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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 27 January 2017

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 6 February 2017 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 December 2016 (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 6).
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	9 January 2017	8
Grounds and Environmental Services	16 January 2017	14
Finance and General Purposes	23 January 2017	19
Dunstable Joint Committee	8 December 2016	24

Cont/d ...

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DA/RGS/C1

27 January 2017

8. Investors in People - Values and Behaviours – report of Town Clerk and Chief Executive – see page 28.

(Please note that Simon Baylis, IIP Assessor, will give a presentation to Members on this item before the meeting, at 6.15 pm)

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 DECEMBER 2016

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Lisa Bird, John Chatterley, Terry Colbourne, Steve Elliott, Jeannette Freeman, Eugene Ghent, Liz Jones, John Kane, Claire Meakins-Jell, Des Moffatt, Patricia Russell, Emma Simmons, Ann Sparrow, Pat Staples, William Tookey, Nigel Warren and Andy Whayman

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), Michele Markus (Mayoral and Democratic Services Officer) and Revd Richard Andrews (Town Mayor's Chaplain)

Apologies for Absence: Councillors Sid Abbott and Jessica Castle

Public Attendance: 0

212 MINUTES

The Minutes of the meeting of the Council held on 3 October 2016 were approved as a correct record and signed by the Town Mayor.

213 SPECIFIC DECLARATIONS OF INTEREST

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

214 TOWN MAYOR'S REMARKS

The Council received the report of the Returning Officer on the results of the Northfields By Election held on 24 November 2016 and the Town Mayor welcomed the newly elected members, Councillors Steve Elliott and William Tookey, both of whom had made the Statutory Declaration of the Acceptance of their Office prior to the meeting.

The Town Mayor referred to the report detailing his attendances at events since the last meeting of the Council up to 13 November 2016. He also outlined a further 21 events he had attended, including his own Charity Quiz Night which had been well attended. He had also been pleased to attend the opening of the Priory Gateway, the Salvation Army Christmas Concert and the Best Bar None Awards.

The Town Mayor had also been pleased to attend the Town Council's own Torchlight Procession and Christmas Tree Carols on Friday 2 December and the Special Market on 3 December.

215 PUBLIC QUESTION TIME

There were no questions put to the meeting.

216 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

217 COMMUNITY SERVICES COMMITTEE

a) Dunstable Market (Minute 192)

The Council considered the recommendations made by Community Services Committee in respect of Dunstable Market. The Town Clerk and Chief Executive advised of a subsequent suggestion for consideration in respect of the Friday market and provided further clarification. After considerable discussion and on being put to the vote, it was

- RESOLVED:** i) that despite ongoing operational difficulties and the current decline in regular trader numbers, the council continues to manage and fund the provision of a general market in Dunstable
- ii) that officers formulate a questionnaire aimed at securing residents views as to the future provision of a market in Dunstable. A draft questionnaire to be presented to the January meeting of Community Services Committee for approval.
- iii) that as of 1 April 2017, the Council continues to provide a market on Fridays but does not provide any portering arrangements for the provision, erection and dismantling of market stalls
- iv) other than on Fridays, the Council continues the current provision of a portering service for stall holders
- v) that following a suggestion from a market trader to reposition the location of the market to Middle Row, the Council does not agree to this suggestion and makes no imposition on existing regular traders to move from their current trading positions
- vi) that the Council does not agree to the suggestion from a market trader to move the second hand goods sale from normal market days to Sundays
- vii) that the Community Services Committee fully reviews the current fees and charges structure for the market at their January Committee Meeting, taking into account all associated financial implications

viii) that the Council continues to support 'Party in the Market' events in partnership with the Dunstable Joint Committee and that a programme of events starting from April 2017 be developed.

NB: Councillors Bird and Staples, having declared a pecuniary interest in this matter, took no part in the vote thereon.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Community Services Committee held on 7 November 2016 be received.

218 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

a) Market Town Regeneration Fund (Minute 197/2016)

Councillor Jones was pleased to confirm that the Enhanced Town Centre Cleansing scheme had started. She also thanked all those who had attended the recent Splash Park exhibitions.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 14 November 2016 be received.

219 FINANCE AND GENERAL PURPOSES COMMITTEE

a) Draft Corporate Plan 2017/2019

Members were reminded that the aspirations contained within the Draft Corporate Plan for 2017/2019 would be fully considered at the appropriate time by the relevant committee when all members would have the opportunity to express their views on any proposals.

b) Architectural Lighting Scheme (Minute 208a/2016)

Councillor Colbourne had been pleased to see the first phase of the lighting scheme on Priory House on Friday 2 December.

c) Senior Management Team – Terms and Conditions Review Procedure (Minute 210/2016)

Having agreed the proposed procedure and agreed that the membership of the Appeals and Appointments Committee be increased to 5 members, it was moved, seconded and

RESOLVED: that the 5th member position to join the Appeals and Appointments Committee be the Vice-Chairman of Finance and General Purposes Committee.

d) Ashton Schools Foundation (Minute 211d/2016)

Councillor Whayman advised that the Foundation had been looking to complete the sale of the Ashton School site on 24 November 2016 and not December as reported, however this was now not likely to be completed until January 2017.

e) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Finance and General Purposes Committee held 21 November 2016 be received and the recommendation contained therein be adopted.

220 DRAFT BUDGET 2017/2018 AND ASSOCIATED CONSIDERATIONS

The Town Clerk and Chief Executive presented a draft budget summary for 2017/2018 which identified increased revenue expenditure on the existing budget and identified revenue savings and additional income from improved income targets. He was very pleased to report that the Dunstable tax base had increased from 12,084 to 12,435 which would secure additional income through the council tax charge of £61,498, assuming the council tax charge remained at £175.21.

Members were mindful that the proposed budget was only draft at this stage as there were a number of issues still to be considered and decisions made by committees, including the fees and charges for Dunstable Market, the outcome of the Events Programme Review and the tendering process for concessions including at the Splash Park.

A suggestion by Councillor Kane that the Council consider a 1% increase on the Council tax was not seconded and, on being put to the vote, it was

RESOLVED: that the Council adopt a working strategy of trying to establish the Band D council tax charge for 2017/2018 at the existing rate of £175.21.

