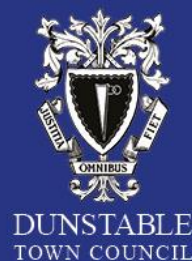


Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF

Tel: 01582 513000

E-mail: [info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)

Website: [www.dunstable.gov.uk](http://www.dunstable.gov.uk)



**Paul Hodson**, Town Clerk and Chief Executive

Date: **Friday 21 November 2025**

Dear Councillor,

A meeting of the **Full Council** will be held on **Monday 1 December 2025**, at **Grove House** in the **Council Chamber** at **7 pm**. To view the meeting live or afterwards use this link: [livestream](#). 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 intend to raise a question, it is helpful to let us know beforehand to give councillors a chance to prepare an informed answer. Please contact the Council via [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk) or 01582 513000 by 4 pm on Friday 28 November 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.*

To: All Members of the **Full Council**:

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

## **AGENDA**

**279/25 Apologies for Absence**

**280/25 Declarations of Interest**

**281/25 Public Question Time**

**282/25 To agree as a correct record the Minutes of the Council Meeting held on 6 October 2025**

**283/25 Town Mayor's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from 21 September 2025**

**284/25 To receive reports of the following Committees:**

**284.1/25 Community Services 3 November 2025**

**284.2/25 Grounds and Environmental Services 10 November 2025**

**284.3/25 Finance and General Purposes 17 November 2025**

**285/25 Community Governance Review**

**286/25 Budget 2026/27**

**287/25 Internal Audit**

To receive and note the first internal audit report for 2025/26

**288/25 Town Meeting 2026 - Verbal Update**

To receive a verbal update on the proposed theme of "Volunteering in Dunstable" with a focus on Dunstable In Bloom.

**289/25 Dunstable Joint Committee**

Verbal Update

**290/25 To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council**

**291/25 Date of Next Meeting Monday 9 February 2026 at 7pm**

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE FULL COUNCIL**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE**  
**ON MONDAY 6 OCTOBER 2025 FROM 7PM**

**Present:** Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Gregory Alderman, Matthew Brennan, Mark Davis, Michelle Henderson, Peter Hollick, Nicholas Kotarski, Liz Jones, Matthew Neall, Johnson Tamara and John Gurney

**In Attendance:** Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head Of Corporate Services and Responsible Finance Officer), John Crawley (Head Of Grounds and Environmental Services), Jackie Carrington (Democratic Services Manager) and Katie Williams (Corporate Performance and Compliance Manager)

**In Attendance (Remotely):** Councillor Trevor Adams and Becky Wisbey (Head of Community Services)

**Public Attendance:** None

#### **217/25 - Apologies for Absence**

Apologies were received from Councillors Kenson Gurney, Louise O'Riordan, and Wendy Bater.

#### **218/25 - Declarations of Interest**

No Declarations of interest were made.

#### **219/25 - Public Question Time**

No Members of the public were present.

#### **220/25 - To agree as a correct record the Minutes of the Full Council Meeting held on Monday 23 June 2025**

The minutes from 23 June 2025 were presented. It was noted that Councillor Jones' name was misspelled and the decision regarding membership of the Plans Sub Committee had been made by the Grounds and Environment Committee, not the Community Services Committee.

The minutes of the meeting of the Council Meeting held on Monday 23 June 2025, as amended with the change described above, were approved as a correct record and signed by the Town Mayor.

**221/25 - Town Mayor's Remarks including Civic Events and Mayoral Activities – attached is a summary of events the Mayor and Deputy Mayor attended from 17 June 2025**

The Town Mayor thanked councillors and encouraged attendance at local events. The Mayor highlighted winning awards at Anglia in Bloom and attending a police meeting. The Deputy Mayor added remarks about civic events.

**222/25 - To receive reports of the following Committees:**

**222.1/25 - Community Services 8 September 2025**

**RESOLVED:** that the minutes of the meeting of the Community Services Committee held on 8 September 2025 be received

**222.2/25 - Grounds and Environmental Services 15 September 2025**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 15 September 2025 be received

**222.3/25 - Finance and General Purposes 22 September 2025**

**RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on 22 September 2025 be received

**223/25 - Calendar of Meetings 2026/27**

The calendar of meetings for 2026/27 was presented

**RESOLVED:** that the Calendar of Meetings 2026/27 be agreed as presented.

**224/25 - Corporate Risk Management Report**

The Town Clerk & Chief Executive presented the Corporate Risk Management Report, highlighting the increased risk level at Grove House due to issues found during building works. Members reviewed the risks and mitigations in place.

**RESOLVED:** that the Corporate Risk Management Report be approved as presented.

## **225/25 - Referral Report**

The Finance and General Purposes Committee recommended approving the Health and Safety Policy, as well as reaffirming the Council's commitment to the Civility and Respect pledge and encouraging all Councillors to sign the Councillors' Statement of Assurance under the Civility and Respect Pledge.

**RESOLVED:** that the Health and Safety Policy be adopted by the Council

**RESOLVED:** that the Council reconfirmed its adoption and endorsement of the Civility and Respect Pledge

**RESOLVED:** that the Council encourages all Members to sign the Councillors' Statement of Assurance under the Civility and Respect Pledge

## **226/25 - To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council**

Updates were provided on consultations and upcoming decisions, including High Street rental auctions, waste management strategy, and Council Tax Relief Scheme. Members were encouraged to respond.

## **227/25 - Date of Next Meeting Monday 1 December 2025 at 7pm**

**The meeting closed at 21:00**

**AGENDA ITEM 283/25**

26.09.25	Dunstable Sea Cadets	Royal Naval Parade	The Old Mill, West street	
27.09.25	Parish of Dunstable	Reverend Rachels Retirement	Priory Church Hall	
28.09.25	High Sherriff of Bedfordshire	Justice Service	Old Town Hall, St Pauls Square	What a lovely service. It is always lovely to meet and interact with people I have known since doing community work.
28.09.25	Parish of Dunstable	Reverend Rachels final service	Priory Church Hall	
30.09.25	Houghton Regis Town Council	Bowls Club	Moore Crescent, Houghton Regis LU5 5GZ	
01.10.25	Dunstable Town Council	Opening of Phone Box	Church Street, Dunstable	<p>As Dunstable Town Mayor, I was honoured to open our refurbished red phone box and new defibrillator on Church Street!</p> <p>📞 Huge congratulations to Liz Jones - Community, Lisa Bird, ( who first approached Dunstable Town Council about this initiative) and the incredible community effort that made this possible.</p> <p>A big thank you to Sarah Pyatt, who, in memory of her son Jake Gallagher, donated the defibrillator with the support of SADS UK. Our cherished phone box stands strong, and the defibrillator is ready to save lives.</p> <p>Dunstable, this is our heartfelt community space!</p>
01.10.25	Community Policing Team	Priority Settings Meeting	Dunstable Police Station, West Street	
02.10.25	Newport Pagnell Town Mayor	Music Festival	St Oeter & St Pauls Parish Church, High Street, MK16 8AR	
03.10.25	Growbaby	Meet with users	Cafe 2:42 Lovers Walk	I received a warm welcome. Meeting families who use your services was such a pleasure. I truly enjoyed my time with you all.
03.10.25	Funeral - Rae Bird		Oakfields Crematorium, Steppingly MK45 1AD	
03.10.25	Houghton Regis Town Council	Mayors Civic Reception	Houghton Regis Memorial Hall	

04.10.25	Afroeuropa	Gala & Awards Night	Oasis Banqueting Suite, 6-8 Thames Road, Barking, IG11 0HZ	I had the great honour of attending the AfroEuropa Gala and Awards Night as Dunstable Town Mayor. This annual event, now in its fourth incredible year, has become one of the most awaited celebrations an evening where elegance meets purpose and diversity takes center stage. 🌍👏 The gala delivered its usual magic of glamour, cultural pride, and community spirit. It was a delight to interact with my fellow mayors, councillors,
09.10.25	Hospice at Home Volunteers	Through the Decadeswith the Barn-Ettes	Vantage Indian Restaurant	Thank you so much for a lovely night! I enjoyed my night whilst supporting Hospice at Home Volunteers - Dunstable & Houghton Regis areas charity night.
09.10.25	Amphill Town Council	Civic Reception	Amphill Town Cricket Club	
10.10.25	Signpost	40th Anniversary	Venue 360 Gypsy Lane	
11.10.25	Mayor of Irthingborough	Mayors Nature Trail	St Peters Church	
11.10.25	Big Band Shambles	Concert	Methodist Church, Ashton Square	
11.10.25	Chams Media	Investment Forum	Double Tree by Hilton, Coventry Paradise Way, Walsgrave Triangle	
12.10.25	Kempston Mayor	Civic Service	Church of Transfiguration, Kempston, 132 Bedford Road mk42 8bq	
17.10.25	Houghton Regis Town Council	Civic Reception	Houghton Regis Memorial Hall, The Green Houghton Regis LU5 5DX	On Friday it was a pleasure to represent Dunstable Town Council at Houghton Regis Town Council Mayor Michelle civic reception. It was lovely to meet the other chain gang. Looking forward to seeing you all again soon.
18.10.25	Hitchin Sea Cadets	South District Trafalgar Ball 2025	The Broadway Hotel, Broadway, Letchworth Garden City, SG6 3NZ	it was lovely to join Sea Cadets yesterday for the South District Sea cadets annual Trafalgar Dinner as Dunstable Town Mayor. What a wonderful event.
18.10.25	L.Buzz Royal British Legion	Poppy Prom Concert	All Saints Church	
19.10.25	SNT Productions	Film Premiere	The Power House	What an incredible night at the BUS 338 London Premiere at Battersea Power Station, held on 19th October 2025. I was truly honoured to be invited as a guest speaker as Dunstable Town Mayor at this milestone event, celebrating African storytelling on a global stage. The energy in the room was electric, and it was a joy to interact with amazing individuals like film producer Serah N Teshna, Victor Wanyama, actors, Deputy Ambassador, & other individuals.



