

Dunstable Town Council
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David Ashlee Town Clerk and Chief Executive

Your Ref

Our Ref: DA/RGS/C2

Date: 10 March 2017

Dear Councillor

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 20 March 2017 at 7.00 pm**, at the Council Chamber, Grove House, 76 High Street North, Dunstable, when the following business will be transacted.

AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 23 January 2017 and 27 February 2017 (copy previously circulated).
3. Specific Declarations of Interest.
4. To nominate a Town Mayor and Deputy Town Mayor for election at the Annual Council Meeting to be held on 15 May 2017.
5. Accounts – to receive the Minutes of the Accounts Sub-Committee held on 18 January and 22 February 2017 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
6. Financial Monitoring Report - see page 7.
7. Reference from Grounds and Environmental Services Committee – to follow (if relevant)
8. Market Town Regeneration Fund Update on Projects Relating to this Committee – see page 14.

Cont/d ...

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9. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:

CAB Management Committee – Councillor Meakins-Jell
Dunstable International Town Twinning Association – Councillors Hollick, Moffatt and Warren
Hospice at Home Management Committee – Councillor Jones
Ashton Schools Foundation – Councillors Sparrow and Whayman
Ashton Almshouses Charity – Councillors Russell and Staples
Chews Foundation – Councillor Chatterley
Poor's Land Charity – Councillors Hollick and Staples

NB: Those Members who are not members of this Committee but are representatives of organisations reporting thereto are reminded to provide a report in time for the meeting.

It is recommended that the following item be considered after a resolution has been passed excluding the press and public.

PART 2

1. Finance Update – Concession Tenders and Section 106 Funding – see page 17 – for Members only.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:
Councillors Peter Hollick (Town Mayor); Gloria Martin (Deputy Town Mayor); John Kane (Chairman); Andy Whayman (Vice-Chairman); Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Liz Jones, Claire Meakins-Jell, Des Moffatt, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey, Nigel Warren and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 18 JANUARY 2017

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), Liz Jones and Andy Whayman with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors John Kane (Chairman) (for whom Councillor Whayman substituted) and Jessica Castle

1. APOLOGIES

In giving apologies on behalf of Councillor Castle, Members advised that her apologies had been extended for meetings of this Sub-Committee meeting for the remainder of the Municipal year and a named substitute was therefore required for meetings up to and including April 2017.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the payment of accounts, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts for the period 21 December 2016 to 17 January 2017 be approved for payment (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

iii) that cheque number 26196 be confirmed as cancelled.

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 December 2016 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the detailed Income and Expenditure report as at 31 December 2016 which had formed the basis for the Financial Monitoring Report to be considered at the meeting of Finance and General Purposes Committee on 23 January 2017. Members noted variances against budget for the period and the explanations therefor.

4. BANK MANDATE

Members signed the necessary amendment form to remove former councillors Harnett and Le-Surf as signatories from the Council's bank mandate.