221 MARKET TOWN REGENERATION FUND – SPLASH PARK INITIATIVE

The Town Clerk and Chief Executive provided an update report on the procurement of the new Splash Park at Bennett Memorial Recreation Ground.

Tenders had been received from four leading splash park providers who had presented their proposals to officers and a small panel of members. The submissions had now been fully analysed and the successful contractor was Kingcombe Aquacare Ltd.

During the presentation of tenders all four providers had advised against the provision of a beach area as sand would inevitably get into the filtration system for the splash park, thereby undermining its effectiveness and causing potentially very costly ongoing damage to the overall splash park plant. The £25,000 identified for the beach area was to be funded from revenue savings accrued during 2016/17 relating to the overall MTRF scheme and this sum could instead be used to include for security measures which had emerged from the recent public exhibitions held on the scheme, such as the provision of CCTV.

The overall splash park project had an original budget of £450,000 (£275,000 of which was funded through the MTRF programme). The notional breakdown of costs was £250,000 for the splash park and £200,000 for the pavilion conversion. The tendering exercise for the pavilion works had not yet been completed but it was considered prudent to identify a contingency budget of up to £45,000 to be used if tenders for the work came in higher than anticipated.

RESOLVED: i) that, following advice received, a beach area is not installed as part of the splash park project

ii) that the £25,000 identified for the beach area be used to fund improvements to the overall splash park scheme

iii) that a contingency fund of £45,000 be established to support the overall splash park and cafeteria project. The contingency fund would be met from the Corporate Plan capital reserve budget and would only be used if needed.

DUNSTABLE TOWN COUNCIL

MONDAY 6 FEBRUARY 2017

CIVIC EVENTS AND MAYORAL ACTIVITIES

1. 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:

10.12.16	Christmas Cracker, Priory House, Dunstable	The Town Mayor visited the annual Christmas event which was very well attended with the addition this year of Santa's Reindeer
10.12.16	Dunstable Ladies Choir, St Augustine's Church, Dunstable	The Annual Christmas Concert with a programme of seasonal songs and carols which the Town Mayor thoroughly enjoyed
10.12.16	Mayor, Leighton-Linslade Town Council, All Saints Church	An enjoyable evening of singing and music performed by the Salvation Army Band and Songsters and the Church Choir, which the Town Mayor was happy to attend
11.12.16	Caritas Harmony, St Mary's Church, Dunstable	The Town Mayor was delighted to attend this concert by the award winning choir Caritas Harmony who hosted a Christmas Spectacular to support cancer patients in Bedfordshire
15.12.16	Mayor's Charity Pudding Night, Priory House, Dunstable	The Mayor was delighted with the turnout to his charity evening which was in aid of his charities
16.12.16	Art Exhibition, Whipsnade Village Hall	Dr Lorna Moore created a 14 week art course for the Dunstable area. Her course aimed to inspire creative confidence through the visual. Her ethos is all about the art process and not the product. The Town Mayor was impressed with her teaching methods
17.12.16	Vauxhall Male Voice Choir, St Mary's Church, Dunstable	The Town Mayor attended this annual Concert which was performed by Vauxhall Male Voice Choir, Luton Concert Orchestra and guest appearance of Priory Church Girls Choir in aid of the charity "Level Trust"
20.12.16	Mayor, Milton Keynes Council, Church of Christ the Cornerstone	The Christmas Carol Service was well attended by the community and the Town Mayor was delighted to support the event

21.12.16	Festive Shop front Competition, Dunstable Town Centre	The Town Mayor assisted in the judging of this town event
21.12.16	Priory View, Church Street, Dunstable, Christmas Meal	Priory View were delighted that the Town Mayor was able to attend the Christmas Dinner which they had organised. The event was well attended and a was a most enjoyable evening

2. TOWN MAYOR'S FORTHCOMING CHARITY EVENTS

2.1

Friday 24 February, 7.00 pm start, Tickets £23.50	Charity Dinner, Hospitality Central, Central Bedfordshire College, Court Drive, Dunstable
Sunday 19 March, 3.30 pm	Town Mayor's Civic Service, Priory Church of St Peter, Dunstable

3. AUTHOR

3.1 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 9 JANUARY 2017

Present: Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Pat Staples (Chairman), John Chatterley (Vice-Chairman), Lisa Bird, Steve Elliott, Jeannette Freeman, Eugene Ghent, Patricia Russell and William Tookey

In Attendance: Councillors Sid Abbott, Liz Jones, John Kane and Ann Sparrow; David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Kelley Hallam (Office Administrator) and Lisa Vincent (Events and Marketing Officer)

Apologies: Councillors Jessica Castle, Terry Colbourne, Claire Meakins-Jell and Emma Simmons

Public: None

1 MINUTES

The Minutes of the meeting of the Community Services Committee held on 7 November 2016 were approved as a correct record and signed by the Chairman.

2 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Lisa Bird	Pecuniary interest – Dunstable Market	4 & 7
Councillor Pat Staples	Pecuniary interest – Dunstable Market	4 & 7

3 DUNSTABLE MARKET – FEES AND CHARGES 2017/18

Councillor Staples vacated the Chair and Councillor Chatterley assumed the role of Chairman while the report on Dunstable Market was considered.

The Town Clerk and Chief Executive presented a detailed report that asked members to consider and comment on the proposed fees and charges for Dunstable Market for 2017/2018 and make recommendations to the Finance and General Purposes Committee accordingly.

The draft budget already proposed a reduction in the income target for the Market of £17,500 therefore the proposed fees were made in the context of trying to make the Market a more attractive trading prospect whilst at the same time not undermining the ability to attract a reasonable income from providing a market and ultimately eradicating any subsidy.

The proposal therefore was to keep the rates the same for regular traders, to make a small increase to casual and second hand goods traders and to introduce a standard rate of £15.00 per stall for all traders on themed and craft market days.

RESOLVED: that the proposed fees and charges for Dunstable Market for 2017/18 be recommended to the Finance and General Purposes Committee.

4 EVENTS PROGRAMME 2017/18

The Head of Grounds and Environmental Services presented a detailed report on the findings and recommendations of the Member and Officer working group convened to consider the 2017 events programme.

