



David Ashlee Town Clerk and Chief Executive

Your Ref

Our Ref: RGS/MM/C1.2

14 May 2018

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Dunstable Town Council which will be held at **The Incuba, 1 Brewers Hill Road, Dunstable, LU6 1AA** on **Monday 21 May 2018** at **7.30 pm** when the following business will be transacted:

AGENDA

1. To elect a Town Mayor for the ensuing year.

Councillor Mullany will propose and Councillor Staples will second

"That Councillor John Kane be and is hereby elected Town Mayor of Dunstable for the ensuing Municipal Year."

2. The newly elected Town Mayor will make the Declaration of Acceptance of Office and address the Council.

3. Councillor Colbourne will propose and Councillor Jones will second

"That this Council tender to Councillor Gloria Martin their sincere thanks for the courteous, efficient and admirable manner in which she has discharged the important and exacting duties of the Office of Town Mayor of Dunstable during the Municipal Year ended 21 May 2018."

The immediate Past Town Mayor will reply.

4. Specific Declarations of Interest.
5. Apologies for Absence.

Cont/d ...

6. To appoint a Deputy Town Mayor for the ensuing year.

Councillor Hollick will propose and Councillor Russell will second

"That Councillor Nigel Warren be and is hereby elected Deputy Town Mayor of Dunstable for the ensuing Municipal Year."

7. The newly appointed Deputy Town Mayor will make the Declaration of Acceptance of Office.
8. To note the appointment of Reverend Cannon Richard Andrews as the Town Mayor's Chaplain for the ensuing Municipal Year.
9. To select members to serve on Standing Committees and Sub-Committees of the Council for the Municipal Year 2018/2019.

Finance and General Purposes Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Chatterley, Colbourne, Crawley, Ghent, Hollick, Jones, Kennedy, Martin, Meakins, Mullany, Russell, Sparrow and Staples

Grounds and Environmental Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Bird, Crawley, Freeman, Hollick, Jones, Kennedy, Martin, Simmons, Sparrow, Tamara and Woodward

Community Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Chatterley, Colbourne, Freeman, Ghent, Meakins, Mullany, Russell, Simmons, Staples, Tamara and Woodward

Dunstable Joint Committee

Town Mayor, Deputy Town Mayor and Chairmen of three Standing Committees
(Named substitutes: Vice-Chairmen of the three Standing Committees)

Personnel Sub-Committee

Councillors Hollick, Jones, Kane, Meakins, Staples and Warren

Accounts Sub-Committee

Councillors Hollick, Mullany, Tamara and Warren

Plans Sub-Committee

Councillors Abbott, Crawley, Freeman, Jones, Simmons, Sparrow and Staples

Appeals and Appointments Committee

Town Mayor, Chairmen of the three Standing Committees and Vice-Chairman of Finance and General Purposes Committee

The Town Mayor will invite the Members of the three Standing Committees in turn to appoint their Chairman and Vice-Chairman for the ensuing Municipal Year.

10. To approve as a correct record the Minutes of the meeting of the Council held on 30 April 2018 (copy enclosed).
11. Chairman's Remarks.
12. To select representatives to serve on outside organisations, etc.

<u>Body</u>	<u>Representative</u>
Observer at Development Committee (Central Beds)	Cllr Jones (named substitute Cllr Abbott)
Dunstable International Town Twinning Assoc.	Town Mayor and Cllr Warren
South Beds Dial-a-Ride Management Cttee	Cllr Martin
CAB Management Committee	Cllr Meakins
Hospice at Home Management Cttee	Cllr Jones
Dunstable Concert Ensemble	Town Mayor and Deputy Town Mayor
Dunstable Town Band	Cllr Sparrow
Dunstable District Scout Council Executive	Cllr Staples
Ashton Schools Foundation	Cllr Martin and Sparrow (4 year term of office until June 2020)
Ashton Almshouses Charity	Cllr Russell and Staples (4 year term of office until May 2019)

Cont/d ...

Chews Foundation	Cllr Chatterley and Cannon T Beaumont (4 year term of office until May 2022)
Poor's Land Charity	Cllrs Hollick and Staples (4 year term of office until May 2019)
Lockington Charity	Mr T Owens and Mr J Bradley (4 year term of office until January 2020)
Marshe Charity	Mr T Owens and Mr J Bradley (term of office as Lockington)

13. Disclosable Pecuniary Interests – Dispensations

- Dispensation request for all members relating to decision making on the Council's revenue and capital budget and associated precept and council tax charge
- Dispensation request for all town council members that are also members of Central Bedfordshire Council and decision making that relates to the two Councils

14. To answer questions under Standing Order 16 (if any).

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council
cc: Central Bedfordshire Councillors for Dunstable for information