ACCOUNTS SCHEDULED FOR PAYMENT 21ST DECEMBER 2016 TO 17TH JANUARY 2017

Invoices received as per Purchase Ledger Daybooks (Pages 2114 - 2134)	£172,477.81	
less credit note c/fwd from Dec 2016- AEC Group - now deducted from payment made in month (Pages 2132 & 2134 = correction pages)	-£648.00	<u>£171,829.81</u>
CHEQUE PAYMENTS		
Cheque payments against invoices (Pages 5284 - 5285) Cheque Nos. 26214 - 26222	£8,739.60	<u>£8,739.60</u>
17.01.17 Cancelled Cheque No. 26196- Poppies Amenity - Incorrect Payee (Page 5266) - amended payment included in above cheque payments	-£60.00	<u>-£60.00</u>
BANKLINE PAYMENTS		
Bankline payments against invoices - Suppliers A-D (Pages 5267 - 5271)	£31,600.19	
Bankline payments against invoices - Suppliers E-H (Pages 5272 - 5274)	£11,306.37	
Bankline payments against invoices - Suppliers I-L (Pages 5275 - 5276)	£14,630.08	
Bankline payments against invoices - Suppliers M-P (Pages 5277 - 5279)	£4,198.30	
Bankline payments against invoices - Suppliers Q-T (Pages 5280 - 5281)	£3,305.12	
Bankline payments against invoices - Suppliers U-Z (Pages 5282 - 5283)	£2,913.18	<u>£67,953.24</u>
22.12.16 Confirmation Bankline Payment - Entertainment Effects (Page 5254)	£3,600.00	
30.12.16 Confirmation Bankline Payment - Trafalgar Cleaning Equipment (Page 5261)	£70,076.40	<u>£73,676.40</u>
DIRECT DEBIT PAYMENTS		
Payments Due by Direct Debit (P/of Pages 2119 - 2120, 2121, 2129 & 2130)	£19,946.56	
Payments entered in current month now paid (P/of Pages 5263 - 5264)	£1,574.01	
Pages 5255 - 5260, 5262, p/of 5263 & 5265 relate to last months direct debits due now paid		<u>£21,520.57</u>
	SUB TOTAL	<u>£171,829.81</u>
CASHBOOK PAYMENTS		
22.12.16 - Confirmation BACS - December Payroll	£78,192.66	
30.12.16 - Natwest - Bank Charges - December	£178.45	
05.01.17 - Confirmation Bankline Payments - December Payroll Expenses	£45,730.82	
15.01.17 - Natwest - Bankline Charges - December	£68.40	<u>£124,170.33</u>
CASH CHEQUE PAYMENT		
Cash Cheque - Youth and Community FAAT Club Project Petty Cash	£80.00	
Cash Cheque - OPDCS Petty Cash Reimbursement	£15.75	
Cash Cheque - Priory House Petty Cash Reimbursement	£79.64	
Cash Cheque - Quarterly Staff Award	£100.00	
18.01.17 Cash Cheque No. 26223 for the above		<u>£275.39</u>
TOTAL PAYMENTS FOR PERIOD 21ST DECEMBER 2016 TO 17TH JANUARY 2017		<u>£296,275.53</u>

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 22 FEBRUARY 2017

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), and Andy Whayman with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors John Kane (Chairman) (for whom Councillor Whayman substituted), Liz Jones and Jessica Castle

1. INTERNAL AUDIT - SECOND INTERIM REPORT 2016-17

Members received the second interim report of the Internal Auditor and were pleased to note that there were no issues arising which warranted formal comment or recommendation.

The Sub-Committee particularly noted that the Internal Auditor had been pleased to note that members continue to receive regular budget monitoring reports, as well noting the introduction of a comprehensive BACAS software system which is a recognised cemetery records and mapping management package.

The Sub-Committee thanked the staff concerned for their work.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the payment of accounts, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

- RESOLVED:**
- i) that the schedule of accounts for the period 18 January to 21 February 2017 be approved for payment (see Appendix 1)
 - ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed
 - iii) that cheque number 26221 be confirmed as cancelled.

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 January 2017 and the Chairman signed the bank statements accordingly.

4. INCOME AND EXPENDITURE

The Sub-Committee received the detailed Income and Expenditure report as at 31 January 2017. Members noted variances against budget for the period and the explanations therefor. It was noted that 90% (ie £31,500 of £35,000) of the grant funding for the Priory House Feasibility Study had been received from Historic England.

The Head of Finance and Support Services also provided information on the terms of the current lease agreements for photocopiers, as previously requested.

