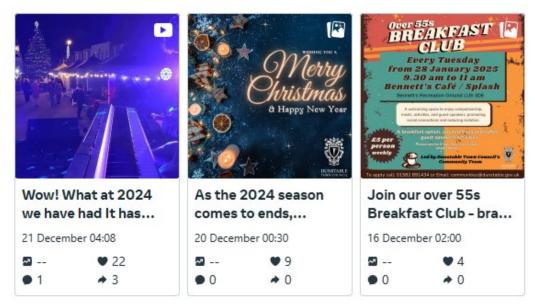
1.5.

- 2. Video of the Town Centre Manager showing Twilight Markets
- 3. Twilight Market shared post from Instagram feed to story 4.
  - Top stories by interactions



- 1.6. Top three social media Instagram posts over the last month (December) by interactions:
  - 1. Add to Instagram feed 2024 wrap up from calling Dunstable
  - 2. Merry Christmas from Dunstable Town Council
  - 3. Over 55 breakfast club

# Top posts by interactions



- 1.7. Top three social media Instagram stories over the last month (December) by reach: were all Middle Row Market:
  - 1. Priory Academy at Twilight Market
  - 2. Priory Academy at Twilight Market
  - 3. Cross sharing a post from Grove corner on new space of young people at the Pavilion

# Top stories by reach



#### 2. INTERNAL COMMUNICATIONS

2.1. The Marketing and Communications Officer is currently working on noticeboards in each site location with a rest area. These noticeboards will include the latest newsletter, details of the employee assistance scheme, Health and Safety information etc.

#### 3. EMAIL MARKETING

- 3.1. Monthly Councillor newsletters continue to be sent with all relevant information which includes bulletins and Dunstable Town Council events. Officers would welcome feedback or suggestions on the Councillor newsletters.
- 3.2. A Town Council newsletter will be produced with a sign up integrated into the new website to ensure the public can keep up to date with regularly news and bulletins from the Town Council.

#### 4. WEBSITE

4.1. The figures below show the number of hits for the most popular Town Council website pages between November and December.

## Top five web pages that have received the most views:

- 1 Home page
- 2 Twilight Market
- 3 What's on
- 4 Christmas Carols and Torchlight Procession
- 5 Priory House
- 4.2. The figures below show where those who visited the Town Council website in November and December 2024 have originated from.

Organic search (google, Bing etc.) 6,650
Direct 1,729
Organic social (from social) 1,303

Mobile users 74.2% Desktop users 23.3% Tablet users 2.4%

- 4.3. Over the two months (November to December 2024) there were 10,000 website visitors.
- 4.4. A new Google Analytics account was established on 1 October 2024. While figures may appear slightly lower compared to previous reports due to the new tracking setup and data collection adjustments, the system is performing effectively and tracking data accurately.
- 4.5. Since the last report, The Marketing and Communication Officer has continued to work on content for the new website, alongside the new supplier for design and functionally.

#### 5. EXTERNAL COMMUNICATIONS

5.1. The Corporate and Marketing Communications Officer has drafted a Corporate Marketing and Communications Strategy that will complement and align with the Marketing Plans of Service Areas.

- 5.2. The Corporate Marketing and Communications Officer will be working on a Branding Style Guide to ensure consistency across the council services.
- 5.3. The "What's On" window on West Street continues to be actively used by the community. To encourage further engagement, there will be regular social media posts, it will also be used to advertise Council Meetings, aiming to increase public attendance and participation.

#### 6. TALK OF THE TOWN

- 6.1. The 'What's on edition' of *Talk of the Town* is scheduled for delivery to residents from the 17 January 2025. Tate Tours is advertising in this edition.
- 6.2. Officers continue to seek other advertisers for *Talk of the Town*.
- 6.3. Dates for copy deadline and distribution for the 2025 editions have been confirmed:

Copy deadline Distribution date 24 Feb 2025 4 April 2025 27 May 2025 4 July 2025 16 Sept 2025 24 Oct 2025

# 7. AUTHOR

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