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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 21 September 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 1 October 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 meeting of the Council held on 25 June 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 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	3 September 2018	10
Grounds and Environmental Services	10 September 2018	13
Finance and General Purposes	17 September 2018	17

8. Co-option of Member to represent Northfields Ward (see page 20).

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 25 JUNE 2018

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

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 Terry Colbourne, Jeannette Freeman, Claire Meakins and Jessica Woodward

Public Attendance: 0

Before the commencement of the meeting, the Town Mayor's Chaplain, Reverend Canon Richard Andrews, led the Council in prayer

128 MINUTES

The Minutes of the meeting of the Council held on 21 May 2018 were approved as a correct record and signed by the Town Mayor.

129 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

130 TOWN MAYOR'S REMARKS

a) Mayoral Engagements

The Town Mayor referred to the report detailing his attendances at a variety of events since his election as Mayor in May. Since the report had been written the Town Mayor had also been pleased to attend the Luton Mayor making ceremony, the Mayor of Houghton Regis coffee afternoon and the High Sheriff's Garden Party. He had also started visiting local shops with the Town Centre Manager and had visited about 20 to date.

The Deputy Mayor also reported on events he had been pleased to attend, including opening the first of the Council's Sunday Afternoon Band Concerts.

b) Notice of Casual Vacancy

Members noted that notice of vacancy in the Office of Councillor for Northfields Ward had been served and there had been no call for an election. Advertisement for nominations for a co-opted member would be placed the following day and any such nominations would be reported to Council in October for consideration.

c) Traveller encampment

At the request of the Town Mayor, the Town Clerk and Chief Executive advised that notice had been served on the travellers currently encamped at Newton Recreation Ground giving them until 7.00 am the following morning to leave the site.

131 PUBLIC QUESTION TIME

There were no questions put to the meeting.

132 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

133 COMMUNITY SERVICES COMMITTEE

a) Christmas Tree Carols and Torchlight Procession (Minute 104/2018)

In answer to a question from Councillor Hollick, the Chairman, Councillor Staples, advised that the decision to select Option B for necessary changes to this year's Christmas Tree Carols and Torchlight Procession had been taken in the best interests of the event.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Community Services Committee held on 21 May and 4 June 2018 be received

134 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

a) Dunstable War Memorial (Minute 83/2018)

Councillor Martin referred to the refurbishment of the War Memorial and advised that permission had not yet been obtained to use the desired combined services emblem. If permission was not forthcoming she sought agreement that the Dunstable Town Crest be used instead. Councillor Jones advised that officers were still working with the relevant bodies to obtain permission.

RESOLVED: that if permission is not granted for use of the combined services emblem, then the Dunstable Town Council crest could be used as part of the War Memorial refurbishment.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Grounds and Environmental Services Committee held on 21 May and 11 June 2018 be received.

135 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: that the minutes of the meetings of Finance and General Purposes Committee held on 21 May and 18 June 2018 be received.

136 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018

The Council considered the Annual Governance and Accountability Return for the year ended 31 March 2018 for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234)

The Return comprises 4 sections:

a) The Annual Internal Audit Report 2017/2018 was received and the Council noted that the relevant part of the Annual Return had been completed, assigning positive assurances in all areas. This had been completed on 14 June 2018 and in support of the assurances, the final update report was also submitted, confirming that no significant issues had arisen from the Internal Auditor's review work this year.

b) The Annual Governance Statement (Section 1) acknowledged the Council's responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. The Statement was evidenced by the Internal Audit Programme, the Internal Audit Reports throughout the year and the final Internal Audit Report referred to above. Other evidence included budgetary control reports submitted to the Accounts Sub-Committee and quarterly Financial Monitoring reports submitted to the Finance and General Purposes Committee. The Town Clerk and Chief Executive also produced a Corporate Risk Log each year which was reviewed by Council with the Annual Report.

c) Accounting Statements – The Council's statutory accounts had now been prepared by the Council's Consultant Accountant in accordance with the Accounts and Audit Regulations 2015 on the basis of an income and expenditure account and a statement of balances in accordance with, and in the form specified in the Annual Return required by proper practice as a "smaller relevant body".

The accounts had been prepared in the form of the Annual Return, a copy of which had been received by Members, together with supporting financial statements, which were not subject to audit but provided background information to the figures declared in the Annual Return.

