

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

Tel: 01582 513000
Fax: 01582 890606
E-mail: info@dunstable.gov.uk
Website: www.dunstable.gov.uk



DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 20 April 2018

Dear Councillor

You are summoned to attend a meeting of Dunstable Town Council to be held in the Council Chamber, Grove House, 76 High Street North, Dunstable on **Monday 30 April 2018 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the meetings of the Council held on 5 February 2018 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 5).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Community Services	5 March 2018	8
Grounds and Environmental Services	12 March 2018	11
Finance and General Purposes	19 March 2018	14

8. Dunstable Town Meeting – minutes of the meeting held on 16 April 2018 – for information, see page 17.

Cont/d ...

20 April 2018

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

PART 2

1. Dunstable Conference Centre, High Street Improvement Scheme - Members only (see page 19).

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council
Copies to: 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 5 FEBRUARY 2018

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), John Chatterley, Terry Colbourne, Jeannette Freeman, Anne Kennedy, Liz Jones, Claire Meakins, 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 Sid Abbot, Lisa Bird, Eugene Ghent, Peter Hollick and Emma Simmons

Public Attendance: 0

40 MINUTES

The Minutes of the meetings of the Council held on 4 December 2017 and 22 January 2018 were approved as a correct record and signed by the Town Mayor.

41 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Staples	Pecuniary interest – Dunstable Market	7
Councillor Bird	Pecuniary interest – Dunstable Market	7

42 TOWN MAYOR'S REMARKS

The Town Mayor referred to the report detailing her attendances at events since the last meeting of the Council.

43 PUBLIC QUESTION TIME

There were no questions put to the meeting.

44 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

45 COMMUNITY SERVICES COMMITTEE

a) South Bedfordshire Dial-A-Ride (Minute 11/2018)

The Town Mayor advised that South Bedfordshire Dial-A-Ride had moved to new premises and invitations to the official opening would be sent in due course for a possible date in April.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Community Services Committee held on 8 January 2018 be received

46 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

a) Town Centre Area (Minute 22b/2018)

In answer to a question from Councillor Colbourne, it was confirmed that the crowd funding campaign by the Friends of Priory House was for the Dunstable War Memorial refurbishment.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 15 January 2017 be received.

47 FINANCE AND GENERAL PURPOSES COMMITTEE

a) Budget Proposals 2018/19 and Town Council Precept 2018/19 (Minute 29/2018)

The Vice-Chairman of Finance and General Purposes Committee, Councillor John Chatterley, was pleased to move on behalf of the Chairman, that the budget recommended be adopted.

He thanked his fellow Chairmen, the Mayor and all Councillors for their support and commitment over the past 12 months and also thanked all officers of the Council for their continued hard work which had resulted in the success achieved over the last 12 months.

The Vice-Chairman advised that the budget being recommended had been difficult to prepare since the cost of providing services to the Dunstable council taxpayer continues to increase. Whilst it was recognised that the services provided were for all intents and purposes, discretionary, they provided added value for Dunstable residents, for example: for the young – the play schemes during the holidays; for the older youths – Grove Corner; for the senior citizens – the lunch clubs; for all – the varied events programme. It was recognised that there needed to be a balance between providing all these discretionary services and the overall call made on Dunstable residents for council tax. However, he was pleased to be able to present a budget that meant the Council would be doing even more for the residents of Dunstable at a nil percent increase in the council tax charge. This had been made possible, not just as a result of the increase in Dunstable's tax base, but also because the Council's finances continued to be well managed, which was a testament to the hard work and creativity of the senior management team and others. He thanked them all for their ongoing work in making sure that the Council continues to deliver high quality, value for money services for the residents of Dunstable.

2017/18 had been an excellent year for the Council, largely defined by the implementation of schemes part funded by the Market Town Regeneration Fund and in partnership with Central Bedfordshire Council. These projects would continue through 2018/19. Members had seen the good news that there was a further £6.3m from the Ministry of Housing, Communities and Local Government, which would help to revitalise the town centre and

enable significant additional housing delivery in the region of 400 homes. This was on top of the £1.5m from Highways England.