20.10.25	BAPS	Diwali& Hindu New Year	BAPS Shri SWaminaraya Mandir, Crescent Road	Friends of BAPS Luton thank you for your invitation. As Dunstable Town Mayor it was a pleasure to represent the residents of Dunstable Town Council in embracing and celebrating Diwali and Hindu year celebrations. Thank you for the hospitality and warm welcome. Loved the atmosphere and experience
21.10.25	CHUMS	Christmas Cupcake & Cuppa	The Conference Centre, Capability House, Wrest Park, Silsoe MK45 4HS	I had the pleasure of attending this event at Wrest Park for the launch of CHUMS Christmas Appeal. This event was attended by fellow Mayors from across the district.
21.10.25	Kenyan Delegation in the UK	Meeting	Mayors Parlour, Grove House	As the Dunstable Town Mayor, I was thrilled to welcome everyone to the Mayor's Parlour to honour and celebrate Black History Month. This month, and indeed every day, we have the opportunity to reflect on and celebrate the incredible contributions and rich heritage of Black communities in our society. Black History Month is a time to recognise the resilience, achievements, and cultural wealth of the Black, Asian, and Minority Ethnic (BAME) communities. It's a reminder of the strides made and the journeys yet to travel for equality and understanding. Embracing diversity enriches our town and enhances the vibrant tapestry of our shared story.
21.10.25	Houghton Regis Town Council	Charity Circus Evening	Hoghton Regis Village Green	
21.10.25	Bedford Borough Council	Charity Curry Night	Deshi Spice, 60 Tavistock Street,	
24.10.25	Ngatha cia Kiambu	Ngatha cia Kiambu 2025	The Royal Court Hotel, Tamworth Road CV7 8JG	I had the incredible honour of being invited to the Ngatha cia Kimabu Annual Gala Night this year. 🍷 It's a unique event where women gather to discuss important topics like menopause, personal safety, and self-awareness. I was thrilled to be a guest speaker, sharing insights on social inclusion and the importance of actively engaging in our community. It's vital that we continue to support and uplift each other to create a more inclusive environment for all. 🤝
24.11.25	Linsell House	40th Anniversary	Linsell House, Ridgeway Avenue	
25.10.25	Poppy Appeal	Collection	Tesco, Skimpot Road	

31.10.25	Boyes	Shop Opening	Ashton Square	On behalf of Dunstable Town Council & as Dunstable Town Mayor we officially welcome Boyes to Dunstable. It was lovely to see many people coming together to support Boyes Dunstable today.
31.10.25	Oladerine International	Award Ceremony	Success Hall, 709 Old Kent Road,	
05.11.25	Dunstable Town Council	Youth Week	Grove Corner	I had the opportunity to engage with our vibrant youth at Bennett's Splash Park & Café. It was a lively day filled with insightful conversations and exciting activities. The young minds were eager to learn about my role as mayor and what a typical day looks like for me. We had a blast I made baking potatoes, though I must admit, I might need more practice after losing at the games! However, the fun and laughter we shared were the true wins of the day.
07.11.25	Luton Borough Council	Luton & Bedfordshire Community Awards	Community Awards	

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE**

**HELD AT COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE**

**ON MONDAY 3 NOVEMBER 2025**

Present: Councillors Richard Attwell (Deputy Town Mayor) (in the chair), Wendy Bater, Gregory Alderman, Mark Davis, Philip Crawley and Nicholas Kotarski

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Jackie Carrington (Democratic Services Manager), Gina Thanky (Events Officer) and Gill Peck (Youth and Community Manager)

In Attendance: Becky Wisbey (Head of Community Services), Annette Clynes (Remotely) (Town Centre Manager) and Councillor Peter Hollick

Public: One

#### **228/25 - Apologies for Absence**

Councillors Matthew Neall (Chair), Sally Kimondo (Town Mayor), Louise O'Riordan and Robert Blennerhassett

#### **229/25 - Declarations of Interest**

There were no specific declarations of interest.

#### **230/25 - Public Question Time**

None

#### **231/25 - To agree the minutes of the meeting of the meeting of 8 September 2025 as an accurate record**

The minutes of the meeting of the Community Services Committee held on 8 September 2025 were approved as a correct record and signed by the Chair.

#### **232/25 - Action Tracker – to review progress of previously agreed actions**

The committee reviewed the action tracker to monitor the progress of previously agreed actions. There were no other updates or comments on the action tracker.

#### **233/25 - Town Centre Services**

An update on the town centre services, noting an increase in bookings for the Twilight events

scheduled for December. Officers expressed confidence that the events would be fully booked and well-attended.

The tender for town centre services was due to be reviewed in November, with updates expected by the next committee meeting.

A query was raised regarding pre-application planning advice for Pulse communication boxes in the conservation area, which had been unfavourable. The Head of Community Services elaborated on the challenges faced due to conservation area restrictions and the lack of feasible suggestions from Central Bedfordshire's planning team, which hindered the project's progress.

### **234/25 - Budget Proposals for 2026/27**

The budget proposals for the fiscal year 2026/27 were introduced, highlighting differences between the previously agreed four-year budget and current suggestions. The overall council budget was facing challenges, with an initial draft indicating a 12% increase compared to the 8% agreed in February.

Members requested that officers provide detailed information on event costs and income to make informed budget decisions and organise a working group to delve deeper into budgetary considerations a meeting with officers to review options for event funding and to establish the impact of removing an event from the calendar.

**ACTION:** Head of Community Services

#### **RESOLVED:**

to include the fallback proposal to commit £35,000 to ensure the continuity of detached youth services in case Central Bedfordshire Council withdraw their funding in the draft budget.

### **235/25 - Priory House**

The Head of Community Services provided updates on Priory House, including the opening of the gift shop area and refurbishment works. The gift shop's light bites and retail stock were positively received, and the refurbishment was progressing well, with internal works and permissions in place.

A funding application for youth engagement workshops had been submitted to the National Archives, and the committee was asked to agree to accept the funding if successful.

#### **RESOLVED:**

to accept the funding from the National Archives for youth engagement workshops if successful.

### **236/25 – Events**

The Events Officer reported on recent and upcoming events, noting a lower turnout for Proms in the Park compared to previous years, possibly due to weather conditions and competing events in neighbouring towns. Planning for the Christmas Carols and Torchlight Procession was progressing well, with confirmed participation from schools and choirs.

Changes to event dates for 2026 were outlined, with the Soapbox Derby moved to September to encourage teams to take part and Priory Pictures to August for better scheduling.

### **237/25 - Grove Corner and Community Engagement**

The cafe's performance had been mixed due to varying weather conditions, with income fluctuating over recent weeks. New initiatives and the return of winter sessions are expected to drive continued growth against last year's income.

Updates were provided on Grove Corner and community engagement, noting an increase in new sign-ups and successful youth engagement initiatives, including a talent show organised by junior team club members. Detached youth work continued to adapt to seasonal changes, with significant engagement numbers reported. The committee acknowledged the positive impact of these activities and the importance of continued funding and support.

The community lottery had 30 good causes signed up and 151 players, generating £3175.20 in revenue for local good causes. Members agreed that a full year of operation would provide a clearer picture of the lottery's financial impact.

### **238/25 - Older People's Services**

The report on older people's services highlighted various activities and initiatives.

The Household Support Fund would provide £1,839 for supermarket vouchers for members of Good Companions and Lunch Bunch during the week between Christmas and New Year. Officers had received kindness bags from the Small Acts of Kindness charity, which would be distributed among the groups.

The council expressed gratitude towards Cafe Nostalgia, the Household Support Fund, and the Small Acts of Kindness charity for their contributions.

### **239/25 - Date of the next meeting - Monday 12 January 2026 at 7.00 pm**

**The meeting closed at 9:00 PM**

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL  
SERVICES COMMITTEE**

**HELD ON MONDAY 10 NOVEMBER 2025 FROM 7:00 PM**

**Present:** Councillors Peter Hollick (Chair), Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Michelle Henderson (Vice-Chair), Wendy Bater, Liz Jones, Matthew Brennan and Tamara Johnson.

**In Attendance:** Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Jackie Carrington (Democratic Services Manager), Mary Dobbs (Cemetery Manager), Katherine Doyle (Parks and Green Space Development Officer) and Daniel Mott (Grounds Operations Manager)

**In Attendance:** Councillor John Gurney  
**(Remotely)**

**Public:** None

**248/25 - Apologies for Absence**

Councillors Mark Davis, Robert Blennerhassett and Trevor Adams

**249/25 - Declarations of Interest**

Councillor Henderson declared an interest, noting that she owns an allotment, and Councillor Jones declared an interest as Chair of Dunstable in Bloom.

**250/25 - Public Question Time**

There were no members of the public present, and consequently, no questions were raised.

**251/25 - To agree the minutes of the meeting of 15 September 2025 as a true record (copy previously circulated)**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 15 September 2025 be approved as a correct record and signed by the Chair.

**252/25 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 15 September 2025 and 13 October 2025.**

**RESOLVED:** that the minutes of the meetings of the Plans-Sub Committee held on 15 September and 13 October 2025 be received.

**253/25 - Action Tracker – to receive updates on previous actions**

Members noted the Action Tracker provided.

**254/25 - Grounds - Information Report**

The Cemetery Manager, Grounds Operation Manager and Parks and Open Space Development Officer summarised the report.

The grounds maintenance report was presented, highlighting that summer bedding has been replaced with winter and spring bedding.

Recreation grounds have seen 12 repairs, including safety services and swing shackles. The inclusive seesaw at Grove House Gardens is now operational. Grass cutting continues due to milder weather. The football season is well underway, with 77 games played since the report. Members asked for further details as to the capacity and breakdown of games played at each location.

**ACTION GROUNDS OPERATIONS MANAGER**

The Town Rangers are rotating their time across the five wards, addressing issues and responding to requests. The solar bench at Grove House had been vandalised and was awaiting repair. The antisocial behaviour working group aimed to improve partnership working with the police and Central Bedfordshire Council's community safety team.

The Chair thanked Mary Dobbs for all her contributions and efforts as Cemetery Manager, this being her last meeting in the role.

**255/25 - Budget Proposals 2026/27 - For Decision**

The budget proposals for 2026/27 were outlined, with adjustments identified for necessary increases or savings. The draft budget included a conservative 3% increase where costs rise, and a 4% increase on salaries, to allow for the likely national pay award. Members discussed the overall impact of adjustments, noting a 12% increase this year, reducing to 2.8% the following year.

Savings from rational purchasing of vehicle fuel and maintenance were highlighted.

Waste disposal costs were discussed, noting a single supplier is now used

following a procurement exercise. Members suggested exploring spend-to-save opportunities for green waste recycling and composting..

**RESOLVED:** The budget proposals for 2026/27 were accepted with a caveat for further review and comments in subsequent meetings.

#### **256/25 - Local Green Space - For Decision**

Members reviewed the criteria for protecting local green spaces, focusing on sites owned by the Council. The draft list of sites was discussed, excluding Priory Gardens as it is already protected. The tight timescale for submission by 28 November was noted, with each site requiring detailed information. The council agreed to add the Busway Pocket Park to the list, making the total 22 sites for submission.

**RESOLVED:** To submit the identified green spaces, including the addition of the Busway Pocket Park.

#### **257/25 - Busway Pocket Park - For Decision**

The discussion focused on the design brief for the Busway Pocket Park. The objective was to acquire land adjacent to College Drive to create a pocket park. The working brief was created pending the completion of the land transfer. The possible need for approval to roll forward the Joint Committee funding into the new financial year was noted. Concerns were raised about the adequacy of the budget for the extensive area, and it was suggested that the Grounds team could potentially undertake some work to reduce costs. The Council agreed to proceed with the briefing, subject to careful costing and planning.