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

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

ON MONDAY 30 APRIL 2018

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Sid Abbott, Lisa Bird, John Chatterley, Terry Colbourne, Philip Crawley, Eugene Ghent, Peter Hollick, Anne Kennedy, Liz Jones, Mike Mullany, Patricia Russell, Ann Sparrow, Pat Staples and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive), Rosemary O'Sullivan (Head of Finance and Support Services), John Crawley (Head of Grounds and Environmental Services), Becky Wisbey, Head of Community Services and Michele Markus (Mayoral and Democratic Services Officer)

Apologies for Absence: Councillors Jeannette Freeman, Claire Meakins and Johnson Tamara

Public Attendance: 0

Before the commencement of the meeting, the Town Mayor's Chaplain, Reverend Nina Johnson, led the Council in prayer

77 MINUTES

The Minutes of the meeting of the Council held on 5 February 2018 were approved as a correct record and signed by the Town Mayor.

78 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

79 TOWN MAYOR'S REMARKS

The Town Mayor referred to the report detailing her attendances at events since the last meeting of the Council. She made particular reference to the High Sheriff's Citizenship Awards evening when Don't Let Dunstable Die had won an award and Liz Jones was runner up in her category for the local individual award. All those nominated were presented with a certificate of recognition, including Dunstable Town Guides and Dunstable History Society.

The Town Mayor thanked those who had supported her Civic Service on 22 April and thanked her Chaplain for conducting the service. She was particularly pleased that Hadrian School Choir had sang at the service

80 PUBLIC QUESTION TIME

There were no questions put to the meeting.

81 **QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

82 **COMMUNITY SERVICES COMMITTEE**

a) **Presentation on Community Policing in Dunstable (Minute 52/2018)**

Councillor Jones reminded members that the Priority Setting meeting would be held on Thursday 3 May at 6.00 pm at Dunstable Police Station.

In answer to a question from Councillor Hollick, the Chairman, Councillor Staples, advised that the Committee had been very impressed with the presentation to Community Services Committee and had asked that Sgt Bates attend on a more regular basis.

b) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Community Services Committee held on 5 March 2018 be received

83 **GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

a) **Dunstable War Memorial (Minute 64/2018)**

Councillor Chatterley advised that funding donations now stood at just under £4,500. It was hoped further funds would be raised at the Council's WW1 event on 12 May 2018.

Councillor Russell asked that consideration be given to providing a seat at the War Memorial.

The Head of Grounds and Environmental Services advised that he was liaising with Historic England regarding the paving at the front of the War Memorial but did not anticipate any major problems.

b) **Grove Skate Park (Minute 65a/2018)**

It was noted that the intended repair works to Grove Skate Park had been delayed due to adverse weather conditions and officers were chasing for a new date.

c) **Priory Gardens Entrance Gates**

In answer to a question from Councillor Colbourne, the Head of Grounds and Environmental Services advised that discussions were being held with the Planning Department about the best way to deal with changing the positioning of the planned noticeboards on the gates. It could be a variation to the existing permission or may require a new application to place a noticeboard on the adjacent wall. Councillor Jones reminded Members that this Council's Plans Sub-Committee had approved the original application and requested that more care be taken in the future when considering the detail of the Council's own applications.

d) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 12 March 2018 be received.

84 **FINANCE AND GENERAL PURPOSES COMMITTEE**

a) **Financial Monitoring ((Minute 71/2018)**

In answer to a question from Councillor Abbott, the Town Clerk and Chief Executive advised that a sum of £55,000 had been allocated for the cost of the recent by-elections based on the original estimate provided, however the actual cost was just under £25,000.

b) **Dunstable International Twinning Association (DITA) (Minute 74b/2018)**

Councillor Sparrow advised that 37 visitors from Porz-am-Rhein would be visiting Dunstable and she extended an invitation to all Councillors to take the opportunity to meet them at the coffee morning at Priory Church on Saturday 11.30 am. She also advised that the Dunstable Town Band would be holding a concert in the Methodist Church at 7.30 pm on that date to which the visitors had been invited. An invitation had also been extended to all Members, tickets available on the door at £5.

In answer to a question from Councillor Warren, it was confirmed that arrangements had been confirmed for a buffet reception for the visitors, to be hosted by the Town Mayor at Grove House on Friday 18 May.

c) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Finance and General Purposes Committee held 19 March 2018 be received and the recommendation contained therein be adopted.

85 **TOWN MEETING**

The Council noted the minutes of the Town Meeting held on 16 April 2018. In answer to a question from Councillor Abbott, Councillor Hollick advised that he had contacted Central Bedfordshire Council regarding the issue of parking outside 172 High Street South but had no response and had chased it up again.

86 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

87 **HIGH STREET IMPROVEMENT SCHEME**

The Council considered a loan request to assist an applicant in accessing grant funding from Central Bedfordshire Council's High Street Improvement Scheme. After careful consideration it was put to the vote and

RESOLVED: that the request not be granted.