Members of the working group had been provided with various information including thoughts and issues relating to the 2016 programme, a summary of the outturn cost of each event over the last 4 years including 2016 to date, a breakdown of the main cost elements for each event and responses to the events survey questions received during 2016.

A summary of the review group's proposals for the 2017 events programme was received by the Committee.

There were no changes to budget or format for the majority of the events except for the following:

Around the World/History Day

To alternate yearly between Around the World and a history event. There would be no change to the budget.

Members welcomed the idea to alternate between the two events.

Dunstable Live

There was no change to the budget or format but the Events and Marketing Officer suggested a Night at the Movies for this year's theme.

Members very much liked this theme and agreed to go ahead with it.

Sunday Band Concerts

There was no change to the budget but a new start time of 2.30 pm would be introduced.

Dunstable Rocks

Due to crowd issues from the past two years it was suggested that this event be suspended in 2017.

There was a lengthy debate on this suggestion, with mixed views from Members of the Committee. Some Members agreed that the Council had become a 'victim of our own success' and the crowds and atmosphere had changed over the last couple of years

and maybe it was time to take a break from this event. Other Members were very disappointed at the thought of suspending this event. Councillor Abbott especially, wanted his disappointment at the suggestion to be noted as he thought that Dunstable had built a good reputation for holding great music events and he didn't want to lose that. Members ultimately agreed that this event be suspended for 2017.

Priory Pictures

This event was suggested to replace Dunstable Rocks, should it be suspended. The proposal was to show two films starting with a children's or family film followed by a main film. These would be held on two dates in the summer in Priory Gardens. Members agreed with this proposal.

Party in the Park

The review group suggested to make this a more family fun day by playing less music and instead have more varied entertainment on the stage such as comedians or magicians and more country fayre type activities. The budget was to increase by £500. Members agreed with this proposal.

Proms in the Park

Due to the success of last year's event it was suggested to make this a permanent fixture on the event calendar. In 2016 Proms was funded from reserves so it would be necessary to increase the events budget by £10,000 to hold this event. Members agreed with this proposal.

Beer Festival

Members wished to retain the beer festival but due to the Council's previous partner pulling out, options to deliver the beer festival would need to be investigated. Income and expenditure for this event was to be set at £10,000 to ensure the event was not subsidised.

Members agreed that they would like this event to continue but thought that September was too late to hold it and would prefer it to be held earlier in the year. A date in August was suggested. Members will consider further proposals for this event at the next Committee meeting in March.

Torch Light Procession and Christmas Carols

There was no change proposed for this event but Members thought that the light show finale funded by the Dunstable Joint Committee in 2016 was very successful and wished it to continue so requested that a contingency of £5,000 be added to the event budget should the DJC not fund it.

RESOLVED: i) that the beer festival be held on a date in August.

ii) that a contingency be included in the 2017/18 Budget Proposal of £5,000 to fund the Torch Light Procession and Christmas Carols light show finale should the Dunstable Joint Committee not offer any funds

iii) that, subject to the above, the Events Programme 2017 be agreed as presented.

5 BUDGET PROPOSALS 2017/18

The Committee considered the comprehensive report of the Town Clerk and Chief Executive which provided detailed proposals for the Community Services budget for 2017/18 and proposed fees and charges.

Excluding staff costs, the overall Community Services budget had increased by £29,031. This related, in part, to changes in the events programme and a reduction in the budget income from the Market. A full summary was received by the Committee.

It was noted that at this time, Central Bedfordshire Council had not yet confirmed in writing their contribution to the elderly day care service.

RESOLVED: i) that a contingency of £5,000 be put in place to fund the light show in 2017 for the Torchlight Procession and Christmas Carols event if not funded by the Dunstable Joint Committee (as discussed in the events program report)

ii) that, subject to the above, the draft 2017/18 budget for Community Services be recommended to Finance and General Purposes Committee.

6 DUNSTABLE TOWN CENTRE SERVICES

Councillor Staples vacated the Chair and Councillor Chatterley assumed the role of Chairman while the information report on Dunstable Town Centre Services was considered.

The Town Clerk and Chief Executive reported on the market trader figures for October and November which included enquiry numbers, casual traders and permanent traders.

Members noted that the income figures reflected the reduced number of traders.

The Dunstable Joint Committee had funded a synthetic ice rink installed on The Square for a week in Dunstable. It had received very favourable feedback from the public with over 1,080 people attending and generating an income of over £2,000. The Committee were very pleased with the success of the ice rink and hoped that it could be repeated this year.

Members received a programme of themed markets that would take place on every 2nd Saturday of the month, with a craft market taking place on every 3rd Saturday of the month.

The Committee received and considered a draft questionnaire seeking residents' views on Dunstable Market.

RESOLVED: that the Dunstable Market Questionnaire be approved and distributed over the next few months.

7 EVENTS AND MARKETING

The Town Clerk and Chief Executive presented a report that updated the Committee on the success of the Torchlight Procession and Christmas Carols event and updated members on the Council's website and social media usage.

The lightshow finale at the Christmas Torchlight Procession and Carols had received excellent feedback from attendees of the event.

8 PRIORY HOUSE

The Town Clerk and Chief Executive presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

The Committee were informed that the Tea Rooms would be closed to the public on 16-18 January for structural engineering inspections. The gas supply would also be extended in the kitchen at this time.

The Mistletoe Magic event had gone very well. More children visited Santa's Grotto, despite it being outside in inclement weather and the Christmas crafts were busier than ever.

The Committee received the profiled budgets up to the end of November. The negative variance on the income and expenditure report was noted.

Councillor Sparrow informed the Committee that at the recent Mayoral Charity Pudding Night held at Priory House Tea Rooms she was "disgusted and mortified" that guests had to pay for coffee. Councillor Jones confirmed that coffee was not included in the ticket price and charging was normal practice.

9 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Town Clerk and Chief Executive reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

Autism Bedfordshire continued to hold their monthly socials at Grove Corner but had decided to cancel the fortnightly work club for the foreseeable future.

The Men in Sheds group now had a committee and a signed constitution and were planning some fund raising activities.

10 OLDER PEOPLE'S DAY CARE SERVICE

The Town Clerk and Chief Executive reported on attendances, activities and outings for the Good Companions Club and the Creasey Park Community Football Centre Over 55s Lunch Club.