ACCOUNTS SCHEDULED FOR PAYMENT 18TH JANUARY TO 21ST FEBRUARY 2017

Invoices received as per Purchase Ledger Daybooks (Pages 2135 - 2156)	£116,504.35	<u>£116,504.35</u>
CHEQUE PAYMENTS		
Cheque payments against invoices (Pages 5321 - 5323)	£3,659.65	<u>£3,659.65</u>
Cheque Nos. 26224 - 26237		
20.02.17 Cancelled Cheque No. 26221- Milton Keynes Mayor Charity= event cancelled (Page 5300)	-£50.00	<u>-£50.00</u>
BANKLINE PAYMENTS		
Bankline payments against invoices - Suppliers A-D (Pages 5301 - 5307)	£29,506.08	
Bankline payments against invoices - Suppliers E-H (Pages 5308 - 5310)	£31,078.30	
Bankline payments against invoices - Suppliers I-L (Pages 5311 - 5312)	£5,371.55	
Bankline payments against invoices - Suppliers M-P (Pages 5313 - 5315)	£4,328.83	
Bankline payments against invoices - Suppliers Q-T (Pages 5316 - 5318)	£11,471.59	
Bankline payments against invoices - Suppliers U-Z (Pages 5319 - 5320)	£3,263.86	
		<u>£85,020.21</u>
27.01.17 Confirmation Bankline Payments - Staff Travel Expenses (P/of Page 5291)	£43.20	
27.01.17 Confirmation Bankline Payment - Rapid Racking (P/of Page 5291)	£130.80	
		<u>£174.00</u>
DIRECT DEBIT PAYMENTS		
Payments Due by Direct Debit (P/of Page 2143, 2145 - 2146, 2153 - 2154)	£14,671.92	
Payments entered in current month now paid (P/of Pages 5294 - 5296 & p/of 5297 - 5299)	£18,376.69	
Direct Debit received in month (Page 5290)	-£5,348.12	
Pages 5286 - 5289 & 5292 - 5293 & p/of 5294 - 5296 relate to last months direct debits due now paid		<u>£27,700.49</u>
	SUB TOTAL	£116,504.35
CASHBOOK PAYMENTS		
27.01.17 - Confirmation BACS - January Payroll	£78,276.14	
31.01.17 - Natwest - Bank Charges - January	£144.90	
09.02.17 - Confirmation Bankline Payments - January Payroll Expenses	£45,435.42	
15.02.17 - Natwest - Bankline Charges - January	£67.60	
		<u>£123,924.06</u>
CASH CHEQUE PAYMENT		
Cash Cheque - Grove Corner Petty Cash Reimbursement	£27.44	
Cash Cheque - OPDCS Petty Cash Reimbursement & Petty Cash for Quiz Event Days	£50.00	
Cash Cheque - CPCFC Petty Cash Reimbursement	£199.70	
Cash Cheque - Priory House Petty Cash Reimbursement	£126.16	
Cash Cheque - Mayoral Event Petty Cash - Entertainment	£160.00	
Cash Cheque - Long Term Service Awards x 4	£650.00	
22.02.17 Cash Cheque No. 26238 for the above		<u>£1,213.30</u>
TOTAL PAYMENTS FOR PERIOD 18TH JANUARY TO 21ST FEBRUARY 2017		£241,641.71

FINANCE AND GENERAL PURPOSES COMMITTEE

20 JANUARY 2017

FINANCIAL MONITORING REPORT

Purpose of Report:	The purpose of this report is to: i) provide a revenue budgetary control report for the period ending 28 February 2017 ii) provide detail of the Council's earmarked reserves at 28 February 2017
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1. ACTION RECOMMENDED

- 1.1 For Members to note the revenue budget position for the period from 1 April to 28 February 2017
- 1.2 For Members to note the balance of the Council's earmarked reserves as at 28 February 2017 and known commitments in the current financial year.

2. INTRODUCTION

- 2.1 Members will be aware that monthly Income and Expenditure reports are submitted for consideration by Accounts Sub-Committee and included with the agenda which is distributed to all Members.
- 2.2 The Income and Expenditure report provides the detail for this budgetary control report which summarises the net expenditure against the budget for each service area as at 28 February 2017.
- 2.3 Throughout the year, this Committee has received monitoring reports with explanations for variances against budget, together with a projection of the outturn at the end of this financial year.
- 2.4 This will be the last opportunity to provide a monitoring report to this Committee prior to the preparation of the final year end financial statements which will be presented to the June meeting of the Council.

3. REVENUE BUDGETARY REPORT

- 3.1 The summary at Appendix 1 shows the net expenditure at 28 February per service area and an indication of the anticipated outturn against budget, taking account of known commitments for the remainder of the financial year.
- 3.2 Members have previously received financial information and profiled budget reports which have been submitted to the relevant committees and have identified variances against budget. The significant variances are summarised as follows:

3.3 Increased costs

Finance and Support Services

Central Services	Improved IT and technical support
Democratic Services	Unbudgeted election costs

Grounds and Environmental Services:

Recreation Grounds	Unbudgeted tree surgery Replacement of damaged play equipment
Town Centre and Gardens	Unbudgeted tree surgery
General	Increased waste disposal costs

Community Services:

Priory House	Additional tea room staffing costs for Sunday openings Additional costs for repairs and maintenance Reduced commission on third party sales
Grove Corner	Reduction in rent payable
Events	Increased costs of improved infrastructure for events Reduced gate receipt from the firework display Increased costs of Beer Festival
Dunstable Market	Reduced income from market traders

3.4 Savings

The above increased costs have been offset by savings and additional income, summarised as follows:

Finance and Support Services:

Corporate Management	Reduced Insurance premium Additional income from credits on renegotiated utility tariffs
Grove House	Reduced utility costs

Grounds and Environmental Services:

Staff costs	Reduced costs - vacancies
Dunstable Cemetery	Increased income from burial fees
Creasey Park Community Football Centre	Reduced utility costs Additional bar income

Community Services:

Staff costs	Reduced costs – mainly attributable to salary savings on the agreed arrangement for maternity leave cover.
Priory House	Reduced utility costs
Older People's Support Services	Increased income from lunch clubs
Grove Corner	Reduced caretaking costs

3.6 The overall outcome predicted for the end of the financial year takes account of the previously identified additional costs or loss of income which are offset by reduced costs and/or additional income in other areas.