**RESOLVED:** To proceed with the proposed brief for the Busway Pocket Park

#### **258/25 - New Cemetery Outline Brief - For Decision**

The Head of Grounds and Environmental Services outlined the brief for the new cemetery project. Councillor Brennan raised concerns about the timeline and the risk of delays. It was explained that the process included stages for design feedback and adjustments, with experienced consultants mitigating risks.

**RESOLVED:** The outline brief for the new cemetery project was approved for inclusion in the procurement pack.

#### **259/25 - Kingsbury Recreation Ground Management Plan 2026-2029 For Decision**

The management plan for Kingsbury Recreation Ground was discussed. Members noted that this would be used as a blueprint for future plans for other recreation grounds. Members emphasised the need to prioritise parks requiring urgent repairs, ensuring those in worse condition are addressed first.

**RESOLVED:** To adopt the four-year management plan for Kingsbury Recreation Ground.



## **260/25 - Motion to exclude public and press - Security review-verbal update**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following item 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.

Members received a verbal update from the Town Clerk & Chief Executive

**261/25 - Motion to exclude public and press - Cemetery Verbal Update**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following item 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.

Members received a verbal update from the Town Clerk & Chief Executive

**262/25 - Date of the next meeting – Monday 19 January 2026 at 7.00 pm**

**The meeting closed at 9:30 PM**

## **DUNSTABLE TOWN COUNCIL**

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

**HELD ON MONDAY 17 NOVEMBER 2025 FROM 7:00 PM**

**Present:** Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Nicholas Kotarski (Chair), Johnson Tamara (Vice-Chair), John Gurney, Liz Jones, Matthew Brennan, Matthew Neall, Gregory Alderman and Peter Hollick.

**In Attendance:** Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Corporate Services and Responsible Financial Officer), Jackie Carrington (Democratic Services Manager) and Rachel Connor (Corporate Marketing and Communications Officer)

**In Attendance:** Councillor Michelle Henderson  
**(Remotely)**

**Public:** None

#### **263/25 - Apologies for Absence**

Councillors Kenson Gurney, Philip Crawley and Louise O'Riordan

#### **264/25 - Declarations of Interest**

There were no specific declarations of interest

#### **265/25 - Public Question Time**

There were no questions from the public

#### **266/25 - To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 22 September 2025.**

The Minutes of the meeting of the Finance and General Purposes Committee held on 22 September 2025 were approved as a correct record and were signed by the Chair

#### **267/25 - Action Tracker**

Members received and noted the Action Tracker.

## **268/25 - Finance Report**

The Head of Corporate Services summarised the report provided to members.

- RESOLVED:**
- i) To note the revenue budget position and year end forecasts for the current financial year
  - ii) To note the Council's earmarked reserves as of 30 September 2025
  - iii) To note the current investments
  - iv) An update on the first Interim Audit Report for the financial year 2025/26 and an update on the External Audit for the financial year 2024/25 was received

## **269/25 - Compliance and Facilities Report**

The Town Clerk and Chief Executive summarised the report and gave details of the repair and maintenance work required at Grove House.

- RESOLVED:**
- i) to disband the Environmental Working Group
  - ii) to adopt the Carbon and Energy Action plan
  - iii) to revise Action 6 of the Corporate Plan to say CP6: To reduce Dunstable Town Council's total climate impact to 40 tCO<sub>2</sub>e by 2030

## **270/25 - Marketing and Communications Report**

The Marketing and Communications officer summarised the report. It was noted that there had been a steady increase in followers to the Council's social media pages and the Community Lottery was being promoted on a regular basis with the last video reaching 1,800 views.

## **271/25 - Reference Up Report**

Members received and discussed the report from Personnel Sub-Committee

- RESOLVED:** to approve and adopt the Councillor-Officer Protocol

## **272/25 - Mayoral Allowance**

The Head of Corporate Services presented the report outlining options for amending the Mayoral Handbook at Item 14b - Mayoral Allowance.

- RESOLVED:** to amend the Mayoral Handbook at Item 14b - Mayoral Allowance to say "*all contributions to your chosen charities must come from funds raised during the year (your mayoral allowance must not be used to donate to your chosen charities)*"

## **273/25 - Artificial Intelligence Use Policy**

The report was summarised by The Town Clerk and Chief Executive

**RESOLVED:** to adopt the AI Use Policy

## **274/25 - Corporate Services Budget Report 2026/27**

The Head of Corporate Services and Responsible Financial Officer outlined report, which members discussed the report in depth.

Members asked Officers to review the current ear-marked reserves to identify any that could be removed or reduced. Members requested that once the forecast underspend has been further clarified, a revised budget proposal be submitted which uses any available underspend to reduce the required precept increase in 2026 where possible.

**Action:** Head of Corporate Services and Responsible Financial Officer

## **275/25 - Reports from Outside Organisations:**

Citizen's Advice Management Committee – Councillor Attwell had attended the AGM of the Citizen's Advice Bureau and stated that many residents of Dunstable had used the services provided over the last year.

Dunstable International Town Twinning Association – Councillor Hollick stated that the Association was somewhat dormant at the moment.

Hospice at Home Management Committee – Councillor Jones stated Hospice at Home continues to thrive in the community. There are currently 25 volunteers and Hospice at Home is focusing on their 40<sup>th</sup> Anniversary which it celebrates next May.

Ashton Almshouses Charity – Councillor Alderman was unable to attend meeting and had no update.

Ashton Schools Foundation – Councillor Hollick was unable to attend the meeting and had no update.

Chew's Foundation – Councillor Brennan stated the next meeting was in a couple of weeks and he would update at the next meeting.

Poor's Land Charity – Councillor Jones stated nothing to report

Lockington Charity and Marshe Charity – Councillors Kimondo and Jones had attended the meeting at the beginning of November. Grants have been given to appropriate families of Dunstable and the Charity will continue to do so.

Dunstable and District Scout Council Executive – Councillor Kotarski would be attending the meeting next week.

Councillor Brennan requested that Pride Dunstable and The Rotary Club be included in the Outside Organisations and asked when this could happen. The Town Clerk and Chief Executive stated that members could request that Members be appointed to an outside organisation at any time, as long as they are happy to have a representative from the Council attend. It was also stated that the Mayor, Deputy Mayor and Chairs of the Committees were attending the Rotary Club as part of the Council's corporate membership, along with the Town Clerk and Chief Executive who was the Council's key contact, and they could report back to committee after attendance. Rotary Club was to be added to the Agenda under Outside Organisations.

**276/25 - Motion to exclude public and press**

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

**277/25 - Bennett's Cafe and Community Hub Staffing Report**

**RESOLVED:**

- I. To amend the role of Manager of Bennetts Café and Community Hub from a fixed-term contract to a permanent contract.
- II. To approve the creation of a 16 hour per week Catering Assistant post using existing budgets within the Bennetts Café and Community Hub

**278/25 - Date of the next meeting**

Monday 26 January 2026 at 7pm

**The meeting closed at 9:01 PM**





**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 1 DECEMBER 2025**

**GOVERNANCE REVIEW**

**Purpose of Report:** For members to consider recommendations to submit to Central Bedfordshire Council regarding the Community Governance Review

**1. ACTIONS RECOMMENDED**

- 1.1. To strongly oppose the arbitrary and unevidenced recommendation to reduce the number of Councillors in East Ward by one and to insist that Dunstable's democratic representation be maintained at its current level.
- 1.2. That the Council confirms its endorsement of the draft recommendation to move the parish boundary incorporating the land forming part of and also adjacent to the Downside Recreation Ground together with the land occupied by St Mary's and Manshead Schools from the parish of Caddington into the parish of Dunstable Town Council.
- 1.3. To continue to oppose the changed suggested by Totternhoe Parish Council to move the proposed land into Totternhoe's parish boundary.

**2. BACKGROUND**

- 2.1. Central Bedfordshire Council are conducting a Community Governance Review (CGR) for the whole of the council area. The review is considering:
  - the creation, merger, alteration or abolition of parishes;
  - the naming of parishes and the style of any new or revised parish;
  - electoral arrangements for existing parishes including council size, the number of councillors to be elected to the council, parish warding, and
  - grouping parishes under a new common parish council with any of their surrounding areas.
- 2.2. CBC are using the government's guidance published here: [Guidance on community governance reviews](#) to base their process on.
- 2.3. Members discussed the upcoming review during the meeting held on 23 June 2025. Members agreed starting on 30 June 2025. The Council resolved:

- i. To request that CBC include the proposal to amend Dunstable's parish boundary with Caddington Parish Council by incorporating land forming part of and also adjacent to the Downside Recreation Ground as laid out in Appendix 1*
- ii. To request that CBC include the proposal to amend the boundary with Caddington Parish Council by incorporating the land occupied by St Mary's and Manshead Schools as laid out in Appendix 1*
- iii. To oppose the changed suggested by Totternhoe Parish Council to move the land depicted in Appendix 4 into Totternhoe's parish boundary*

CBC have now moved to Stage 2 of the Community Governance Review process. The Stage 2 Consultation opened on 3 November 2025 and will close on 26 January 2026. Full details are available here: [Community Governance Review - stage 2 | Central Bedfordshire Council](#)

For Dunstable, the recommendations are:

***Draft recommendations***

- 1. that the parish name of Dunstable should remain unchanged*
- 2. that the number of parish councillors on Dunstable Town Council is reduced from 18 to 17*
- 3. move the parish boundary incorporating the land forming part of and also adjacent to the Downside Recreation Ground together with the land occupied by St Mary's and Manshead Schools from the parish of Caddington into the parish of Dunstable (see map)*

***Reason for recommendations***

*The recommendation to reduce the number of councillors is made in accordance with the terms of reference due to the number of councillors being disproportionate to the electorate or to avoid uncontested elections and the subsequent need to co-opt members to fill the outstanding vacancies. Additionally, the schools are geographically adjacent to Dunstable and some distance from the village of Caddington.*

- 2.4. The draft recommendations therefore include all the recommendations made by Dunstable Town Council in June 2025.
- 2.5. The recommendation for Totternhoe does not include the proposal put forward by Totternhoe Parish Council to extend the parish boundary to follow the field boundary adjacent to Badgers Gate houses (thus including land currently within the Dunstable boundary).
- 2.6. Caddington Parish Council have recorded their opposition to the proposed change of boundary between Caddington and Dunstable.