Both clubs had enjoyed a Christmas meal and Christmas entertainment in the lead up to Christmas.

Members asked if the Older People's Service could provide more sessions. The Committee were informed that a report was to be submitted to the next meeting of this Committee to consider the service plan and this could be discussed then.

11 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Councillor Martin would be attending the next meeting on 8 February. A report was awaited on the outcome of a report produced by CBC which was likely to impact on the Dial-A-Ride service.

Dunstable Town Band:

Councillor Sparrow reported that the Town Band had been very busy over the Christmas period and had played both on the Square and at Eleanor's Cross within the town. They would be holding a concert at the Methodist Church in May.

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 16 JANUARY 2017

Present: Councillors Peter Hollick (Town Mayor), Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Lisa Bird, Steve Elliott, Jeannette Freeman, Des Moffatt, Ann Sparrow, Nigel Warren and Andy Whayman

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 (CPCFC Manager) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors Jessica Castle, John Kane, Gloria Martin and Emma Simmons

12 MINUTES

The minutes of the meeting of Grounds and Environmental Services Committee held on 14 November 2016 were approved as a correct record and signed by the Chairman.

13 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

14 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 22 November, 13 December 2016 and 3 January 2017 be received.

15 BUDGET PROPOSALS 2017/18

The Committee considered the comprehensive report of the Town Clerk and Chief Executive which provided detailed proposals for the Grounds and Environmental Services budget for 2017/18 and proposed fees and charges.

Excluding staff costs the overall budget for Grounds and Environmental Services proposed an increase of £4,194. The primary changes to the budget related to the introduction of the Town Centre Ranger scheme and the splash park and cafeteria at Bennett Memorial Recreation Ground.

The Committee received a summary of changes to savings, increased income targets and growth.

RESOLVED: that the Committee approve the draft Grounds and Environmental Services and Creasey Park Community Football Centre budget as presented, with no amendments or recommendations to the Finance and General Purposes Committee.

16 CREASEY PARK COMMUNITY FOOTBALL CENTRE

The Creasey Park Community Football Centre Manager presented a detailed report on recent operations at the Centre.

The Committee received the profiled income and expenditure report as at the end of November 2016.

Creasey Park had not only retained its Best Bar None accreditation but also came runner-up overall.

The kitchen extension work had finally started and was expected to be completed in February 2017. Work had also started on sanding and re-treating the wood cladding surrounding the building.

17 MARKET TOWN REGENERATION FUND UPDATE

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects relating to this Committee.

a) Enhanced Town Centre Cleansing

The new service was now fully operational. Initial feedback had been very favourable.

DTC logos and branding had been added to all associated vehicles and equipment.

b) New Splash Park and Associated Café Provision

Kingcombe Aqua Care Ltd had been commissioned to install the splash park. The tender process to procure the main contractor to refurbish the pavilion had been delayed but would begin shortly.

The public exhibition had gone well with 78 visitors over the two sessions. The response was generally positive but there were concerns over potential parking problems. Officers had met with a CBC parking officer who advised that parking would be monitored for the first year to see what (if any) parking restrictions would be explored prior to the 2018 summer period.

If all went well with the planning application it was anticipated that the splash park would be completed in June 2017.

c) New Entrance Features for Priory Gardens

Initial designs would be commissioned in the next two weeks. It was envisaged that the new entrance would mirror the entrance to Grove House Gardens and would also be lit in line with the architectural lighting scheme being installed on the rest of Priory House.

Members suggested that options to install fixings to secure banners to display and advertise events should be considered.

Action: Head of Grounds and Environmental Services

18 GROUND MAINTENANCE OPERATIONS– REPLACEMENT VEHICLE

The Head of Grounds and Environmental Services presented a report that requested authorisation from the Committee to replace an existing grounds maintenance vehicle recently destroyed in an arson attack and to further request authorisation from the Finance and General Purposes Committee for the release of earmarked capital reserve funding.

Members noted that, at the time of receiving the report, the insurance settlement figure was still unknown.

RESOLVED: that the Committee recommend to Finance and General Purposes Committee the release of £20,135 from the earmarked capital reserve for the purchase of a replacement vehicle for the Grounds and Environmental Services and Market Porter teams.

19 CEMETERY MANAGEMENT PLAN 2017/18 – 2022/23

The Head of Grounds and Environmental Services presented a detailed report that sought approval for the adoption of the 6-year action plan for Dunstable Cemetery to support the application for Green Flag status in 2017.

Members received the detailed draft action plan that was split into the key Green Flag criteria: a welcoming place; a healthy, safe and secure place; a well maintained and clean place; a sustainable place; a place of conservation and heritage; a place where the community can be involved; a well marketed place; a well-managed place.

RESOLVED: that the 6-year action plan that supports the application for Green Flag status for Dunstable Cemetery in 2017 be adopted.

20 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS

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

a) Recreation Grounds

Since the last report to this Committee there had been one incident of vandalism in the recreation grounds.

The Grounds staff were focusing on maintaining the football pitches as well as cutting back growth from fence lines and generally tidying up at each of the recreation grounds.

b) Town Centre Area

The second information lectern for the Priory Gateway had been installed.

The Council was working closely with Dunstable in Bloom and Keep Dunstable Tidy volunteers to develop the 2017 Anglia in Bloom campaign. The RHS theme this year was 'Greening Grey Britain'.

c) Town Ranger Service

The Town Ranger continued to provide local residents with assistance to deal with eyesores and other environmental related issues. The Ranger had dealt with 143 requests since April 2016.

The Town Centre Ranger had made excellent progress jet washing large areas of the town including Ashton Square, outside Santander on High Street North and the planters outside Argos.

d) Dunstable Cemetery

Members received the burial figures for November and December 2016 along with the profiled income and expenditure figures as at the end of November 2016.

Officers were currently obtaining quotations from a number of companies for stability testing of memorials in the cemetery.

e) Allotments

There were currently 38 people on the waiting list which was comparable to figures reported to the Committee in November. Members received the detail of the make-up of the waiting list.

Invoices for 2017 had been sent out.

21 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
No report.

22 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.