4. END OF YEAR PROJECTION

- 4.1 Previous monitoring reports have indicated a potential overall net revenue saving against budget for the financial year 2017/18.
- 4.2 The potential total net revenue saving at the end of the financial year is forecast to be £27,818, having taken account of variances summarised at Paragraph 3 above and shown in Appendix 1. This is a slight increase on the position as at December 2016 and reported to this Committee in January.
- 4.3 The total saving includes £4,144 against Creasey Park Community Football Centre and if realised this sum will be allocated to the sinking fund for that facility. The balance of £23,674 will be added to the General Reserve.

5. RESERVES

- 5.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from earmarked reserve funds in the current financial year as at 28 February.
- 4.2 The schedule also includes the detail of further agreed/known commitments from earmarked reserves in this financial year and indicates an estimated end of year balance, which is of course subject to any further agreed expenditure and does not take account of any further recommendation for release of funds which may be considered.
- 4.3 The schedule shows the MTRF Fund, established in 2016/17 for DTC revenue contributions to MTRF projects and Members will note that this fund is meeting the revenue cost of the Town Centre Ranger Service in this financial year. There is also a commitment of £25,000 towards the Splashpark as previously agreed.
- 4.4 Other MTRF projects are in progress and whilst expenditure has been incurred, the grant from CBC is payable in quarterly instalments in arrears and at the time of writing this report the claim for the first instalment has not yet been settled.

5. GENERAL RESERVE

- 5.1 Members will be aware that the Council's current Treasury Management Policy provides that *"a general balance is maintained to protect the Council from unforeseen events and to give time to respond to such events. The Council will work towards maintaining a general balance of £300,000 or 25% of the salary budget."* It should be noted that the gross salary budget for this financial year is £1,560,305, 25% of which is £390,076.
- 5.2 The tables below summarise the movement in the General Reserve on the basis of achieving the saving indicated at 4.2 above, ie £27,818 less the saving on Creasey Park Community Football Centre. These also provide a reminder of the previously agreed allocation from the General Reserve in 2016/2017.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2015/16	553,522	29,030	582,552
2016/17	582,552	23,674	606,226

Agreed expenditure from the General Reserve:

To part fund Splashpark (MTRF Project)		(175,000)	431,226
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6. FINANCIAL IMPLICATIONS

6.1 These are inherent within the content of this report.

7. APPENDICES

Appendix 1 - Summary of Net Revenue Expenditure

Appendix 2 - Summary of Reserves

8. AUTHOR

8.1 Rosemary O'Sullivan – Head of Finance and Support Services
E-mail: rosemary.osullivan@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL						
SUMMARY OF NET EXPENDITURE						
	Budget	Actual at	Projection	Variance against		
	2016/17	28-Feb-17	28-Feb-17	total budget		
				per service area		
<u>Finance and Support Services</u>						
Staff Costs	265,188	244,767	271,244			
Central Services	78,150	69,306	84,391			
Grove House	32,723	28,113	30,220			
Grants	3,500	3,300	3,300			
Corporate Management	100,970	59,689	83,137			
Democratic Management and Representation	17,750	10,709	17,095			
Capital & Projects (inc loan charges)	183,115	183,115	183,115			
	£681,396	£598,999	£672,502			£8,894
<u>Grounds and Environmental Services</u>						
Staff Costs	455,606	397,211	446,014			
* Allotments	1,126	-5226	-1,427			
* Cemetery	-52,149	-65,919	-58,682			
Recreation Grounds	34,500	34,477	40,453			
Town Centre and Gardens	43,500	31,584	45,326			
* Town Ranger Service	31,901	29,115	33,255			
* Creasey Park Community Football Centre	6,277	-9,593	2,133			
Capital & Projects	125,968	125,853	125,853			
	£646,729	£537,502	£632,924			£13,805