### 3. **PROPOSED REDUCTION IN THE NUMBER OF DUNSTABLE TOWN COUNCILLORS**

- 3.1. The draft recommendations include a new proposal: to reduce the number of Town Councillors from 18 to 17, by reducing the number of East Ward councillors from five to four. This was not discussed with the Town Council before the draft recommendations were published.
- 3.2. CBC state that, *"Feedback received through the public consultation indicated a preference to retain the current level of representation and to make no other changes."*
- 3.3. However the draft also states, *"The recommendation to reduce the number of councillors is made in accordance with the terms of reference due to the number of councillors being disproportionate to the electorate or to avoid uncontested elections and the subsequent need to co-opt members to fill the outstanding vacancies"*. However the evidence provided clearly contradicts this statement.
- 3.4. This recommendation has not come from the public consultation and no justification is provided for it. Dunstable Town Councillors receive no allowance, so there is no financial justification for this recommendation.

### 4. **RATIO OF COUNCILLORS TO ELECTORATE**

- 4.1. East Ward has had between 11 and 13 candidates stand for election at for each of the last four elections, standing for five seats. There can be no concern about the risk of co-option for this seat. The proposed change would make the ratio of councillors to electors in East Ward 2,014. Retaining the current 5 councillors would give a forecast ratio of 1,612. At present, Dunstable has by far the highest ratio of electors to councillors in Central Bedfordshire, at 1,658. The proposal would take the overall ratio for Dunstable to 1,791, still higher by over a thousand than Leighton Linlade, which would at that point have an electorate of 5,000 more than Dunstable. Were the current 5 ward councillors kept in East Ward, Dunstable would STILL have the highest ration in Central Bedfordshire, at 1,692. **This proposed change would give East Ward the highest ratio of electors to councillors of any ward or parish in Central Bedfordshire and make worse the current disadvantage facing Dunstable residents compared to the rest of Central Bedfordshire.**
- 4.2. The Terms of Reference state that *"the Government also made a commitment to parish councils in 'Strong and Prosperous Communities' (Local Government White Paper, October 2006) in which it emphasised: "Ultimately, the recommendations made in a Community Governance Review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services" One of the overriding aims of this Terms of Reference is that it endeavours to lay out clear policies (for example, with regard*

*to councillor numbers), which will ensure that the electors across Central Bedfordshire will be treated equitably and fairly". The proposed reduction would reduce community engagement and diminish local democracy.*

- 4.3. There is no reason given why East Ward has been singled out. West Ward currently has a lower ratio, and would continue to do so. (there is no rationale for reducing the number of Councillors in West Ward either).
- 4.4. It is recommended that the Council strongly opposes the proposal to reduce the number of Town Councillors from 18 to 17, by reducing the number of East Ward councillors from 5 to 4.

## **5. LEGAL IMPLICATIONS**

- 5.1. Central Bedfordshire Council are carrying out the Governance Review in accordance with the Legislative and Regulatory Reform Act 2006 as amended by the Legislative Reform (Community Governance Reviews) Order 2015.

## **6. FINANCIAL IMPLICATIONS**

- 6.1. Any boundary changes which increased or reduced the number of homes within the parish boundary would affect the Council Tax Base for Dunstable. However, none of the proposals discussed above involve any homes; there would be no financial implications either way for any of the proposals.

## **7. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 7.1. None

## **8. HUMAN RESOURCE IMPLICATIONS**

- 8.1. None

## **9. HEALTH AND SAFETY, LEGAL AND ENVIRONMENTAL AND BIODIVERSITY POLICY IMPLICATIONS**

- 9.1. None.

## **10. EQUALITIES IMPLICATIONS**

- 10.1. None

## **11. AUTHOR**

Paul Hodson - Town Clerk & Chief Executive

[Paul.hodson@dunstable.gov.uk](mailto:Paul.hodson@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**MONDAY 1 DECEMBER 2025**

**DRAFT BUDGET SUMMARY 2025/26**

<b>Purpose of Report:</b>	The purpose of this report is to present to members a draft revenue budget summary for the Council for Financial Year 2026/27 for comment.
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**1 ACTION RECOMMENDED**

- 1.1 That the Council consider the draft revenue budget enclosed at appendix 1 and 2 with this report and agree adopting a balanced budget as proposed at the meeting of the Council on 9 February 2026, pending any changes that may be proposed following a review of the events budget, a review of reserves and the use of the forecast underspend, and the final figures for the Council Tax Base and the triennial pension review.

**2 INTRODUCTION**

- 2.1 The Council's finances have seen a number of considerable changes over the years as the Council has grown and developed new services and taken on additional responsibilities.
- 2.2 During this phase of growth, the Council has had to identify year on year cost efficiency savings whilst maintaining a focus on 'growing the core business' resulting in continued added value to the Dunstable council taxpayer.
- 2.3 The majority of properties in Dunstable are not band D. The highest number fall within Band C and as a result, most households in Dunstable pay **less** than the Band D charge.
- 2.4 The draft budget for 2026/27 is submitted as an appendix to this report.

**3 REVENUE BUDGET SETTING PROCESS AND EXPLANATION OF DETAIL**

- 3.1 Every year the Council's managers and officers prepare their service areas budgets with the Senior Management Team and the Responsible Financial Officer (RFO), where all growth, savings, needs and requirements as well as income generating initiatives are explored. This process is very detailed, and every line of the budget is scrutinised for savings or additional income generation as well as essential or required growth items. The budget is then drafted in October for presentation and consideration at the November cycle of Committees and then with this Full Council meeting.
- 3.2 Having to do this inevitably means that whilst a full outturn of financial figures from 2024/25 is available, only a half-year outturn is available for 2025/26. As a result, there is always an element of 'educated forecasting' that is required to establish budget proposals for the following year and therefore budget setting is never an exact science.

- 3.3 The draft forecast summary submitted in the appendices has been based on providing all of the Council's services, as well as the impact of the ongoing works at Priory House. The budget takes account of RPI increase on relevant expenditure budgets at a conservative 3% (the RPI announced recently was 4.1%), together with a 4% increase to salaries, which is based on the current year's National Pay Increase and estimated 'best guess' increase expected in 2026/2027.
- 3.4 In addition to the normal exercise undertaken by the Senior Management Team, the Finance and General Purposes Chair and Vice-Chair, Councillors Nichola Kotarski and Johnson Tamara, have met with the Town Clerk and Chief Executive and Head of Corporate Services and RFO in previous weeks, looking at over the detail of the proposed budget and discussing the full process, as well understanding of reasons for proposals made.
- 3.5 Every line of the revenue budget is challenged in this process and as this Council relies more and more on revenue gained from non-council tax sources; i.e. income gained from various services, this challenge focuses not only on expenditure efficiency but also on achieving greater levels of trading income.
- 3.6 Members will note that many of the changes illustrated at appendix 1 reflect a fine-tuning exercise in budget savings and growth and many of the main increases to the revenue budget are for reasons beyond direct control such as staff cost increases, waste costs, H&S issues and member requests, etc.
- 3.7 Significant budget growth and savings (excluding salaries) are highlighted below:

#### **Growth**

- **Insurance £7,000** – current year costs plus inflationary increase
- **New Health and Safety Reserve £5,000** – known works required
- **Cemetery Burial Fees £5,250** – Reduced income based on current year forecast
- **Detached Youth Service £31,000** – service provision (previously externally funded)
- **Bennett's Splash Catering Sales £5,505** – based on current year service (£12,165 – offset by savings of £6,660 on catering stock expenditure)
- **Soapbox Event £2,000** – addition to events programme (£20,000 - offset by savings of £8,000 on Priory Pictures plus £10,000 on Events (HSHAZ legacy) budgets)
- **Priory House building maintenance £67,872** – reserve build up required for known additional required works (calculated from savings on the revenue budget due to partial closure)
- **New Cemetery Development £100,000** – next stage of procurement (included in budget approved in February 2025)

#### **Savings**

- **Vehicle Fuel £8,153** – Efficiencies in fuel storage/usage
- **Detached Youth Service Activities £6,000** – reduced service - reduction in requirement

- 3.8 In summary the draft budget proposed at appendix 1 shows an additional budget growth of £126,286 on that of the budget for 2026/2027 approved in February 2025 as part of the 4-year budget presented, giving a total overall projected deficit figure of **£393,853**.

- 3.9 The proposed draft budget totals £3,676,021. This is made up of £4,279,011 expenditure and £602,990 income. This would result in the annual Council Tax charge on a Band D property of £275.67.
- 3.10 Members are provided with a breakdown of Income and Expenditure against the draft budget at Appendix 2 of this report.
- 3.11 The proposed draft budget does not take account of any request Members have made for further investigation; Community Services Committee have proposed a review of the Events programme - the outcome of this will be presented as part of the budget report to the next meeting of Community Services on 9 January 2026. It also does not take account of the tax base, the employer's pension contributions for 2026/2027, or any current year underspend.
- 3.12 Members are aware that the general reserve balance requires a minimum of 25% of the annual salary costs. For 2025/26 the balance is £565,701. For 2026/27 the balance required is £563,619, so is covered with the current balance.
- 3.13 Members should note that the proposed budget is only draft at this stage and there may be forthcoming unforeseen budget pressures between now and February when the final Council revenue budget is agreed for 2026/27.

#### **4 FINANCIAL IMPLICATIONS**

- 4.1 The proposed budget would ensure the Council continues 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.

#### **5 POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The proposed draft budget continues to support the Council's Corporate Priorities as set out in the Corporate Plan 2024-27.

#### **6 HEALTH AND SAFETY IMPLICATIONS**

- 6.1 The proposed draft budget makes a revenue contribution to the Council's approach to managing health and safety requirements, as well as the creation of a new earmarked reserve for Health and Safety requirements known.

#### **7 HUMAN RESOURCE, EQUALITIES AND LEGAL IMPLICATIONS**

- 7.1 The budget includes the pay award estimated to take effect from 1 April 2026.