23 **FUTURE USE OF LUTON ROAD BOWLING GREEN AND ASSOCIATED SPORTS PAVILION**

The Town Clerk and Chief Executive updated Members on progress being made with negotiations regarding the lease of land at Luton Road Recreation Ground.

- RESOLVED:** i) that the Committee recommend to Finance and General Purposes Committee that it be agreed to lease the land at Luton Road Recreation Ground as set out in the report
- ii) that the Town Clerk and Chief Executive be authorised to instruct the Council's solicitors to prepare a draft lease accordingly.

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 23 JANUARY 2017

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Andy Whayman (Vice-Chairman), John Chatterley, Eugene Ghent, Liz Jones, Claire Meakins-Jell, Des Moffatt, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey 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: Councillor Sid Abbott, Terry Colbourne, John Kane (Chairman),

Public Attendance: One

24 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 21 November 2016 were approved as a correct record and signed by the Chairman.

25 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Staples	Pecuniary interest – Dunstable Market	4

26 BUDGET PROPOSALS 2017/18 AND TOWN COUNCIL PRECEPT 2017/18

The Town Clerk and Chief Executive presented a comprehensive report detailing budget proposals for 2017/18.

Members recalled that at the meeting of full Council in December, it had been resolved that the Council adopt a working strategy of trying to establish the Band D council tax charge for 2017/18 at the existing rate of £175.21. At that meeting consideration had been given to a draft budget which accounted for increased revenue expenditure and identified revenue savings and additional income, including income from an increase in the tax base of 351 which provided additional income of £61,498, which enabled the Council to make a revenue contribution to the Corporate Plan Reserve.

The Committee noted that Community Services Committee had recommended an addition of a £5,000 contingency sum to be added to the Events Budget to be used for a light show finale at the Torchlight Procession and Christmas Tree Carols if funding was not forthcoming from Dunstable Joint Committee.

Grounds and Environmental Services Committee had approved the draft budget with no amendments or recommendations.

The overall budget for Finance and Support Services, excluding staffing costs, proposed a decrease of £5,499 which was mainly attributable to a saving on Grove House utilities, corporate insurance costs and a saving from the MTRF reserve contribution, offset by increases in the Grants SLA budget, new arrangements for IT improvements and support and a contribution to the Corporate Plan Reserve Fund.

The report further detailed the Council's total debt and associated repayments, Council assets and income liabilities on the revenue budget which in terms of budget risk was the highest risk area.

The Town Clerk and Chief Executive provided a schedule of all current external contracts and associated contract values. The value of such contractual work was £352,418 per annum offset against the costs of delivering services, as detailed in the draft budget. It was noted that the cleansing contract for Eleanors Cross was undertaken by the Town Ranger and the Town Centre Janitors and the income was allocated to the relevant service area accordingly.

The draft budget accounted for an annual pay award for all staff not on the 'Living Wage' of 1% and a 2.5% pay award for all staff on the 'Living Wage' in accordance with the Living Wage Foundation. From 1 April 2017 the Living Wage Foundation rate would be £8.45 per hour.

In conclusion, it was noted that the Council had benefited over the past two years from larger than normal increases to Dunstable's tax base. For 2017/18 this had ensured that the Council was able to establish a new Corporate Plan reserve fund in addition to maintaining the Band D council tax charge at the 2016/17 level.

- RECOMMENDED:**
- i) that the proposed budget for 2017/18 be presented to Council for approval (as enclosed)
 - 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 2017 or the start of the 2017/18 winter playing season, as appropriate
 - iv) that, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,178,736, resulting in a Dunstable Town Council Tax (Band D) of £175.21.

Action: Town Clerk

27 CHILDCARE VOUCHER SCHEME

The Committee considered proposals for the introduction of a Childcare Voucher Scheme following requests from staff, as set out in the report of the Head of Finance and Support Services.

Members sought clarification on aspects of such a scheme and noted that this was a government initiative aimed at helping working parents. Childcare vouchers could be

used for childcare for children up to the age of 15. A salary sacrifice scheme would have no effect on employee's pensions.

The scheme would be made available to all employees and a preferred company had been identified that would provide a fully managed childcare voucher scheme, offering routine eligibility screening and undertaking the necessary administration for employee registration, voucher ordering and salary sacrifice agreements. They would provide a clear information booklet for employees which would incorporate all the scheme rules expected by HMRC so there would be no need to develop a separate policy document.

It was noted that provision for the introduction of a salary sacrifice childcare voucher scheme had been included in the draft budget previously considered, however savings on the employer's national insurance contributions would likely offset any initial costs, in which case the contingency sum would be applied to the Corporate Plan Reserve.

In conclusion, Members agreed that the scheme would be a positive example of the Council's commitment to its employees, in accordance with its aspiration to achieve silver standard for its Investors in People accreditation.

RESOLVED: i) that the Council introduce a salary sacrifice Childcare Voucher Scheme to commence from 1 April 2017

ii) that the scheme be administered by KiddiVouchers.

Action: Head of Finance and Support Services

28 REPLACEMENT VEHICLE (Minute 18/2017)

The Committee considered a recommendation from the Grounds and Environmental Services Committee that funds be released from the existing earmarked reserve funds to replace an existing grounds maintenance vehicle recently destroyed in an arson attack, the cost of which would be offset by an insurance settlement, the sum of which was not presently known.

RESOLVED: that the recommendation be adopted and the sum of up to £20,135 be released from the earmarked capital reserve for the purchase of a replacement vehicle for the Grounds and Environmental Services Team.

Action: Head of Grounds and Environmental Services

29 FUTURE USE OF LUTON ROAD BOWLING GREEN AND ASSOCIATED SPORTS PAVILION (Minute 23/2017)

The Committee considered a recommendation from the Grounds and Environmental Services regarding the lease of land at Luton Road Recreation Ground.

RESOLVED: i) that the recommendation be adopted and the lease of the land be agreed as set out in the report

ii) that the Town Clerk and Chief Executive be authorised to instruct the Council's solicitors to prepare a draft lease accordingly.

Action: Town Clerk and Chief Executive

30 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 23 November and 16 December 2016.

31 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented a revenue budgetary control report for the period from 1 April to 31 December 2016 with an indication of the anticipated outturn against budget which projected a net revenue saving at the end of the financial year. Any such saving would be allocated to the General Reserve.