The Town Clerk and Chief Executive presented a summary of the Council's financial performance for the year, with particular reference to the contribution to the General Reserve, which had been achieved by revenue budget savings. He outlined the most significant variances against budget as included in the report provided. Details of the Council's Earmarked Reserves had been reported to Finance and General Purposes Committee on 18 June 2018 and these were also included in the financial statements and reproduced in the separate Annual Report.

Members noted that the notice for Exercise of Public Rights would be published on 27 June 2018.

Councillor Hollick noted that the Members Training budget had not been utilised and the Town Clerk and Chief Executive reminded Members that information on available training arranged through the Beds Association of Town and Parish Councils was always sent and

Members were encouraged to take advantage of training but rarely took up the option. Councillor Ghent suggested that the Chairmen carry out a training needs analysis for Committee membership and it was agreed this could be discussed at the next group meeting.

Councillor Hollick thanked everyone for their work and gave particular thanks to the Head of Finance and Support Services and her team.

- RESOLVED:**
- i) that the Annual Internal Audit Report 2017/18 be noted
 - ii) that the Annual Governance Statement 2017/18 at Section 1 of the Annual Return be completed in the affirmative and the Town Mayor and Town Clerk and Chief Executive be authorised to sign accordingly
 - ii) that the Accounting Statements 2017/2018 at Section 2 of the Annual Return be approved and the Town Mayor be authorised to sign accordingly
 - iii) that the Annual Return for the year ended 31 March 2018 be approved for submission to the auditor.

Action: Head of Finance and Support Services

137 ANNUAL REPORT 2017/2018 AND REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS

The Town Clerk and Chief Executive presented the Annual Report for 2017/18 which would be published on the Council's website and made available at other usual public distribution outlets. The document provided an evidence source to residents as to the quality of services provided by the Council, as well as being an important planning tool for the organisation to ensure it could demonstrate continuous service improvement.

The format for the Annual Report was the same as agreed for last year's report and included a summary of the Council's activities and achievements over the last year, illustrated as "A Year in Dunstable". Section 4 set out how the Council is performing in relation to its stated aims contained within the Corporate Plan, the objectives for which are from the Corporate Plan adopted in December 2016. Also included was a report on the annual outturn for the Council's adopted performance indicators.

The Town Clerk and Chief Executive reported on progress made regarding improvements to the Council's Corporate Governance arrangements, which had included an update of Standing Orders and Financial Regulations and the adoption of a new process for reviewing Senior Management Team pay and conditions of employment. He also reported on actions implemented in response to the Council's adopted Environment and Sustainability Policy a copy of which was included with the report. Councillor Abbott welcomed the ongoing improvements in the environmental sustainability and expressed his wish to see improvements at Grove House and Priory House in the next year.

The Corporate Risk Log had been updated and Members noted that the main identified areas of strategic risk remained as income generation and property management. Income generation had been identified as high risk because of the current economic downturn and property management arrangements had been identified as high risk due to the high cost of maintaining Council property which included listed buildings.

Members also noted the review of the Council's Health and Safety Policy and had received an updated copy. Councillor Hollick reminded Members that responsibility for Health and Safety rests with Members as a whole and the Council must fulfil its obligation. It was suggested that training for Members in this regard should be considered.

RESOLVED: i) that the Annual Report 2017/2018 be approved

ii) that the improvements to the Council's governance arrangements be noted

iii) that the Corporate Risk Log be noted

iv) that the Council's Health and Safety Policy be approved

v) that the Council's Environment and Sustainability Policy be approved.

Action: Town Clerk and Chief Executive

138 DISPENSATION

RESOLVED: that, due to an ongoing illness, dispensation be afforded to Councillor Claire Meakins for non-attendance of Council meetings for a period in excess of six months if so required until the date of the 2019 local elections.

DUNSTABLE TOWN COUNCIL**MONDAY 1 OCTOBER 2018****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/Deputy Town Mayor have attended the following functions/events:

26.06.18	Annual Awards Evening & AGM, Ardley Heights Scout Hut, Buttercup Lane, Dunstable	The Town Mayor was delighted to attend this local event and meet with the Scouts and Leaders and present some of the Awards
27.06.18	First Give Finals, Queensbury Academy	Year 8 Students took part in this programme in which they thought about social issues in our area and charities that work to address them. Each group of students had chosen a charity that they championed and gave presentation on the work of that charity. The winning team received £1,000 for their chosen charity
28.06.18	Pathways Awards Ceremony and Afternoon Tea, Dunstable Conference Centre	An afternoon to celebrate a year of success and achievements specifically designed to meet the needs of local young people with special educational needs and disabilities