	Budget 2016/17	Actual at 28-Feb-17	Projection for year end 28-Feb-17	Variance against total budget per service area
Community Services				
Staff Costs	210,038	169,210	193,958	
* Older People's Support Service	21,515	10,955	16,225	
* Young People's Activities Programme	8,407	6,395	7,746	
* Grove Corner	25,295	14,788	19,496	
* Mayfield Centre	0	-		
* Events Programme	102,903	99,445	109,100	
Marketing	26,500	21,824	26,000	
* Priory House	203,652	193,592	210,400	
Town Centre Management	28,500	22,445	28,500	
* Dunstable Market	38,864	46,501	50,318	
* Ashton Square Public Conveniences	38,225	31,201	37,037	
Capital & Projects	91,214	91,214	91,214	
	£795,113	£707,570	£789,994	£5,119
* Includes Direct Staff Costs only				
Total Net Expenditure	£2,123,238	£1,844,071	£2,095,420	£27,818

Dunstable Town Council - Reserves Summary 2016/17

	Description	Balance as at 01.04.16	Contributions Revenue/Other	Expenditure in year	Bal to date as at Feb 17	Commitments/Programme of works, etc	Committed Amount	Bal after committed
311	Corporate Plan Reserve	£48,175	£1,407		£49,582	To be determined		£49,582
313	CP Sinking Fund	£26,018		-£2,255	£23,763	CPCFC Kitchen Extension £20,000 less exp to date	-£16,601	£7,161
314	Christmas Lights Reserve	£6,744	£1,500		£8,244	New/improved lighting		£8,244
316	Grants Reserve	£5,699		-£5,699	£0	To finance grant aid for 2016/17		£0
317	Skatepark Reserve	£9,773		-£250	£9,523	To be determined		£9,523
318	EMR Building Alarms	£5,357			£5,357	To be determined		£5,357
319	NEW Cemetery Memorial Safety	£1,500			£1,500	Memorial safety inspections due		£1,500
320	NEW Priory House Tearooms Equip	£3,500		-£1,375	£2,125	Tearooms Kitchen Equipment	-£2,125	£0
321	Vehicle/Equipment Reserve	£91,297	£35,000	-£51,265	£75,032	£21,690 digitisation of cemetery records less exp to date; Website (£9,315); Town Ranger (£3,165) and vehicle replacement (£27,657) - to be determined	-£18,090	£56,942
322	Older People's Day Care Svce	£12,308			£12,308	£3,687 for increased transport costs	-£3,687	£8,621
323	Election Reserve	£0	£8,000	-£8,000	£0	By elections in 2016. Future contributions to fund elections in 2019		£0
324	Building Maintenance Fund	£358,407	£109,373	-£64,060	£403,720	To be determined		£403,720
326	Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	£1,449	£100		£1,549	to be determined		£1,549
328	NEW Priory Churchyard	£15,694	£10,682	-£11,515	£14,862	As determined by quinquennial report		£14,862
329	Events Reserve	£10,159		-£8,603	£1,556			£1,556
330	Town Twinning Reserve	£5,921	£500	-£54	£6,367	Retained for twinning activities to be determined		£6,367
331	Tree Reserve	£15,968	£10,000	-£734	£25,234	Agreed programme of tree works	-£17,000	£8,234
332	Parks & Play Improvement Plan	£27,470	£15,000	-£19,693	£22,777	Agreed programme of works Min 169/15 (£41,988 less expend to date)	-£2,799	£19,978
335	Capital Rec Reserve	£407		-£407	£0			£0
337	NEW Market Town Regen Fund	£0	£86,368	-£8,222	£78,146	March town Centre Ranger service costs (£2,863) and Contribution to Splashpark Capital costs (£25,000)	-£27,863	£50,283
338	Allotments Reserve	£13,430	£5,000		£18,430	Programme of works agreed GES Cttee March 14 £10,000 less exp to date	-£8,430	£10,000
339	Creasey Park 3G Pitch	£4,812	£329		£5,142	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£5,142
	Earmarked Reserves Total	£667,089			£768,215		-£96,595	£671,620

S106/External Funding - Expenditure specified by funding body

315	'Our Place' Grant Fund	£1,907			£1,907	Outreach work on Downside	-£1,907	£0
380	Developers Contributions- CAP	£39,749		-£999	£38,750	Frenchs Avenue S106		£38,750
381	CPCFC Capital for 3G pitch	£88,491			£88,491	Balance to be retained for future repair/replacement (with 339 above)		£88,491
385	Development Contributions- REV	£53,916		-£622	£53,293	Court Drive Landscaping Works £5278; Willoughby committed sum £8,000; Priory Gardens Footpaths £647 less exp to date	-£13,646	£39,645
389	Grove House Gardens Highways Works (CBC)	£25,000			£25,000	To be returned to CBC	-£25,000	£0
570	Joint Committee Fund	£25,565	£18,894	-£24,930	£19,529	Expenditure determined by Joint Cttee	-£19,529	£0
	S106/External Funding Total	£234,627			£226,970		-£60,084	£166,886
		£901,717			£995,185		-£156,679	£838,506