Members also noted the current balance of the Council's allocated reserves as at 31 December 2016 and an estimated end of year balance having taken account of agreed/known commitments to date. Information would be provided to Councillor Sparrow regarding expenditure from the Dunstable Joint Committee Fund.

Funding claims for expenditure on MTRF projects were payable quarterly in arrears and the first such claim was in progress.

32 MARKET TOWN REGENERATION FUND PROJECTS

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects that related to this Committee.

a) Architectural Lighting Scheme

The first phase of this project had now been completed and lighting had been installed on Grove House, Priory House and the Dunstable Conference Centre. Phase two of the project would be commissioned shortly.

b) Quadrant Shopping Centre

No works had been commissioned. Further information was awaited from Central Bedfordshire Council but there was doubt as to whether this project would proceed.

c) New Town Centre Signage and Street Furniture

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

d) High Street Improvement Scheme

Officers were still working on this scheme with colleagues from CBC and three retail units were currently progressing to stage two of the application process with a number of other schemes going through stage one. The Town Clerk and Chief Executive would be pleased to give further information to members outside of the meeting.

33 ANNUAL TOWN MEETING

Members noted the arrangements for the Annual Town Meeting to be held on 3 April 2017 at Creasey Park Community Football Centre. It was agreed that the Town Clerk and Chief Executive would give a presentation on the MTRF projects. Members suggested that the Police be asked to attend to take questions from the electorate and

if agreed this would be included in the notices of the meeting. Due notice would be displayed on the ward noticeboards as well as being publicised through social media.

Action: Town Clerk and Chief Executive

34 ANNUAL COUNCIL MEETING

Nominations for Town Mayor and Deputy Town Mayor

RESOLVED: that consideration of nominations for election to the office of Town Mayor and Deputy Town Mayor for the municipal year 2017/18 be deferred until the meeting of this Committee on 20 March 2017.

Venue

In agreeing the venue for the Annual Council Meeting, Members asked that courtesy cloths be provided for members' table seating.

RESOLVED: that the Annual Council Meeting be held at All Saints Academy.

Action: Head of Finance and Support Services

NB: Councillor Russell abstained from voting on this matter.

35 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee –Councillor Meakins-Jell advised that the next meeting would be held the following week.
- b) DITA –the next meeting would be held 21 January 2017.
- c) Hospice at Home – Councillor Jones advised that the next meeting would be held later in the week. She advised that the organisation were improving their social media and seeking funding opportunities. £600 had been raised from the recent fundraising with the Rotary Club which would be shared between the two organisations. A fundraising Indian meal would be held in March.
- d) Ashton Schools Foundation – Councillor Whayman would submit a report after the next meeting.
- e) Ashton Almshouses – Councillor Staples advised that one apartment was currently vacant and Councillor Russell advised that one person was being interviewed.
- f) Chews Foundation – Councillor Chatterley advised that a brief meeting was held on 6 December 2016 when the financial position and repairs to the front steps were considered.
- g) Poors Land Charity – Councillor Hollick advised that the next meeting would be held on 30 January 2017 when distribution of the Maundy money would be considered.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE

HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE

ON THURSDAY 8 DECEMBER 2016

Present: Councillors Carole Hegley (Chairman) and John Chatterley (Central Bedfordshire Council CBC). Liz Jones (Vice-Chairman), Peter Hollick, John Kane and Pat Staples (Dunstable Town Council, DTC).

In Attendance: Hugh Garrod (Promoting Dunstable), Sharon Warboys (Town Centre Champion), Councillor Ann Sparrow (Dunstable In Bloom), John Gelder (Voluntary and Community Action) with David Ashlee – Town Clerk & Chief Executive, Clare Brett (Town Centre Manager) (DTC), Peter Fraser – Head of Partnerships, Community Engagement and Youth Support (CBC).

Apologies for Absence: Councillors Gloria Martin (DTC), and Councillors Nigel Warren, Eugene Ghent and Nigel Young (CBC). Vivianne Vayssieres (Experience Bedfordshire), Sharon Knott (DDL Trust), Barry Grove (Central Bedfordshire College) and Rhea Yeung (Grove Theatre)

Members of the public: 0

It was noted that the meeting was not quorate. The Chairman expressed disappointment at this and that substitutions for Members had not been sent. The discussion went ahead as follows:

36. MINUTES

The Minutes of the meeting of the Dunstable Joint Committee held on 15 September 2016 were approved as a correct record and signed by the Chairman.

37. SPECIFIC DECLARATIONS OF INTEREST

Councillor Staples declared a pecuniary interest regarding any issues to be discussed relating to Dunstable Market.

38. CHAIRMAN'S ANNOUNCEMENTS

This item was covered at Agenda item 6.

39. PUBLIC QUESTION TIME

There were no members of the public in attendance.

40. 2016 REVIEW SESSION

The Chairman introduced Agenda Item 6 as a review session of 2016, providing the opportunity to reflect on the year. Members were reminded that an Aide Memoire had been sent with the agenda listing actions and initiatives that had taken place over the last 12 months, to provide a starting point for discussion and reflection.

The Chairman went on to present a slide show of photographs to assist in reminding Members of some of the actions and initiatives including work on the Busway and road improvements, inward investment, Priory View opening, events including Dunstable's Christmas Festival and the Christmas Lighting Finale at the Christmas Tree Carols and Torchlight event, Shop Front Accreditation Scheme, Market Town Regeneration Fund and High Street Improvement Scheme, In Bloom success, lower vacancy rates, Quadrant and White Lion Retail Park improvements and the leisure centre investment.

The final slide focused on the future acknowledging there was still much work to do but recognising that a lot had been done.

The Committee gave thanks to the Chairman for continuous efforts, drive and motivation.

The Chairman then referred to a list of some of the public amenities that serve the town which had also been sent with the agenda and the need to promote and publicise the resources that the town has at its disposal. It was suggested that these resources and the positive work that goes on in the town be promoted through the Town Council's magazine.

ACTION: Feature article to be included in the second edition of the Talk of the Town for 2017.

The Chairman extended thanks to all.