Over the past 12 months the Council had not only continued to secure Green Flags for Priory Gardens and Grove House Gardens and gold medals for the Dunstable Anglian in Bloom entry, it had also secured its third Green Flag for Dunstable Cemetery. In addition, the Council had launched the Men-in-Sheds scheme, the Tea Exhibition at Priory House, which had been attended by the Sri Lankan High Commissioner, and delivered another highly successful events programme which had witnessed the biggest ever crowd for the fireworks display, due to good weather and no doubt that it had been a free event. It had also been great fun having Toyah Wilcox to headline Party in the Park. The first 'Big Lunch' for the town's older residents, held in Grove House Gardens, had been a great success in spite of the weather.

Perhaps the highlight of the year for many was welcoming a visit by Her Majesty the Queen and the Duke of Edinburgh to open Priory View. It had been a great honour for the Chairman to meet them both and was surely a day that would stay with residents for some time to come.

Opening of the new Bennett's Splash and Splashside Café on time and within budget was a great success for the Council. Despite one of the wettest summers on record, the new facility was a great success and it was hoped this summer would see even more people enjoying this excellent new service.

The Vice-Chairman also had no doubt that Dunstable is prospering. Many jobs had been created, there were fewer empty shops, and changes were happening in the High Street, not least of all the reduction in the number of lorries trundling through the town centre as a result of the opening of the new A5-M1 Link Road and the Woodside Connection. He believed that with the implementation of the High Street Improvement Scheme, the de-trunking of the High Street and the opening of the refurbished leisure centre and relocated library, Dunstable would continue to regenerate in the years to come.

In reflecting on achievements, the Vice-Chairman thought it worth remembering that the Town Council costs the Dunstable ratepayer £3.37 a week and he believed the Council could demonstrate tremendous value for this charge. He was therefore pleased to recommend a precept to Central Bedfordshire Council of £2,219,034.

The Vice-Chairman hoped that the new Councillors soon to be elected would enjoy being on the Council and knew that everyone involved in the Town Council would continue making what the Council does a success and helping to make Dunstable a better place.

It was proposed, seconded and

RESOLVED: i) that the budget for 2018/19, as recommended by Finance and General Purposes Committee, be approved

ii) that the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations

iii) that the revised scale of charges, set out in the report, be approved with effect from 1st April 2018 or the start of the 2018/19 winter playing season, as appropriate

iv) that the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,219,034 resulting in a Band D Dunstable Town Council Tax at the existing rate of £175.21

Action: Town Clerk and Chief Executive

b) Financial Monitoring Report (Minute 31/2018)

Councillor Colbourne noted that the reported projected overspend at the end of the financial year 2017/18 was solely due to the cost of the forthcoming by-elections. He thanked the Senior Management Team for their hard work in keeping the Council within budget constraints.

c) CAB Management Committee (Minute 35a/2018)

Councillor Meakins provided an update following the meeting held on 1 February. She advised that the CAB were expecting their new premises to be completed in January 2019.

d) Ashton Schools Foundation (Minute 35d/2018)

Councillors Sparrow and Russell praised the high specification and tasteful design implemented by the developers of the former Ashton School site, particularly with regard to the memorial plaques which were open for anyone to see. Councillor Sparrow advised that consideration was being given by the In Bloom Group to include the site in this year's entry for Anglia in Bloom.

e) Appeals and Appointments Committee (Minute 39/2018)

Councillor Colbourne was glad to see that this issue had been referred and, having had two nationally recognised HR companies look at it, suggested it be treated as a true HR problem with clear recommendations made to resolve the matter as it had been going on too long.

f) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Finance and General Purposes Committee held 22 January 2018 be received and the recommendations contained therein be adopted.

48 DUNSTABLE JOINT COMMITTEE

RESOLVED: that the Minutes of the meeting of the Dunstable Joint Committee held 23 November 2017 be received.