#### **8 APPENDICES**

- 8.1 Appendix 1 – Draft Budget Detail 2026/27  
Appendix 2 – Draft Budget Summary including Income and Expenditure 2026/27

#### **9 AUTHOR**



- 9.1 Lisa Scheder – Head of Corporate Services and RFO  
lisa.scheder@dunstable.gov.uk

**CORPORATE SERVICES****APPENDIX 1****STAFF COSTS**

Cost Centre	Nominal Code	Nominal Description	2025/26 Budget	Prospective 2026/27 budget	2027/28	2028/29	2029/30
100	4001	Salaries	-544,549	-559,999	-576,799	-594,103	-611,926
			<b>-544,549</b>	<b>-559,999</b>	<b>-576,799</b>	<b>-594,103</b>	<b>-611,926</b>

**CENTRAL SERVICES**

Cost Centre	Nominal Code	Nominal Description	2025/26 Budget	Prospective 2026/27 budget	2027/28	2028/29	2029/30
101	4007	Training	-22,500	-20,000	-20,600	-21,218	-21,855
101	4010	Payroll Services	-6,994	-7,344	-7,564	-7,791	-8,025
101	4021	Telephones/Data Links	-16,650	-14,150	-14,575	-17,012	-15,522
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	-7,500	-8,827	-9,092	-9,365	-9,646
101	4037	Eqpt/IT Maintenance/Support	-46,870	-49,384	-50,866	-52,391	-53,963
101	4039	Equipment Hire	-6,400	-6,400	-4,000	-4,120	-4,244
101	4058	Professional Services	-20,500	-21,525	-22,601	-23,731	-24,918
			<b>-131,414</b>	<b>-131,630</b>	<b>-133,297</b>	<b>-139,628</b>	<b>-142,171</b>

**GROVE HOUSE**

Cost Centre	Nominal Code	Nominal Description	2025/26 Budget	Prospective 2026/27 budget	2027/28	2028/29	2029/30
102	1001	INC - Lettings/Facility Hire	2,500	5,000	5,000	6,000	6,000
102	1002	INC - Rent Receivable	25,072	28,072	28,072	28,072	28,072
102	4011	Rates	-16,100	-16,100	-16,422	-16,750	-17,085
102	4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
102	4014	Electricity	-9,000	-9,000	-9,000	-9,000	-9,000
102	4015	Gas	-10,000	-10,000	-10,000	-10,000	-10,000
102	4016	Cleaning	-11,464	-14,308	-14,737	-15,179	-15,635
102	4017	Waste Disposal	-979	-1,008	-1,039	-1,070	-1,102
102	4018	Security	-200	-200	-200	-200	-200
102	4036	Maintenance Contracts	-3,708	-4,319	-4,449	-4,582	-4,719
102	4038	Repairs & Maintenance	-7,000	-7,210	-7,426	-7,649	-7,879
102	4040	Equipment/Materials/Tools	-3,863	-3,979	-3,979	-4,098	-4,221
			<b>-35,742</b>	<b>-34,052</b>	<b>-35,180</b>	<b>-35,457</b>	<b>-36,769</b>

**CORPORATE SERVICES****CORPORATE MANAGEMENT**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
106	4032	Publicity / Marketing	-5,500	-5,500	-5,500	-5,500	-5,500
106	4033	Newsletter	-36,050	-40,132	-41,336	-42,576	-43,853
106	4034	Website	-4,500	-4,500	-4,500	-4,500	-4,500
106	4006	Health & Safety	-10,300	-10,609	-10,927	-11,255	-11,593
106	4003	Pension Payments (early retire	-7,920	-8,157	-8,402	-8,654	-8,913
106	4019	DBS Checks (prev CRB)	-550	-550	-550	-550	-550
106	4062	HR Related Costs	-3,605	-3,713	-3,824	-3,939	-4,057
106	4063	Uniform	-3,090	-3,183	-3,278	-3,377	-3,478
106	1096	INC - Interest Receivable	101,000	101,000	101,000	101,000	101,000
106	1099	INC - Recharges etc	6,150	6,335	6,525	6,721	6,922
106	4026	Insurance	-71,703	-80,854	-83,280	-85,778	-88,351
106	4056	Audit Fees - External	-3,543	-3,649	-3,758	-3,871	-3,987
106	4057	Audit Fees - Internal	-2,524	-2,599	-2,677	-2,757	-2,840
106	4061	Annual Report	-1,250	0	0	0	0
106	4096	Bank Charges	-2,500	-2,000	-2,000	-2,000	-2,000
			<b>-45,885</b>	<b>-58,111</b>	<b>-62,508</b>	<b>-67,037</b>	<b>-71,701</b>

**DEMOCRATIC SERVICES**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
107	4007	Training	-1,000	-1,000	-1,000	-1,000	-1,000
107	4024	Printing	-1,250	-1,250	-1,250	-1,250	-1,250
107	4025	Subscriptions/Publications	-2,300	-2,369	-2,440	-2,513	-2,589
107	4501	Mayor's Transport	-3,500	-3,500	-3,500	-3,500	-3,500
107	4502	Mayor's Allowance	-4,500	-4,500	-4,500	-4,500	-4,500
107	4503	Civic Hospitality	-8,600	-9,558	-9,845	-10,140	-10,444
107	4504	Civic Regalia	-500	-1,000	-1,000	-1,000	-1,000
107	4515	Remembrance Events	-3,090	-3,183	-3,278	-3,377	-3,478
			<b>-24,740</b>	<b>-26,360</b>	<b>-26,813</b>	<b>-27,280</b>	<b>-27,761</b>

**CAPITAL AND PROJECTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
110	4051	Loan Interest Payable	-10,932	-9849	-8,766	-7,683	-6,599
110	4052	Loan Capital Repaid	-23,567	-23567	-23,567	-23,567	-23,567
110	4721	Tfr to IT/Equipment Reserve	-20,000	-20000	-25,000	-35,000	-35,000
110	4723	Tfr to Election Reserve	0	-20000	-30,000	-30,000	-30,000
110	4724	Tfr to Building Maint Res	-49,000	-69000	-69,000	-69,000	-69,000
110	4952	NEW Health and Safety Reserve		-5000	-5,000	-5,000	-5,000
110	4936	Res Exp- Personnel Reserve			-1,000	-1,000	-1,000
110	4949	Res Exp- Website Development	-900	-900	-900	-900	-900
			<b>-104,399</b>	<b>-148,316</b>	<b>-163,233</b>	<b>-172,150</b>	<b>-171,066</b>

**SUMMARY  
Prospective**

Cost Centre	Cost Centre Description	2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
100	STAFF COSTS	-544,549	-559,999	-576,799	-594,103	-611,926
101	CENTRAL SERVICES	-131,414	-131,630	-133,297	-139,628	-142,171
102	GROVE HOUSE	-35,742	-34,052	-35,180	-35,457	-36,769
106	CORPORATE MANAGEMENT	-45,885	-58,111	-62,508	-67,037	-71,701
107	DEMOCRATIC SERVICES	-24,740	-26,360	-26,813	-27,280	-27,761
110	CAPITAL AND PROJECTS	-104,399	-148,316	-163,233	-172,150	-171,066
<b>CORPORATE SERVICES</b>		<b>-886,729</b>	<b>-958,468</b>	<b>-997,830</b>	<b>-1,035,655</b>	<b>-1,061,395</b>

**GROUNDS AND ENVIRONMENTAL SERVICES****STAFF AND VEHICLE COSTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
200	4001	Salaries	-933,559	-960,719	-961,566	-990,413	-1,020,125
200	4005	Overtime	-13,600	-18,125	-18,669	-19,229	-19,806
200	4045	Vehicle Fuel	-22,050	-15,000	-15,450	-15,914	-16,391
200	4145	Vehicle Maintenance Costs	-18,195	-18,741	-19,303	-19,882	-20,479
			<b>-987,404</b>	<b>-1,012,585</b>	<b>-1,014,988</b>	<b>-1,045,438</b>	<b>-1,076,800</b>

**ALLOTMENTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
201	1002	INC - Rent Receivable	11,150	11,485	12,059	12,662	13,295
201	1091	INC - Miscellaneous	500	500	500	500	500
201	1099	INC - Recharges etc	3,000	3,090	3,183	3,278	3,377
201	4012	Water	-4,000	-4,120	-4,244	-4,371	-4,502
201	4014	Electricity	-3,000	-3,000	-3,000	-3,000	-3,000
201	4017	Waste Disposal	-1,622	-1,671	-1,721	-1,773	-1,826
201	4038	Repairs & Maintenance	-2,060	-2,122	-2,186	-2,251	-2,319
201	4041	Tree Planting/Surgery	-550	-567	-583	-601	-619
			<b>3,418</b>	<b>3,596</b>	<b>4,008</b>	<b>4,444</b>	<b>4,906</b>

**CEMETERY**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
202	1021	INC - Burial Fees	175,000	175,000	183,750	192,938	202,584
202	1022	INC - Book of Remembrance	600	600	600	600	600
202	1023	INC - Memorials	54,450	56,084	58,888	61,833	64,924
202	1027	INC - Kerb Blocks	1,000	1,000	1,000	1,000	1,000
202	1028	INC - Sanctums	2,500	2,500	2,500	2,500	2,500
202	4001	Salaries	-96,865	-100,849	-103,874	-106,991	-110,200
202	4011	Rates	-9,100	-9,100	-9,282	-9,468	-9,657
202	4012	Water	-4,000	-4,120	-4,120	-4,244	-4,371
202	4014	Electricity	-5,000	-5,000	-5,000	-5,000	-5,000
202	4015	Gas	-2,200	-2,200	-2,200	-2,200	-2,200
202	4016	Cleaning	-6,489	-6,684	-6,885	-7,091	-7,304
202	4017	Waste Disposal	-8,868	-9,134	-9,408	-9,690	-9,981
202	4018	Security	-3,550	-3,657	-3,767	-3,880	-3,996
202	4023	Stationery	-600	-600	-600	-600	-600
202	4036	Maintenance Contracts	-3,000	-3,090	-3,183	-3,278	-3,377
202	4037	Eqpt/IT Maintenance/Support	-5,520	-5,686	-5,857	-6,032	-6,213
202	4038	Repairs & Maintenance	-8,240	-8,487	-8,742	-9,004	-9,274
202	4040	Equipment/Materials/Tools	-7,210	-7,426	-7,649	-7,878	-8,115
202	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
202	4047	GREEN FLAG	-400	-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	-400	-400	-400	-400	-400
202	NEW	NEW - New Cemetery Development		-100,000	-120,000	-150,000	-150,000
			<b>68,458</b>	<b>-35,349</b>	<b>-48,378</b>	<b>-71,089</b>	<b>-63,337</b>

# GROUNDS AND ENVIRONMENTAL SERVICES

## RECREATION GROUNDS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
205	1009	INC - Pitch Hire	7,500	7,875	8,269	8,682	9,116
205	1024	INC - Maintenance	2,400	2,400	2,400	2,400	2,400
205	4011	Rates	-4,110	-4,233	-4,318	-4,404	-4,492
205	4012	Water	-3,000	-3,090	-3,183	-3,278	-3,377
205	4013	Rent Payable - Depot	-17,000	-17,500	-18,375	-19,294	-20,258
205	4014	Electricity	-11,800	-11,800	-11,800	-11,800	-11,800
205	4016	Cleaning	-2,000	-2,060	-2,122	-2,185	-2,251
205	4017	Waste Disposal	-9,517	-9,803	-10,097	-10,400	-10,712
205	4018	Security	-10,440	-10,753	-11,076	-11,408	-11,750
205	4036	Maintenance Contracts	-2,750	-4,333	-4,463	-4,597	-4,735
205	4038	Repairs & Maintenance	-15,000	-15,000	-15,450	-15,914	-16,391
205	4040	Equipment/Materials/Tools	-5,760	-5,933	-6,111	-6,294	-6,483
205	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
205	4046	Play Areas Equipment/Maintenan	-19,000	-19,570	-20,157	-20,762	-21,385
205	4047	GREEN FLAG	-400	-400	-400	-400	-400
205	4834	Tfr from Pavilions Mtce Rsv	8,000	8,000	6,000	0	0
			<b>-84,527</b>	<b>-87,900</b>	<b>-92,633</b>	<b>-101,457</b>	<b>-104,375</b>