41. SECTION 106 FUNDING

The Head of Partnerships, Community Engagement and Youth Support reported that there was a sum of £24,892 available from a total of 30 developments, available to spend on community facilities/projects in the town. Of the contributions collected, the earliest spend by date was reported as January 2022 and the latest March 2026.

The process to apply was discussed and the type of projects the money would fund.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to provide a criteria to clarify what is a community facility and what applications would be accepted.

It was asked if the S106 funds designated for public art projects could also come through the Committee.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to raise with CBC.

It was proposed by Central Bedfordshire Council that spend suggestions be brought to the Joint Committee for members to have an influence in the projects that are approved. It was clarified that this was a one off sum available for use on capital projects related to a community facility.

Further discussion was had and Members agreed to revisit the funding at a future Committee meeting.

42. TOWN CENTRE UPDATE

The Town Centre Manager took questions on the Town Council report and provided an update on the 2016/17 budget.

Members were updated on synthetic ice rink ticket sales.

Discussion was had about the 2016 programme of events that had taken place on the market and in the Methodist Church, their impact, and future for 2017. Further discussion took place on trading licence fees for all traders at these events.

Members were informed that Dunstable Town Council had agreed to a monthly themed market from April 2016 and that the Community Services Committee would be considering market fees and charges and the January 2017 meeting. The Town Council also planned to continue to promote a monthly craft market from April.

It was asked if it was possible to have the Christmas lighting display on in the daytime as well as the evening in the future.

ACTION: Town Centre Manager to investigate feasibility.

Members then went through the updated Dunstable Joint Committee Action Plan.

A request had been made by Central Bedfordshire Council for funding to assist with improving the lighting in Middle Row.

ACTION: Chairman to take back to CBC.

Members asked for an update on the Ashton Square Bollard Trail and it was confirmed that artwork and wording had now been produced and work was taking place on web information.

ACTION: Town Centre Manager to send Bollard Trail artwork to the Town Team Working Group.

43. CENTRAL BEDFORDSHIRE COUNCIL- UPDATE ON SERVICES

The Head of Partnerships, Community Engagement and Youth Support took questions on the CBC report and gave an update on CBC activity in relation to the Joint Committee Action Plan.

Members expressed disappointment at the small number of arrests relating to incidents in the CCTV report.

The Town Clerk and Chief Executive confirmed that he had met with the new Community Superintendent and had discussed the Joint Committee and an invitation to a future meeting.

ACTION: The Town Clerk & Chief Executive to invite the Community Superintendent to second meeting of 2017.

It was reported that Central Bedfordshire Council was working on an updated Regeneration Plan for Dunstable town centre which would have a number of development proposals. This was at an early stage and it was requested that CBC present to the next meeting of the Committee as part of the consultation.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to invite CBC officers to present to the next meeting of the Dunstable Joint Committee on the Regeneration Plan for Dunstable town centre.

The Town Clerk & Chief Executive gave Members a brief update on progress with the Market Town Regeneration Fund projects for Dunstable.

ACTION: That the next meeting of the Dunstable Joint Committee be Regeneration themed.

ACTION: The Town Clerk & Chief Executive to provide an update on the Market Town Regeneration Fund projects for Dunstable at the next meeting of the Dunstable Joint Committee.

Members also expressed a wish to have a presentation on the forthcoming de-trunking of the A5 and it was confirmed that the Project Manager had been made aware that a presentation would be welcomed but the budget was currently still being established.

A question was asked on whether times for deliveries could be limited to minimise the impact on traffic.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to investigate.

It was highlighted under inward investment that enquiries from the area were still coming in and that levels of young people not in education, employment or training remained low within the Central Bedfordshire area.

44. REPORTS FROM CO-OPTED OR OUTSIDE BODIES

On behalf of Keep Dunstable Tidy, Hugh Garrod thanked the Committee for the grant the group had received.

It was confirmed that this had been spent on Hi-Viz vests for adults and children. It was reported that litter picks had taken place in the autumn and that more were planned for Spring.

The Co-opted Advisor for Voluntary and Community Action reported that a new Community Engagement Manager was in post and that a stronger social media presence was planned.

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

6 FEBRUARY 2017

INVESTORS IN PEOPLE – VALUES AND BEHAVIOURS

Purpose of Report:	The purpose of this report is for members to adopt a series of values and behaviours that will be expected from all Council staff as part of the Council's approach to its Investors in People accreditation.
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1. ACTION RECOMMENDED

- 1.1 That the Council adopts the schedule of Values and Behaviours as part of its overall employment practices as set out in appendix 1. **(NB: Simon Baylis, IIP Assessor, will give a presentation on this before the Council meeting, at 6.15pm).**

2. INTRODUCTION

- 2.1 Members will be aware that the Council secured Investors in People (IIP) accreditation for the first time in February 2013.
- 2.2 The Council was re-accredited in March 2016 following a 3 day inspection process and secured bronze standard accreditation.
- 2.3 In agreeing the Corporate Plan 2017-19, the Council set itself a target to achieve silver standard IIP accreditation.
- 2.4 As part of the feedback from the 2016 inspection process, the Council were encouraged to develop and adopt a set of values and behaviours that reflect 'what it means to work for Dunstable Town Council'.
- 2.5 This report explains the process the Council staff undertook to develop the values and behaviours and how the values and behaviours will be embedded into the working culture of the Council. The report also recommends that the values and behaviours are formally adopted by the Council.

3. COUNCIL VALUES AND BEHAVIOURS

- 3.1 Following the March 2016 IIP inspection two facilitated workshops were organised in June 2016 to begin discussions about the importance of identifying, developing and adopting organisational values and behaviours and how the Council might begin to embed them into the culture of the organisation.
- 3.2 These workshops were aimed at the Council's management and supervisory level staff.
- 3.3 These workshops then led to a further series of workshops that tried to encompass as many staff as possible from across the organisation led by the staff themselves and did not involve any members of the Senior Management Team.

- 3.4 From the workshops emerged the schedule of values and behaviours set out at appendix 1. These were subsequently sent out to staff across the organisation and were presented at the quarterly Chief Executive's all staff meetings. They have been widely endorsed including by the Senior Management Team.
- 3.5 The aim is that the values and behaviours are now adopted formally by Council and then used to improve recruitment, induction and ongoing appraisal processes in an attempt to embed them into the working culture of the organisation. A copy of how they will be reflected in job descriptions is submitted at appendix 2, highlighted in red.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications from adopting the proposed values and behaviours.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The recommendation of this report directly accords with the Corporate Priority of "Continuing to improve the organisational management and efficiency of the Council" and specifically the aim to secure IIP silver accreditation by the end of 2017.