DUNSTABLE TOWN COUNCILMONDAY 30 APRIL 2018CIVIC EVENTS AND MAYORAL ACTIVITIES1. GENERAL INFORMATION

Purpose of Report: For information

1.1 Since the last meeting of the Council, the Town Mayor has attended the following functions/events:

06.02.18	Dunstable Concert Ensemble, Council Chamber, Grove House	The Town Mayor attended the Annual General Meeting of this small group of dedicated musicians who survive on membership fees alone. They do play one or two concerts a year
13.02.18	Pancake Race, HQ Sports Bar/Grove Theatre	This event sponsored by Deakin White was held in the HQ Sports Bar due to inclement weather (raining). After many heats the winners were Deakin White
17.02.18	Town Mayor's Charity Dinner Dance, The Incuba	The Mayor was determined to show that there is a venue in Dunstable to hold such an event. Although numbers were not as good as expected an enjoyable evening was had by all. She wanted to record her thanks to Central Bedfordshire College and Creasey Park Community Football Club staff in helping to make the event successful
21.02.18	High Sheriff's Citizenship Awards, Marsh Farm Futures House	This was an evening when the High Sheriff presented his Citizenship Awards. The Town Mayor nominated several local groups including DLDD who won an award
22.02.18	Air Training Corp, Cadet Centre, Victoria Street	The Mayor attended to present Training Record books to 6 new Members and prizes in sports and community activities
24.02.18	Mayor, Kempston Town Council, Charity Fun Quiz, Centenary Hall, Kempston	The Town Mayor was invited to join the "Chain Gang" team and warned them that she does not do well in quizzes and the evening was no exception. They did not disgrace themselves as they came 5th out of 9 teams
25.02.18	Girlguiding Dunstable, The Methodists Church	The Mayor attended the Thinking Day Celebration which is an annual Service to Remember all members of the Girlguiding movement throughout the World

1.2 The Town Mayor attended the following functions during March:

03.03.18	Crowd Funding Launch, Priory House	The Friends of Priory House and Gardens are raising funds to assist with the restoration of the War Memorial. The Town Mayor was very pleased to be asked to make the first donation
05.03.18	Honours Recipients Gathering and Presentation Ceremony, The Sculpture Gallery, Woburn Abbey	The Mayor was delighted to attend this event which the Lord-Lieutenant of Bedfordshire congratulated those residents of Bedfordshire that had been awarded honours in the New Year's Honours list
09.03.18	Coffee Morning, Priory View	The High Sheriff had not been able to view the full extent of the facilities when he attended the official opening so was able to have a private viewing at the Coffee Morning, along with the Town Mayor
10.03.18	Town Mayor's Charity Concert, The Methodist Church	A most enjoyable concert with The Shambles and Caritas Harmony performing for the Town Mayor's charities. The band and the singers interacted well after very little rehearsal together but may perform together again in the future
12.03.18	Commonwealth Day Celebration, Grove House Gardens	The Town Mayor raised the Commonwealth Flag in Grove House Gardens and read a message from the Secretary General of the Commonwealth and then read the Commonwealth Affirmation
14.03.18	7th Dunstable Scouts, Grove House	An opportunity for young people to question her on many aspects of being Town Mayor, Councillors and the role of the Town Council
16.03.18	Civic Reception, The Doubletree by Hilton, Milton Keynes	This was the Mayor of Milton Keynes' Civic Reception in aid of his charities. There was entertainment from the MK Poet Laureate, Sands Singers and the Rock Choir. The Town Mayor had a most enjoyable evening
18.03.18	19th Luton St Patrick's Festival, Luton Town Centre	The weather (snow) took its toll on the event as the Parade was cancelled. The reception was held inside Luton Town Hall and the Town Mayor was pleased to represent Dunstable
18.03.18	Biggleswade Town Council, Civic Service	Despite the bad weather, the Town Mayor attended this annual service
23.03.18	106th Birthday, Dunstable	The Town Mayor was pleased to present Mrs Marjorie Tingey of Southwood Road with a bouquet of flowers to celebrate this momentous birthday
23.03.18	Priory Academy, The Little Theatre, Dunstable	This was a very pleasant evening being entertained by the students in a production of "Once on this Island".

24.03.18	Easter Egg Competition, Weatherfield Accademy	The Mayor was invited to this Family Day sponsored by the Co-op store to judge the Easter Bonnet Competition. It was obvious that many hours of work had been put into designing and decorating many bonnets. After much deliberation she was able to select the winners
25.03.18	Service of Appreciation for Vinod Tailor, Restoration Fellowship Church, Luton	A service to celebrate the very hard work that Vinod Taylor had put into his year. The Lord-Lieutenant presented a memento on behalf of herself and Past High Sheriffs and The Mayor presented one on behalf of the "Chain Gang".
29.03.18	Hadrian Academy, Easter Assembly	The Town Mayor and our MP were invited to the end of term assembly for the presentation of MATIFIC Challenge (Maths competition) for which Hadrian Academy had come overall first in the Country.