## TOWN RANGER SERVICES

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
206	1024	INC - Maintenance	6,000	8,240	8,487	8,742	9,004
206	4017	Waste Disposal	-1,298	-1,337	-1,377	-1,418	-1,461
206	4036	Maintenance Contracts	-618	-637	-656	-676	-696
206	4038	Repairs & Maintenance	-4,532	-4,668	-4,808	-4,952	-5,101
206	4040	Equipment/Materials/Tools	-3,090	-3,183	-3,278	-3,377	-3,478
206	4045	Vehicle Fuel	-4,000	-3,000	-3,090	-3,183	-3,278
206	4145	Vehicle Maintenance Costs	-6,500	-6,695	-6,896	-7,103	-7,316
			<b>-14,038</b>	<b>-11,280</b>	<b>-11,618</b>	<b>-11,967</b>	<b>-12,326</b>

## TOWN CENTRE GARDENS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
403	1009	INC - Pitch Hire	2,500	1,751	1,804	1,858	1,913
403	1051	INC - Town Centre Agency CBC	38,007	39,147	40,321	41,531	42,777
403	4012	Water	-800	-824	-849	-874	-900
403	4014	Electricity	-5,000	-5,000	-5,000	-5,000	-5,000
403	4016	Cleaning	-1,500	-1,545	-1,591	-1,639	-1,688
403	4017	Waste Disposal	-9,135	-9,409	-9,691	-9,982	-10,281
403	4036	Maintenance Contracts	-7,746	-8,978	-9,247	-9,525	-9,811
403	4038	Repairs & Maintenance	-4,120	-4,244	-4,371	-4,502	-4,638
403	4040	Equipment/Materials/Tools	-2,060	-2,122	-2,186	-2,251	-2,319
403	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
403	4043	Bedding Plants	-34,750	-30,875	-31,801	-32,755	-33,738
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	-2,060	-2,122	-2,186	-2,251	-2,319
			<b>-32,114</b>	<b>-29,721</b>	<b>-30,349</b>	<b>-30,995</b>	<b>-31,661</b>

**CAPITAL AND PROJECTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
210	4051	Loan Interest Payable	-10,098	-9,285	-8,473	-7,708	-6,991
210	4052	Loan Capital Repaid	-16,062	-16,062	-15,531	-15,000	-15,000
210	4712	Tfr to Vehicles Reserve	-20,000	-60,000	-61,000	-62,000	-44,000
210	4719	Tfr to Cem Memorial Safety	-1,655	-1,738	-1,825	-1,916	-2,012
210	4728	Tfr to Priory Churchyard		-5,000	-10,000	-12,000	-12,000
210	4731	Tfr to Tree Reserve	-15,000	-15,000	-15,000	-15,000	-15,000
210	4732	Tfr to Open Spaces Improvement	-30,000	-30,000	-30,000	-30,000	-30,000
210	4734	Tfr to Pavilions Building Main	-15,000	-15,000	-15,000	-15,000	-15,000
210	4738	Tfr to Allotments Reserve	-5,000	-5,000	-5,000	-5,000	-5,000
210	4741	Tfr to Outdoor Leisure (non play)	-12,000	-12,000	-12,000	-12,000	-12,000
210	4743	Tfr to Cemetery Building Mai	-10,000	-10,000	-10,000	-10,000	-10,000
210	4744	Tfr to Fencing Reserve	-7,000	-7,000	-7,000	-7,000	-7,000
			<b>-141,815</b>	<b>-186,085</b>	<b>-190,829</b>	<b>-192,624</b>	<b>-174,003</b>

SUMMARY						
Cost Centre	Cost Centre Description	Prospective				
		2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
200	STAFF AND VEHICLE COSTS	-987,404	-1,012,585	-1,014,988	-1,045,438	-1,076,800
201	ALLOTMENTS	3,418	3,596	4,008	4,444	4,906
202	CEMETERY	68,458	-35,349	-48,378	-71,089	-63,337
205	RECREATION GROUNDS	-84,527	-87,900	-92,633	-101,457	-104,375
206	TOWN RANGER SERVICES	-14,038	-11,280	-11,618	-11,967	-12,326
403	TOWN CENTRE GARDENS	-32,114	-29,721	-30,349	-30,995	-31,661
210	CAPITAL AND PROJECTS	-141,815	-186,085	-190,829	-192,624	-174,003
<b>GROUNDS AND ENVIRONMENTAL SERVICES</b>		<b>-1,188,022</b>	<b>-1,359,325</b>	<b>-1,384,787</b>	<b>-1,449,125</b>	<b>-1,457,596</b>

**COMMUNITY SERVICES****STAFF COSTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
300	4000	Salaries - Funded	-81,722	-81,722			
300	4001	Salaries	-351,165	-375,702	-386,973	-398,582	-410,540
300	1071	INC - Rev Grant Rec'd	81,722	81,722			
			<b>-351,165</b>	<b>-375,702</b>	<b>-386,973</b>	<b>-398,582</b>	<b>-410,540</b>

**OLDER PEOPLE'S DAY CARE SERVICE**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
209	1004	INC - Activities	1,640	2,520	2,520	2,520	2,520
209	1006	INC - CBC Contribution/Grant	9,156	9,656	9,656	9,656	9,656
209	1007	INC - Fees O P Day Care Serv	14,000	16,000	16,000	16,000	16,000
209	4001	Salaries	-28,064	-29,314	-30,193	-31,099	-32,032
209	4036	Maintenance Contracts	0	-100	-100	-100	-100
209	4064	Hall Hire	-5,525	-3,500	-3,605	-3,713	-3,825
209	4065	Lunchclub Catering	-11,000	-13,837	-14,252	-14,680	-15,120
209	4066	Entertainment/Activities	-4,200	-4,200	-4,200	-4,200	-4,200
209	4313	OPHLP - Transport	-7,500	-5,000	-5,150	-5,305	-5,464
			<b>-31,493</b>	<b>-27,775</b>	<b>-29,325</b>	<b>-30,921</b>	<b>-32,564</b>

**COMMUNITY ENGAGEMENT**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
303	1001	INC - Lettings/Facility Hire	7,000	7,000	7,000	7,000	7,000
303	1004	INC - Activities	2,200	2,200	2,200	2,200	2,200
303	4001	Salaries (Detached)		-31,000	-31,930	-32,888	-33,875
303	1013	INC - Community Lottery		2,500	2,500	2,500	2,500
303	4068	EXP - including licence costs		-750	-750	-750	-750
303	4032	Publicity / Marketing	-300	-300	-300	-300	-300
303	4038	Repairs & Maintenance	0	-1,000	-1,030	-1,061	-1,093
303	4040	Equipment/Materials/Tools	-1,000	-1,030	-1,061	-1,093	-1,126
303	4066	Entertainment/Activities	-8,507	-8,500	-8,500	-8,500	-8,500
303	4067	Community Projects	-8,100	-10,125	-10,125	-10,125	-10,125
303	4069	ACTIVITIES- DETACHED	-10,000	-4,000	-4,000	-4,000	-4,000
303	4321	Service Level Agreements	-13,500	-13,500	-13,500	-13,500	-13,500
			<b>-32,207</b>	<b>-58,505</b>	<b>-59,496</b>	<b>-60,517</b>	<b>-61,568</b>

**COMMUNITY SERVICES****GROVE CORNER**

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective 2026/27	2027/28	2028/29	2029/30
			Budget	budget			
304	1001	INC - Lettings/Facility Hire	11,000	11,330	11,670	12,020	12,381
304	1032	INC - Bar & Catering Sales	750	0			
304	4001	Salaries	-9,549	-9,941	-10,239	-10,546	-10,863
304	4002	Wages	-4,000	-4,060	-4,182	-4,307	-4,436
304	4011	Rates	-2,510	-2,560	-2,611	-2,663	-2,717
304	4012	Water	-1,200	-1,236	-1,273	-1,311	-1,351
304	4014	Electricity	-2,500	-2,500	-2,500	-2,500	-2,500
304	4015	Gas	-3,125	-3,125	-3,125	-3,125	-3,125
304	4016	Cleaning	-618	-637	-656	-676	-696
304	4027	Licences	-500	-700	-500	-500	-500
304	4032	Publicity / Marketing	-400	-250	-400	-400	-400
304	4036	Maintenance Contracts	-2,987	-3,487	-3,592	-3,699	-3,810
304	4038	Repairs & Maintenance	-1,428	-1,470	-1,514	-1,560	-1,606
304	4040	Equipment/Materials/Tools	-978	-1,008	-1,038	-1,069	-1,101
304	4060	Bar & Catering Stock	-750	0			
304	4066	Entertainment/Activities	-2,000	-2,000	-2,000	-2,000	-2,000
			<b>-20,795</b>	<b>-21,644</b>	<b>-21,960</b>	<b>-22,337</b>	<b>-22,725</b>

**BENNETT MEMORIAL RECREATION GROUND - SPLASH PARK**

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective 2026/27	2027/28	2028/29	2029/30
			Budget	budget			
115	1001	INC - Lettings/Facility Hire	4,500	3,500	3,605	3,713	3,825
115	1004	INC - Activities	0	1,800	1,854	1,910	1,967
115	1032	INC - Bar & Catering Sales	55,500	45,000	46,350	47,741	49,173
115	1092	INC - Concessions	5,000	5,500	5,500	5,500	5,500
115	4001	Salaries	-44,412	-46,531	-47,927	-49,365	-50,846
115	4002	Wages	-37,874	-38,745	-39,907	-41,105	-42,338
115	4011	Rates	-2,670	-2,620	-2,672	-2,726	-2,780
115	4012	Water	-1,250	-1,250	-1,250	-1,250	-1,250
115	4014	Electricity	-6,300	-6,300	-6,300	-6,300	-6,300
115	4016	Cleaning	-2,575	-2,652	-2,732	-2,814	-2,898
115	4017	Waste Disposal	-3,000	-3,090	-3,183	-3,278	-3,377
115	4027	Licences	-220	-420	-433	-446	-459
115	4032	Publicity / Marketing	-300	-300	-300	-300	-300
115	4036	Maintenance Contracts	-8,652	-8,912	-9,179	-9,455	-9,738
115	4038	Repairs & Maintenance	-1,500	-1,545	-1,591	-1,639	-1,688
115	4040	Equipment/Materials/Tools	-1,000	-1,030	-1,061	-1,093	-1,126
115	4059	Kitchen/Catering Expenses	-2,600	-2,000	-2,060	-2,122	-2,185
115	4060	Bar & Catering Stock	-22,000	-16,000	-16,480	-16,974	-17,484
115	4066	Entertainment/Activities	0	-1,200	-1,236	-1,273	-1,311
			<b>-69,353</b>	<b>-76,795</b>	<b>-79,002</b>	<b>-81,275</b>	<b>-83,615</b>