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 20 MARCH 2017

MARKET TOWN REGENERATION FUND – UPDATE ON PROJECTS RELATING TO THIS COMMITTEE

INFORMATION REPORT

Purpose of report: - To update members on Market Town Regeneration Fund (MTRF) projects that relate to this Committee.

1. INTRODUCTION

- 1.1 Members will be aware that earlier this year the Council was successful in securing a £610,000 grant from Central Bedfordshire Council (CBC) through the MTRF initiative. The grant was awarded to fund a range of projects that the Council will be implementing over the next few years that will hopefully help contribute to the regeneration of Dunstable.
- 1.2 A total of 7 projects received funding of which the following report to this Committee:
- **Architectural lighting scheme**
 - **Quadrant Shopping Centre refurbishment**
 - **New town centre signage and street furniture**
 - **High Street Improvement Scheme (HSIS)**
- 1.3 Each project will now be considered in turn.

2. ARCHITECTURAL LIGHTING SCHEME

- 2.1 The first phase of this project has now been completed and lighting has been installed on Grove House, Priory House and the Dunstable Conference Centre. Phase two of the project will be commissioned shortly. Phase 2 includes completing lighting to Grove House, including up lighting the main entrance to Grove House Gardens (for which planning permission should be achieved shortly) and completing the lighting scheme at Priory House. This aspect cannot be completed until the new overthrow for Priory Gardens is implemented which requires Historic England consent.

3. QUADRANT SHOPPING CENTRE REFURBISHMENT

- 3.1 Having written to the Quadrant Centre owners, Edinburgh House, to express this Council's disappointment that it appears they are no longer going to proceed with refurbishing and re-opening the public toilets; it has now been confirmed by Edinburgh House that they will no longer be participating in the scheme.

4. NEW TOWN CENTRE SIGNAGE AND STREET FURNITURE

- 4.1 The bulk of this project will be carried out in conjunction with the de-trunking of the A5.

5. HIGH STREET IMPROVEMENT SCHEME (HSIS)

- 5.1 Officers are still working on this scheme with colleagues from CBC and 12 retail units are currently progressing to stage two of the application process. This is the most retail units actively engaged in the scheme than anywhere else in the Central Bedfordshire area.

6. FINANCIAL IMPLICATIONS

- 6.1 Now that it would appear Edinburgh House are no longer participating in the MTRF scheme, a revised funding profile has been submitted to CBC, evidencing that the Town Council are still able to show 100% matched funding for the projects being supported. A revised funding profile is given at appendix 1 which shows that the Town Council can evidence £670,000 worth of funding which exceeds the MTRF grant of £545,000.

7. APPENDICES

- 7.1 Appendix 1 - Revised MTRF funding schedule

8. AUTHOR

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MTRF Matched Funding Schedule Without the Quadrant Scheme

Project	Total Cost	Grant awarded	Matched funding (from DTC and partners)	Comments
1. Enhanced street Cleansing	£80,000 capital £150,000 revenue £230,000	£80,000 capital	£150,000 revenue	As you are aware, an additional £4,327 has been spent on capital
2. Architectural lighting	£60,000 capital £15,000 revenue £75,000	£60,000 revenue	£15,000 revenue	
3. Priory House feasibility study	£65,000 capital £5,000 revenue £70,000	£30,000 capital	(£35,000 capital £5,000 revenue) £40,000	£35,000 secured from Historic England post bid submission and £5,000 two year officer time costs
4. New entrance features for Priory Gardens	£45,000 capital	£30,000 capital	£15,000 capital	
5. Splash park	£520,000 capital £200,000 revenue £720,000	£275,000 capital	(£200,000 revenue £175,000 capital) £375,000 + potential additional £70,000 = £445,000	DTC agreed a further £70,000 capital contribution post bid submission
6. Street signage and furniture	£70 capital £5,000 revenue £75,000	£70,000 capital	£5,000 revenue	
TOTALS	£1,215,000	£545,000	£670,000	

NB – This schedule illustrates £670,000 of matched funding without the Quadrant scheme, clearly exceeding the 1:2 matched funding to grant ratio.