1.3 The Town Mayor attended the following functions during April:

11.04.18	Mayor, Leighton-Linslade Town Council Concert, Vandyke Upper School and Community College	A very enjoyable evening of music given by the James Goff Big Band
15.04.18	Houghton Regis Civic Service, All Saints Church	A delightful service held in a beautiful church, and for once the Mayor knew the tunes and words of all the hymns. After the service refreshments were served in the Memorial Hall
18.04.18	South Beds Dial-A-Ride, The Old Mill, West Street	The Mayor was very pleased, as a former trustee, and particularly as it is one of her charities, to officially open these new premises for this invaluable community service

The Town Mayor will report on other later attendances at the meeting.

2. AUTHOR

2.1 Michele Markus – Mayoral and Democratic Services Officer
e-mail: michele.markus@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 5 MARCH 2018

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Pat Staples (Chairman), Eugene Ghent (Vice Chairman), Lisa Bird, Jeannette Freeman, Anne Kennedy, Emma Simmons, Patricia Russell and Johnson Tamara.

In Attendance: Councillors Philip Crawley, Liz Jones and Ann Sparrow with David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Lisa Vincent (Events and Marketing Officer), Hayley Clear and Jackie Carrington (Priory House Duty Managers), Sgt Louise Bates (Bedfordshire Police).

Apologies: Councillors John Chatterley, Terry Colbourne and Claire Meakins.

Public: 1

49 BY ELECTION

The Chairman welcomed the newly elected member for Northfields Ward, Councillor Johnson Tamara, following the by-election held on 8 February 2018. Councillor Tamara had made the Statutory Declaration of Acceptance of Office prior to the meeting.

50 MINUTES

The Minutes of the meeting of the Community Services Committee held on 8 January 2018 were approved as a correct record and signed by the Chairman.

51 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

52 PRESENTATION ON COMMUNITY POLICING IN DUNSTABLE

Sgt Louise Bates gave a verbal report on the work of the community policing team in Dunstable. This included the Operation Vision that had been taking place in the East of Dunstable, and partnership working with Town and Central Bedfordshire Council officers to address the town centre anti-social behaviour, vandalism and crime. Members had the opportunity to raise some individual questions and concerns regarding recent burglaries and road traffic crime.

53 PRIORY HOUSE

The Head of Community Services presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

The consultation period for the staff affected by organisational change had ended. Hayley Clear had accepted one of the Duty Manager posts with immediate effect and the other Duty Manager and Shop Assistant positions were in the process of being filled. The Head of Service introduced to the committee both Hayley Clear and Jackie Carrington who had successfully been appointed to the second Duty Manager position. Members passed on their thanks to both officers for their hard work over the recent months.

The Tea Rooms would not be open on Mother's Day, but were offering special Afternoon Teas the week before.

There were plans to hold a special Royal Wedding Afternoon Tea Party on 19 May whilst showing the royal wedding live.

Members asked whether Priory House would have to close when the repairs associated with the Lottery bid were undertaken. The Head of Service confirmed that this has not yet been established and more preliminary work was required in order to determine the order of works. There was also a question about when the front of Priory House would be repainted. The Head of Service explained that this formed part of the Lottery bid and that there were no other planned works until the outcome of the bid was known.

54 EVENTS AND MARKETING

The Events and Marketing Officer presented an update report on the planning of the 2018 events and updated members on the Council's website and social media usage.

Members were given the full details on the St George's day event plans and were updated on the progress of all other events for the year.

The Committee received the results for the 2017 events survey. In total 331 responses were received which was a significant improvement from the 91 received the previous year. Overall the results were really encouraging and constructive. Changes to St George's Day, Party in the Park and Priory Pictures were planned due to comments received from the questionnaire.

55 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Head of Community Services reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

56 OLDER PEOPLE'S DAY CARE SERVICE

The Head of Community Services reported on attendances, activities and outings for the Good Companions Club and the Creasey Park Community Football Centre over 55s Lunch Club.

The Furness Avenue coffee morning on 20 February had attracted 15 people with Age UK and Bedfordshire Fire Service in attendance to offer useful information.

57 DUNSTABLE TOWN CENTRE SERVICES

The Head of Community Services updated the Committee on Town Centre Services including Ashton Square Toilets and the themed and craft market trader figures.