**COMMUNITY SERVICES**

**EVENTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
401	1092	INC - Concessions	13,000	14,000	14,420	14,853	15,298
401	4001	Salaries	-48,392	-50,031	-51,532	-53,078	-54,670
401	4002	Wages	-4,147	-4,411	-4,543	-4,680	-4,820
401	4014	Electricity	-2,750	-2,750	-2,750	-2,750	-2,750
401	4017	Waste Disposal	-18,150	-18,695	-19,256	-19,834	-20,429
401	4032	Publicity / Marketing	-6,000	-6,000	-6,000	-6,000	-6,000
401	4035	Cultural/National Event	-10,915	-11,242	-11,579	-11,927	-12,284
401	4036	Maintenance Contracts	-300	-309	-318	-328	-338
401	4040	Equipment/Materials/Tools	-1,030	-1,061	-1,093	-1,126	-1,159
401	4055	External Contracts	-7,134	-7,348	-7,568	-7,795	-8,029
401	4511	St Georges Day Event	-4,851	-6,497	-6,692	-6,893	-7,099
401	4512	Party in the Park	-25,593	-26,361	-27,152	-27,966	-28,805
401	4514	Torchlight Carols Event	-12,202	-12,568	-12,945	-13,333	-13,733
401	4518	Band Concerts	-3,465	-3,569	-3,676	-3,786	-3,900
401	4522	Dunstable Live	-10,915	-11,242	-11,579	-11,927	-12,284
401	4523	Proms In The Park	-12,128	-12,492	-12,867	-13,253	-13,650
401	4524	Priory Pictures	-14,553	-6,990	-7,200	-7,416	-7,638
401	4526	Motor Rally	-3,032	-3,123	-3,217	-3,313	-3,413
401	4527	NEW - Soapbox		-20,000	-20,600	-21,218	-21,855
401	4525	Events	-20,000	-10,000	-10,300	-10,609	-10,927
			<b>-192,557</b>	<b>-200,689</b>	<b>-206,447</b>	<b>-212,378</b>	<b>-218,487</b>

**COMMUNITY SERVICES**

**PRIORY HOUSE**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
402	1001	INC - Lettings/Facility Hire	0	4,500	6,000	6,000	6,000
402	1004	INC - Activities	1,200	1,200	1,200	1,200	1,236
402	1030	INC - Retail Sales	20,000	20,600	21,218	21,855	22,511
402	1032	INC - Bar & Catering Sales	8,000	101,250	135,000	135,000	139,050
402	4001	Salaries	-72,305	-214,283	-294,282	-303,110	-312,204
402	4005	Overtime	-6,802	-7,006	-7,216	-7,433	-7,656
402	4011	Rates	-7,200	-23,000	-23,690	-24,401	-25,133
402	4012	Water	-2,500	-2,500	-2,575	-2,652	-2,732
402	4014	Electricity	-17,000	-17,000	-17,000	-17,000	-17,000
402	4015	Gas	-5,500	-5,500	-5,500	-5,500	-5,500
402	4016	Cleaning	-600	-16,275	-16,275	-16,763	-17,266
402	4017	Waste Disposal	-2,300	-2,369	-2,440	-2,513	-2,589
402	4020	Miscellaneous Expenses	-1,500	-1,500	-1,500	-1,500	-1,500
402	4027	Licences	-3,000	-3,000	-3,000	-3,000	-3,000
402	4032	Publicity / Marketing	-1,000	-7,500	-7,500	-7,500	-7,500
402	4036	Maintenance Contracts	-10,000	-14,200	-14,626	-15,065	-15,517
402	4038	Repairs & Maintenance	-5,000	-7,500	-7,725	-7,957	-8,195
402	4039	Equipment Hire	-4,700	-4,700	-4,700	-4,700	-4,700
402	4040	Equipment/Materials/Tools	-1,500	-3,500	-3,605	-3,713	-3,825
402	4059	Kitchen/Catering Expenses	-2,000	-6,375	-8,500	-8,500	-8,500
402	4060	Bar & Catering Stock	-8,000	-48,750	-65,000	-65,000	-65,000
402	4601	Retail Purchases	-9,000	-9,000	-9,000	-9,000	-9,000
402	4611	Education/Events	-4,000	-4,000	-4,000	-4,000	-4,000
			<b>-134,707</b>	<b>-270,408</b>	<b>-334,716</b>	<b>-345,252</b>	<b>-352,019</b>

**COMMUNITY SERVICES**

**TOWN CENTRE SERVICES**

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective	2027/28	2028/29	2029/30
			Budget	2026/27 budget			
405	1011	INC - Hire of Stalls & Pitches	12,000	12,360	12,731	13,113	13,506
405	1093	INC - Advertising/Sponsorship	800	800	800	800	800
405	1094	INC - Licences	1,000	1,030	1,061	1,093	1,126
405	4001	Salaries	-73,072	-76,726	-79,028	-81,399	-83,841
405	4002	Wages	-4,458	-4,590	-4,728	-4,870	-5,016
405	4027	Licences		-500	-515	-530	-546
405	4032	Publicity / Marketing	-1,000	-1,000	-1,000	-1,000	-1,000
405	4040	Equipment/Materials/Tools	-5,220	-5,220	-5,377	-5,538	-5,704
405	4066	Entertainment/Activities	-30,000	-30,900	-31,827	-32,782	-33,765
405	4520	Christmas Lights	-19,000	-19,000	-19,000	-19,000	-19,000
405	4715	Street Dressing	-6,800	-7,004	-7,214	-7,431	-7,653
			<b>-125,750</b>	<b>-130,750</b>	<b>-134,097</b>	<b>-137,543</b>	<b>-141,094</b>

**PUBLIC CONVENIENCES (ASHTON SQUARE)**

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective	2027/28	2028/29	2029/30
			Budget	2026/27 budget			
407	4016	Cleaning	-3,000	-3,090	-3,183	-3,278	-3,377
407	4036	Maintenance Contracts	-1,575	-1,622	-1,671	-1,721	-1,772
407	4038	Repairs & Maintenance	-3,000	-3,090	-3,183	-3,278	-3,377
			<b>-7,575</b>	<b>-7,802</b>	<b>-8,036</b>	<b>-8,277</b>	<b>-8,525</b>

**CAPITAL AND PROJECTS**

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective	2027/28	2028/29	2029/30
			Budget	2026/27 budget			
310	4051	Loan Interest Payable	-19,666	-17,745	-16,124	-14,503	-12,881
310	4052	Loan Capital Repaid	-31,792	-31,792	-31,792	-31,792	-31,792
310	4740	Tfr to Community Lottery Res		-1,750	-1,750	-1,750	-1,750
310	4714	Tfr to Christmas Lights Res	-7,000	-7,000	-7,000	-7,000	-7,000
310	4716	Tfr to Downside Building Maint	-27,000	-5,000	-5,000	-5,000	-5,000
310	4717	Tfr to Grove Corner Building M	-4,000	-4,000	-4,000	-4,000	-4,000
310	4720	Tfr to Tearooms Equipment Res	-3,000	-3,000	-3,000	-3,000	-3,000
310	4733	Tfr to Priory House Building M	-149,357	-117,872	-51,500	-60,000	-60,000
			<b>-241,815</b>	<b>-188,159</b>	<b>-120,166</b>	<b>-127,045</b>	<b>-125,423</b>

**SUMMARY  
Prospective**

Cost Centre	Cost Centre Description	2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
300	STAFF COSTS	-351,165	-375,702	-386,973	-398,582	-410,540
	OLDER PEOPLE'S DAY CARE					
209	SERVICE	-31,493	-27,775	-29,325	-30,921	-32,564
303	COMMUNITY ENGAGEMENT	-32,207	-58,505	-59,496	-60,517	-61,568
304	GROVE CORNER	-20,795	-21,644	-21,960	-22,337	-22,725
	BENNETT MEMORIAL RECREATION					
115	GROUND - SPLASH PARK	-69,353	-76,795	-79,002	-81,275	-83,615
401	EVENTS PROGRAMME	-192,557	-200,689	-206,447	-212,378	-218,487
402	PRIORY HOUSE	-134,707	-270,408	-334,716	-345,252	-352,019
405	TOWN CENTRE SERVICES	-125,750	-130,750	-134,097	-137,543	-141,094
	PUBLIC CONVENIENCES (ASHTON					
407	SQUARE)	-7,575	-7,802	-8,036	-8,277	-8,525
310	CAPITAL AND PROJECTS	-241,815	-188,159	-120,166	-127,045	-125,423
	<b>COMMUNITY SERVICES</b>	<b>-1,207,417</b>	<b>-1,358,229</b>	<b>-1,380,218</b>	<b>-1,424,128</b>	<b>-1,456,561</b>

**TOTAL PROPOSED BUDGET - 3,282,168 -3,676,021 - 3,762,835 - 3,908,908 - 3,975,551**

**TOTAL PRECEPT INCREASE**  
12% 2.36% 3.88% 1.70%

## APPENDIX 2

### Corporate Services

		Proposed Budget	Proposed	Proposed	Proposed
	Budget 2025/26	2026/27	2027/28	2028/29	2029/30
Service Area					
100 Staff Costs	-544,549	-559,999	-576,799	-594,103	-611,926
101 Central Services	-131,414	-131,630	-133,297	-139,628	-142,171
102 Grove House	-35,742	-34,052	-35,180	-35,457	-36,769
106 Corporate Management	-45,885	-58,111	-62,508	-67,037	-71,701
107 Democratic Management & Representation	-24,740	-26,360	-26,813	-27,280	-27,761
110 Capital & Projects (inc loan charges)	-104,399	-148,316	-163,233	-172,150	-171,066
<b>Grand Total</b>	<b>-886,729</b>	<b>-958,468</b>	<b>-997,830</b>	<b>-1,035,655</b>	<b>-1,061,395</b>

### Proposed 2026/27 breakdown:

Income	Expenditure	Total
0	-559,999	-559,999
0	-131,630	-131,630
33,072	-67,124	-34,052
0	-58,111	-58,111
0	-26,360	-26,360
0	-148,316	-148,316
33,072	-991,540	-958,468