6. HEALTH AND SAFETY, LEGAL AND ENVIRONMENTAL POLICY IMPLICATIONS

- 6.1 None

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The Council has made significant improvements to the way it manages its staff and delivers its services over recent years and the recommendation of this report will ensure that the Council continues with these improvements and hopefully delivers on an important aspiration contained within the newly adopted Corporate Plan for 2017-19.
- 7.2 If adopted, the values and behaviours will form an important part of future recruitment, induction and appraisal processes.

8. AUTHOR

- 8.1 David Ashlee – Town Clerk and Chief Executive
david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
IIP – Values & Behaviours

RESPECT

- Value your colleagues, at all levels, in all service areas
- Offer and be open to support
- Have confidence to challenge appropriately
- Display empathy through consideration and understanding
- Exhibit ethical and social responsibility

COMMUNICATION

- Be an active listener
- Clear and consistent -clarity
- Measured and appropriate
- Regular and professional
- Ensure it's timely, planning ahead and be aware of effects

HONESTY & TRUST

- Be a role model
- Be empowered, with confidence of support to deliver
- Take ownership, hold your hands up and take responsibility
- Be valued, don't doubt your own value

TEAMWORK

- Be adaptable, flexible and approachable to work together
- Support your colleagues in all service areas
- Be positive, proactive and use your initiative
- Understand workloads, prioritise your own – the common goal
- Encourage cross department working

PRIDE

- Have a 'can do' attitude
- Always strive for success, want to achieve
- Praise and show recognition to colleagues - Job Well Done
- Say thank you
- Lead by example
- Understand your worth within the organisation – 'the bigger picture' – we all play a part

Dunstable Town Council

Grounds and Environmental Services

JOB SPECIFICATION

Job Title: Grounds Assistant (7 Month Contract)

Department: Grounds and Environmental Services

Responsible to: Grounds Operations Supervisor(s)

Responsible for: None

Main Purpose of Job

1. To assist with the day to day grounds maintenance of amenity green spaces, recreation grounds, allotment sites, play areas, Creasey Park Community Football Centre, high profile sites including Grove House Gardens and Priory Gardens , Dunstable Cemetery, Town Centre and other floral displays and agency sites.
2. To work as part of a team to deliver the annual work programme for the maintenance of all open spaces and to undertake general gardening, grounds maintenance and site maintenance duties.

Main Duties

1. To carry out a range of grass cutting operations including ride on and pedestrian mowing, strimming and edging.
2. To undertake litter picking, sweeping, leaf and snow clearance and emptying of litter and dog waste bins.
3. To carry out shrub and rose pruning, hedge cutting, tying and staking, planting, deadheading and watering of permanent plantings and annual floral displays.
4. To prepare and undertake maintenance of grass and artificial sports pitches and associated buildings.
5. To assist with grave digging duties including excavation and back filling of graves, shoring and shuttering and preparation for burial.
6. To carry out weekly vehicle inspections, ensure all equipment is in good working order and that vehicle, plant and equipment maintenance issues are reported to the Grounds Operations Supervisor at the earliest opportunity.

7. To liaise with the public, external agencies and businesses to ensure that they are able to effectively and safely use all green spaces.
8. To ensure cost effective, efficient and safe working practices in accordance with all prevailing Health and Safety legislation and Council policy.
9. To carry out routine allotment maintenance actions such as rotovating and marking out of plots.

Values and Behaviours

Dunstable Town Council holds an Investors in People accreditation and as such has established and adopted a clear set of 'Values and Behaviours' to ensure that all Council staff work well together and provide a good service to the residents of Dunstable.

You will therefore need to evidence through the recruitment process and on an ongoing basis that you are able to uphold the following values and behaviours:

RESPECT

- Value your colleagues, at all levels, in all service areas
- Offer and be open to support
- Have confidence to challenge appropriately
- Display empathy through consideration and understanding
- Exhibit ethical and social responsibility

COMMUNICATION

- Be an active listener
- Clear and consistent - clarity
- Measured and appropriate
- Regular, professional and consistent
- Ensure it's timely, planning ahead and be aware of effects

HONESTY & TRUST

- Be a role model
- Be empowered, with confidence of support to deliver
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TEAMWORK

- Be adaptable, flexible and approachable to work together
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PRIDE

- Have a 'can do' attitude
- Always strive for success, want to achieve
- Praise and show recognition to colleagues - Job Well Done
- Say thank you
- Lead by example
- Understand your worth within the organisation – 'The bigger picture' – we all play a part

Person Specification

Essential

1. Have experience of grounds maintenance.
2. Knowledge of relevant Health and Safety legislation in particular that relating to operating plant and machinery, care of hazardous substances (COSHH Regulations) and a commitment to safe working practices on and around public highways.
3. Have knowledge of good customer care practices and the ability to communicate positively with the general public.

Desirable

1. A formal horticultural qualification.
2. Hold relevant operators licences for all necessary plant and equipment.
3. Hold a relevant professional qualification to NVQ Level 1, or above.
4. Have an appropriate, full, clean driving licence.

Complexity and Creativity

The post holder will work under the guidance of a Grounds Operations Supervisor at all times.

The main duties undertaken by the post holder are routine and repetitive in nature, but are part of high profile front line services which comes under constant public scrutiny and as such delivery needs to be of the highest possible standard.

This role may require the post holder to be able to work some evenings and/or weekends, for which an out of hour's payment or time off in lieu may be taken in accordance with the needs of the Council.

The post holder's place of work may vary depending on the needs of the service and the post holder will be required to work from either the Creasey Park depot or the Dunstable Cemetery depot as direct by the Grounds Operations Manger or relevant Supervisor.

Judgement and Decisions

The post holder will not be expected to make any decisions of any major significance other than those relating to day to day tasks and will always work under the direction of a Grounds Operations Supervisor.

Contacts

Internal 50%

All Council staff.

External 50%

Members of the public and contractors.