The Town Centre Services Manager had been looking into the possibility of introducing a community toilet scheme in Dunstable. The scheme works by asking businesses to open their toilets for the public to use without the need to purchase their commodity. In return, they were given a small monetary contribution for the upkeep and washroom supplies. Members were asked to consider the scheme and whether to take it to Dunstable Joint Committee to request funding. After some debate, Members confirmed that they liked the idea of the community toilet scheme and agreed that this spend proposal be put forward to the meeting of Dunstable Joint Committee in March.

Members received the current vacancy rates for the Town Centre.

58 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride: Nothing to report.

Dunstable Town Band: Nothing to report.

DUNSTABLE TOWN COUNCIL

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

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

ON MONDAY 12 MARCH 2018

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Chairman), Lisa Bird, Philip Crawley, Jeannette Freeman, Peter Hollick, Mike Mullany, Ann Sparrow, Johnson Tamara and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Kelley Hallam (Office Administrator), James Slack (Sports and Leisure Facilities Manager) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors John Kane (Deputy Town Mayor) and Sid Abbott (Vice-Chairman)

Public: None

59 BY ELECTION

The Chairman welcomed the newly elected members for Manshead and Watling Wards, Councillors Philip Crawley and Mike Mullany, following the By Election held on 8 February 2018. Councillors Crawley and Mullany had made the Statutory Declaration of Acceptance of Office prior to the meeting.

60 MINUTES

The minutes of the meeting of Grounds and Environmental Services Committee held on 15 January 2018 were approved as a correct record and signed by the Chairman.

61 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

62 PLANS-SUB COMMITTEE

RESOLVED: that the minutes of the meetings of Plans Sub-Committee held on 23 January and 13 February 2018 be received.

63 CREASEY PARK COMMUNITY FOOTBALL CENTRE

The Sports and Leisure Facilities Manager presented a detailed report on recent operations at the Centre including pitch and function hire and marketing.

Creasey Park in partnership with Beds FA and Dunstable Town FC had hosted a regional heat of the FA Peoples Cup for disability players. Nine teams had attended including a team from the local Weatherfield School.

The Committee were informed that the current profiled income and expenditure budget was showing a deficit of £28,661. Explanations were given for the shortfall including the replacement of half of all floodlight lamps and a loss of ATP hire income due to bad weather cancellations and new local competition from other facilities, amongst other reasons. It was hoped that the deficit would reduce in the last two months of trading. Members acknowledged that much of the unexpected expenditure was unavoidable.

Dunstable BMX Club was now established and were currently running taster sessions on Sundays. They had applied to CBC for Community Facilities Funding to pay for a start gate, which meant they could then start hosting events. Members were pleased that after 6 years of trying a club had finally been established.

64 DUNSTABLE WAR MEMORIAL

The Head of Grounds and Environmental Services presented an update report on the progress of the refurbishment of the Dunstable War Memorial.

Friends of Priory House and Gardens, with support from DTC officers, had put together a very comprehensive on-line crowd-funding page which was launched on 3 March. It would be open for one month and to date £1,455 had been raised as well as some cash donations.

The Dunstable and District Local History Society were working hard to finalise the list of missing names from the existing roll-call plaques. It was anticipated that the initial 28 names that were thought to be missing may double once further research was completed.

Early indications from Historic England suggest that they will fully support the project and give formal consent. CBC had confirmed that no planning consent was required.

65 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS

The Grounds Operations Manager and Cemetery Manager presented a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) Recreation Grounds

Maverick Industries were due to visit Grove Skate Park to inspect a number of cracks that had appeared across the concrete surface.

Football fixtures and maintenance of the grass pitches was postponed from the week commencing 26 February due to frozen ground conditions. Fixtures would be re-arranged to play mid-week.

b) Town Centre Area

Maintenance of the formal lawn areas was to commence in March. This included treatments for moss control and an application of herbicide to make sure the lawn was ready for the start of the croquet season.

c) **Town Ranger Service**

The renovation of the Grove House outbuildings had been completed and the Rangers had moved their equipment in. This would especially benefit the Town Centre Ranger to have all his equipment based in a central location.