### Grounds and Environmental Services

		Proposed Budget	Proposed	Proposed	Proposed
	Budget 2025/26	2026/27	2027/28	2028/29	2029/30
Service Area					
200 Staff Costs / Vehicles	-987,404	-1,012,585	-1,014,988	-1,045,438	-1,076,800
201 Allotments	3,418	3,596	4,008	4,444	4,906
202 Cemetery	68,458	-35,349	-48,378	-71,089	-63,337
205 Recreation Grounds	-84,527	-87,900	-92,633	-101,457	-104,375
403 Town Centre and Gardens	-32,114	-29,721	-30,349	-30,995	-31,661
206 Town Ranger Service	-14,038	-11,280	-11,618	-11,967	-12,326
210 Capital & Projects	-141,815	-186,085	-190,829	-192,624	-174,003
<b>Grand Total</b>	<b>-1,188,022</b>	<b>-1,359,325</b>	<b>-1,384,787</b>	<b>-1,449,125</b>	<b>-1,457,596</b>

### Proposed 2026/27 breakdown:

Income	Expenditure	Total
0	-1,012,585	-1,012,585
15,075	-11,480	3,596
235,184	-270,533	-35,349
10,275	-98,175	-87,900
40,898	-70,619	-29,721
8,240	-19,520	-11,280
0	-186,085	-186,085
309,672	-1,668,997	-1,359,325

### Community Services

		Proposed Budget	Proposed	Proposed	Proposed
	Budget 2025/26	2026/27	2027/28	2028/29	2029/30
Service Area					
300 Staff Costs	-351,165	-375,702	-386,973	-398,582	-410,540
209 Older People's Support Service	-31,493	-27,775	-29,325	-30,921	-32,564
303 Community Engagement (inc Grants)	-32,207	-58,505	-59,496	-60,517	-61,568
304 Grove Corner	-20,795	-21,644	-21,960	-22,337	-22,725
115 Bennett Memorial RG Splash Park	-69,353	-76,795	-79,002	-81,275	-83,615
401 Events Programme	-192,557	-200,689	-206,447	-212,378	-218,487
402 Priory House	-134,707	-270,408	-334,716	-345,252	-352,019
405 Town Centre Services (inc Special Markets)	-125,750	-130,750	-134,097	-137,543	-141,094
407 Public Conveniences (Ashton Square)	-7,575	-7,802	-8,036	-8,277	-8,525
310 Capital & Projects	-241,815	-188,159	-120,166	-127,045	-125,423
<b>Grand Total</b>	<b>-1,207,417</b>	<b>-1,358,229</b>	<b>-1,380,218</b>	<b>-1,424,128</b>	<b>-1,456,561</b>

### Proposed 2026/27 breakdown:

Income	Expenditure	Total
0	-375,702	-375,702
28,176	-55,951	-27,775
9,200	-67,705	-58,505
11,330	-32,974	-21,644
55,800	-132,595	-76,795
14,000	-214,689	-200,689
127,550	-397,958	-270,408
14,190	-144,940	-130,750
0	-7,802	-7,802
0	-188,159	-188,159
260,246	-1,618,475	-1,358,229

<b>DTC Grand Total</b>	<b>-3,282,168</b>	<b>-3,676,021</b>	<b>-3,762,835</b>	<b>-3,908,908</b>	<b>-3,975,551</b>
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602,990	-4,279,011	-3,676,021
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Proposed Precept

-3,676,021

Total Gross:

-4,279,011



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## **Dunstable Town Council**

### ***Internal Audit Report (1st Interim) 2025-26***

**14<sup>th</sup> November 2025**

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***Stephen Christopher***

***For and on behalf of  
Auditing Solutions Ltd***

## Background

All town and parish councils are required by statute to arrange 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 has been appointed to undertake this function on behalf of Dunstable Town Council for the 2025-26 financial year.

This report sets out the results of our first interim internal audit for the year, which was undertaken on 12<sup>th</sup> and 13<sup>th</sup> November 2025. We wish to thank the Head of Corporate Services (RFO) and her colleagues for providing the documentation and explanations required to enable us to complete our audit work.

## Internal Audit Approach

In carrying out our audit, 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 to date and our findings. We are pleased to report that there were no matters arising that required a formal recommendation. We ask that Members consider the content of this report.

<p>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.</p>
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# 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 a Public Sector Deposit Fund account 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 2025-26 to the closing balances on the 2024-25 AGAR and the detailed accounts;
- Verified that the financial ledgers remained “in balance” as at 31<sup>st</sup> October 2025, the latest completed month’s accounts at the time of our first interim audit visit;
- 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 a sample month - September 2025;
- Checked the bank reconciliations for all active bank account reconciliations, including the CCLA deposit, as at 31<sup>st</sup> October 2025, 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), as part of the RFO’s ‘Finance Report’;
- Noted that, as at the time of our audit visit, the External Auditors had not issued their ‘report and certificate’ on the Council’s 2024-25 AGAR, and
- Confirmed that all IT 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 reviewed and updated during the 2024-25 financial year and we have confirmed that they are due to be revisited in the next few months.
- A range of other policies and procedures remain in place and are reviewed on a regular basis. We noted last year that consideration was to be given to the introduction of a formal timetable for the future review of all key policies and procedures. We have confirmed that this is in progress and will be taken to committee in the new year.
- The Council is aware of its responsibilities in relation to digital and data compliance and is taking appropriate steps to ensure that it can provide a positive response to the new 'Assertion 10' included in the Annual Governance Statement of the 2025-26 AGAR. This has included the approval of updated an Information Security Policy by the F&GP Committee at the September 2025 meeting.
- The Council continues to exercise the General Power of Competence. This was re-adopted 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 continued our review of the procedures in place in this area. To test compliance with the above criteria, we have examined a sample of non-pay related payments to the end of September 2025. 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 items included in our sample amounted to £925,558. 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 statements for the periods ending 10<sup>th</sup> September 2025, confirming that all purchases were adequately supported by receipts and were appropriate to the Council's business, and that, where appropriate, VAT was accounted for correctly.

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. At the time of our first interim audit, the VAT reclaims for the first two quarters of the year had been submitted and reimbursement had 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 and Financial Regulations when entering into contracts that require to be formally tendered. In January 2024, the Council tendered for a Priory House Exhibition & Interpretation Design Team. We confirmed that the national regulatory requirements were followed, with the tender opportunity advertised on the Government's 'Find a Tender' website and that, following an evaluation process, the award of the contract was formally approved at the Council meeting on 7<sup>th</sup> April 2025 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. We have confirmed that this has been done during 2025-26, with the Corporate Risk Management Report including the detailed Risk Log being



reapproved by the Full Council on 6<sup>th</sup> October 2025. We understand that the overarching risk strategy (last updated in January 2024) will also be subject to review later in the year.

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. 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 the 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 2025. From our review of the summary inspection report and discussion with the Grounds Operations Manager we have confirmed that none of the issues identified were categorised as 'High Risk' and that the Grounds Maintenance team is addressing all of the 'Medium Risk' and most significant 'Low Risk' issues, in order of priority.

We noted that the detailed external inspection reports for each play area are available for Members to review, should they wish to do so. However, at present, the results of the inspections are not routinely reported to Members. We agreed with the Head of Grounds & Environmental Services that, in future, the "Information report" presented to each Grounds & Environment Committee meeting will include a reference to the more significant issues arising from these inspections and the action being taken to address them.

### ***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.

During our first interim audit, we considered the information provided to Members on progress against the 2025-26 budget. We confirmed that the F&GP Committee continues to receive financial monitoring information at each meeting, which provides Members with details of over and under-spending against the budget, together with details of the movement of earmarked reserves and an up-to-date summary of the overall funds held in the various accounts. We note that a report on the half-year position is being taken to the Committee meeting on 17<sup>th</sup> November 2025 and is forecasting an overall revenue underspend of approximately £119,000, mainly due to lower than anticipated staff costs.

From our review of the minutes and agendas, we note that consideration of the 2026-27 budgetary requirements is now underway. 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, and bank and deposit interest.

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

*Fees and charges:* We confirmed that the fees and charges for 2025-26 were approved by the Council as part of the annual budget setting process, following detailed consideration by the F&GP Committee. We note that a similar approach is being taken for 2026-27.

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

*Cemetery-related fees and charges:* We have reviewed the interment applications and other cemetery-related activities during one sample month (July 2025). We confirmed that, in all cases, the correct amounts had been charged and that the income due was received and banked on a timely basis.

*Allotments:* We reviewed a sample of the tenancy agreements for tenants who have taken over allotments since 1st April 2025 and have confirmed that, in all cases, copies of signed allotment agreements are held by the Council. The new allotment year runs from 1st January 2026 and we will review the billing and receipt of rental payments at our second interim audit.

*Markets:* We reviewed the spreadsheet records maintained for one sample market (held on 20<sup>th</sup> September 2025) to supporting information, to confirm that the correct amounts had been charged to stallholders, that payments were received on a timely basis, and that the details of insurance cover required by the Council had been provided. There were no matters arising.

*Outstanding debts:* We reviewed the Sales Ledger as at 31st October 2025 and were pleased to note that the overall value of long-standing debts remains very low. 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 confirmed that more robust processes and procedures have been introduced for the use and recording of petty cash. We checked the balance held for the Grove House petty cash account and agreed this to the petty cash ledger, confirming that there was appropriate supporting information for all payments made since the date of the last reconciliation.

### *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 2025-26, by reference to the September 2025 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.
- From review of the contracts of employment for full and part-time staff whose employment commenced in 2025-26, 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 September 2025 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.

\* Note: The annual pay settlement to apply from 1<sup>st</sup> April 2025 was agreed in August 2025, with the back-pay included in that month's payroll. We reviewed the calculation of the back pay due and confirmed, on a sample basis, that the correct payments had been made to staff.

### **Conclusion**

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

## **Asset Register**

The reporting arrangements for assets in the AGAR require councils to include purchase cost of each asset, or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only amendments being the inclusion of new assets purchased or removal of assets disposed of.

The Council uses the RBS 'Asset Inventory' software, which is used to maintain a detailed record of all assets held. The asset register is updated at the year end.

**We have not undertaken any work in this area, to date. At the final audit, we will confirm that the Asset Register has been updated for all acquisitions and disposals during 2025-26 and that the total value of assets owned by the Council is included correctly in Section 2, Box 9 of the AGAR.**

## **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', the Council has a Treasury Management Policy in place. This was last updated and approved at the F&GP meeting on 16<sup>th</sup> June 2025.
- 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 CCLA Public Sector Deposit Fund account.
- We have checked and agreed the Public Works Loan Board (PWLB) loan instalment repayments made in the year to date 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.*