The Chairman commented on what a good job the Town Ranger Services had done during the period of snow in helping clear paths.

d) **Dunstable Cemetery**

Members received the burial figures for February to March 2018 to date along with the profiled income and expenditure figures as at the end of January 2018.

A group of children from Ashton St Peters had visited the cemetery to complete a study of WW1 graves.

Members congratulated officers on retaining the Silver status for the Charter for the Bereaved.

e) **Allotments**

There were currently 38 people on the waiting list, which was comparable to figures reported to the Committee in January 2018. Members received the detail of the waiting list.

66 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
Councillor Jones had nothing to report.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

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

ON MONDAY 19 MARCH 2018

Present: Councillors Gloria Martin (Town Mayor), Peter Hollick (Chairman); John Chatterley (Vice-Chairman), Terry Colbourne, Philip Crawley, Eugene Ghent, Liz Jones, Mike Mullany, Ann Sparrow, Pat Staples and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive), and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors John Kane (Deputy Town Mayor), Sid Abbott, Anne Kennedy, Claire Meakins and Patricia Russell

Public Attendance: None

67 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 22 January 2018 were approved as a correct record and signed by the Chairman.

68 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

69 TOWN MAYOR AND DEPUTY TOWN MAYOR

The Committee considered nominations for Town Mayor and Deputy Town Mayor for the municipal year 2018/19.

RECOMMENDED: that Councillors John Kane and Nigel Warren be nominated for election as Town Mayor and Deputy Town Mayor respectively at the Annual Council Meeting to be held on 21 May 2018.

70 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 24 January and 21 February 2018.

Members had given consideration to the purpose of the Accounts Sub-Committee and discussed whether alternative arrangements could be made. Whilst it was acknowledged that the two member signature on cheques or other orders for payment was no longer a statutory requirement, the additional responsibility for budget monitoring and acting as the Council's Audit Committee was also part of the Sub-Committee remit and therefore the meetings would continue in the current manner.

71 FINANCIAL MONITORING REPORT

The Committee received a revenue budgetary control report for the period from 1 April to 28 February 2018. . The summary of net expenditure showed a potential for an overall net revenue shortfall at the end of the financial year, mainly attributable to the unbudgeted cost of the recent by-elections. However, the Town Clerk and Chief Executive had now been made aware that the estimated cost of the by-elections would be considerably less than first advised and therefore a net revenue saving was likely to be achieved at the end of the financial year.

Members noted the current balance of the Council's allocated reserves as at 28 February 2018 and an estimated end of year balance, having taken account of agreed/known commitments to date.

Members also noted the balance of the General Reserve as at April 2017 and were reminded of the allocation for specific unbudgeted items previously agreed but not yet charged which would reduce the balance as at 31 March 2018. It was noted that the current Treasury Management Policy provided that the Council worked towards maintaining a general balance of £300,000 or 25% of the salary budget and consideration was given to increasing this provision.

RESOLVED: that the Treasury Management Policy be amended to provide that "the Council work towards maintaining a general balance of £350,000 or 25% of the salary budget, whichever is the higher".

72 INTERNAL AUDIT REPORT 2017/18 – INTERIM UPDATE

Members received the interim update report of the Internal Auditor setting out the areas examined during the course of his visits on 24 and 25 October and 28 February 2018.

Members were pleased to note that no issues had been raised and Councillor Martin thanked officers for their work. She expressed the view that the report shows again how good the team are at managing the Council's finances and Councillor Chatterley commented that it was always very good.

73 CORPORATE PLAN CAPITAL PROGRAMME

The Town Clerk and Chief Executive provided an update report on the Corporate Plan Capital Programme which had been revised following the Council decision not to increase the Town Council element of the Dunstable council tax for 2018/19.

Six projects had originally been prioritised with a working budget of £250,000, £150,000 of which could be funded by application for a Public Works Loan. However, the full programme could no longer be delivered as there was insufficient revenue funding available for 2018/19 to take out the loan from the Public Works Loan Board.

Two projects which would not proceed at the current time were the refurbishment of Ashton Square Clock and the improved depot facilities at Dunstable Cemetery.

The element of the programme still to go ahead would be funded by a £100,000 contribution from the General Reserve as already agreed.

74 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – Councillor Meakins would provide a written report in due course.
- b) DITA –Councillor Warren will ascertain details of the Citizens visit from Porz-am-Rhein over the weekend of 18-21 May and ask the Chairman of DITA to advise the Town Clerk and Chief Executive of the requirement for use of Town Council facilities.
- c) Hospice at Home – Councillor Jones reported on a successful fund raising event the previous Saturday evening which had raised £1,000.
- d) Ashton Schools Foundation – nothing to report.
- e) Ashton Almshouses – nothing to report.
- f) Chews Foundation – nothing to report.
- g) Poors Land Charity – Councillor Staples advised that the Charity were pleased to be able to increase the amount of Maundy money to be distributed this year.

75 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.

76 LAND DISPOSAL (Minute 58/2016 refers)

The Town Clerk and Chief Executive presented a report, reminding Members that when considering Central Bedfordshire Council's 'call for sites' the Town Council had resolved that both the area of land at Meadway allotments and at the Cemetery be submitted to Central Bedfordshire Council for consideration for possible future development, thereby giving tacit consent for the disposal of this land.

Whilst it was unlikely that either piece of land would be specifically referenced within the emerging Local Plan, the submission had alerted the interest of potential developers.

The Town Clerk and Chief Executive reported on the interest shown and Members considered a proposal to dispose of the land for the purposes of enabling housing developments.

RESOLVED: that the Town Clerk and Chief Executive in association with the Chairman of the Finance and General Purposes Committee and Chairman of the Grounds and Environmental Services Committee, be authorised to negotiate the sale and disposal of land at Meadway Allotments and Dunstable Cemetery in accordance with the processes set out in the report.

DUNSTABLE TOWN COUNCIL

MINUTES OF TOWN MEETING

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON MONDAY 16 APRIL 2018

Present: Councillor Gloria Martin (Town Mayor) (in the Chair); Councillor John Kane (Deputy Town Mayor); Mr D Ashlee (Town Clerk and Chief Executive) and 17 electors of the Parish of Dunstable, 11 of whom were elected representatives of the Town Council.

1. WELCOME

The Town Mayor welcomed electors to the 2018 Dunstable Town Meeting and explained its purpose.

2. MINUTES

The Minutes of the Town Meeting held on 3 April 2017 were approved and signed as a correct record by the Town Mayor.

3. QUESTIONS FROM ELECTORS

In answer to questions raised on town affairs, the following responses were given:

High Street South – A resident advised that a newly introduced parking bay outside 172 High Street South was being misused as vans and other vehicles were parking in the bay all day when it has a 10 minute drop off. Residents who had parked in the bay had been asked to move along by the shop owner as he stated this was for his customers. Councillor Hollick responded that he would take the matter up with Central Bedfordshire Council to look at in terms of the restrictions and enforcement and to see whether traffic wardens could be employed to make regular visits. Councillor Hollick would respond directly to the resident.

Town Parks and Gardens – A resident expressed his pleasure in walking through the gardens in Dunstable and thought the flower beds and displays are better than ever. He asked that the Head of Service and the grounds staff be congratulated. He also praised the initiatives for community gardens, including work with Incredible Edible and asked how the Council was going to develop further community gardens. The Head of Grounds and Environmental Services advised that he worked closely with the Head of Community Services to develop these schemes and projects and where opportunities arise would try to encourage and support such initiatives. Further examples were the work with Dunstable in Bloom and the Friends of the Dunstable Cemetery Group.

Dunstable Market – In answer to a question regarding the Best of British themed market held on Saturday and how the Council was encouraging more traders, the Head of Community Services advised that the Town Centre Services Manager has actively been trying to build up trade and assessing what themes would be popular. She also advised that the future themed and craft markets were proving more popular and were almost full to capacity. The children's themed market in August was also

proving popular. Councillor Staples expressed her belief that the market would get better and would be only too pleased to work with the resident in that regard.

Town Meeting – In noting the public attendance at this year's Town Meeting, a resident expressed disappointment that there had been no guest speaker and that the meeting was being held at the smaller venue of Grove House. Town Councillors recalled that previous meetings held at Creasey Park Community Centre and including presentations on particular town issues had attracted public attendance of just 3 in 2017 and the presentation on the A5-M1 link at the 2016 meeting had attracted 7 electors.

Court Drive – Councillor Ghent explained that the road layout in Queenway and Court Drive was known as shared space, or courtesy crossings and the raised levels had slowed traffic down.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 7.50 pm.