1.2 The Town Mayor attended the following functions during July:

01.07.18	Teddy bear's Fun Day, Downside Community Centre, Suffolk Road, Dunstable	A local casual event with face painters, balloon modelling and stalls which was very well attended
02.07.18	Hospice at Home Volunteers, Annual General Meeting, Grove House	The Town Mayor hosted the meeting for the charity which finished with light refreshments
05.07.18	70th Birthday of NHS, Luton & Dunstable Hospital	The day's event included fundraising activities across the hospital. He attended some of the activities and visited patients on the wards
06.07.18	Minds2gether, The Pioneer Hut, Manchester Place, Dunstable	Minds2gether was launched on 5th January this year. The organisation has made great progress since they first opened and were delighted to share their amazing achievements at this six months' anniversary celebration
08.07.18	Church of Christ the Cornerstone, Milton Keynes, Civic Service	A service was held to celebrate the Mayor of Milton Keynes' year in office

10.07.18	Bedfordshire Games 2018, Bedford Athletics Stadium	In 1989 a group of people who worked with pupils with severe learning disabilities were concerned with the sparseness of athletics events in Bedfordshire for them once they left school. An athletic meeting was organised in July that year for teenagers and adults with severe learning difficulties and it was so successful that it has been held every year since then and continues to give great pleasure to hundreds of competitors.
11.07.18	Beata Stachura Awards Ceremony, CPCFC, Creasey Park Drive	Develop Dunstable provides additional tutoring for young people and the Town Mayor was delighted to attend the Awards Ceremony and hand out awards and certificates
12.07.18	King's House Preparatory School, Speech Day and Prize Giving, Grove Theatre, Court Drive	The Town Mayor chaired this event and was delighted to welcome guest speaker Tim Foster MBE and then assisted him in presenting the prizes
12.07.18	Bingo Bonanza, Luton & Dunstable Hospital, Social Club	The Deputy Town Mayor attended his first bingo event, other than a board game as a child; he had great fun even though he had no luck. He had the pleasure of the company of the Mayor of Houghton Regis and the Chairman of the Board of Governors, through whom he learned a lot more about the hospital where he was born
13.07.18	Town Mayor's Charity Quiz Night Park Hall, Harpenden	Charity event held to raise funds for Herts Young Homeless and Harpenden Mencap
14.07.18	Bedford River Festival, John Bunyan Community Boat	The Town Mayor attended a reception which was hosted by the Mayor of Bedford. The event ended in a fantastic firework display
17.07.18	Anglia in Bloom Judges visit to the town	The Mayor greeted the Judges and shared lunch with them in Priory House after they had a very extensive tour of the town. The Mayor gave a short speech to thank everyone who had worked so hard in our annual Anglia in Bloom entry
17.07.18	Town Mayor's Charity Meal Mama Rosa's Italian Restaurant, Leighton Buzzard	A delightful evening in aid of the Mayor of Leighton-Linslade's charities, KidsOut, Macmillan Cancer Support and Autism Bedfordshire which was enjoyed by all who attended
18.07.18	All Saints Academy, Houghton Road, Dunstable	The Town Mayor was delighted to support the school in its annual Awards Ceremony with guest speaker Ronan Busfield, Britain's Got Talent 2018 Semi-Finalist

20.07.18	University of Bedfordshire Civic Degree Ceremony, The Bedford Swan Hotel, Bedford	Following a reception at the Bedford Swan Hotel, the civic party processed to Bedford Corn Exchange for the ceremony which was well attended
21.07.18	Dunstable Croquet Club Competition, Priory Gardens	The Town Mayor attended the commence of play and then returned in the afternoon to make the presentation to the winners
27.07.18	University of Bedfordshire Civic Degree Ceremony, Campus Centre, Park Square, Luton	The Mayor met up with fellow civic guests in Luton Town Hall and then processed to St Mary's Parish Church for the ceremony
27.07.18	Dunstable Town Cricket Club President's Day, Lancott Park, Totternhoe	The Mayor was pleased to present the award for Man of the Match in his capacity as Honorary President of the Club

1.3 The Town Mayor/Deputy Town Mayor attended the following functions during August:

01.08.18	National Play Day, St Augustine's Academy	The Town Mayor was delighted to attend this event which offered a wide range of different activities for families and young people to enjoy including inflatables, information stalls and more
18.08.18	Garden Party, Dukeminster Care Home	The Manager of the Home was delighted the Mayor was able to attend this event where he was able to join residents, families and staff enjoying live entertainment, tombola, raffle, garden games and much more
18.08.18	West End Goes Wild, Stardust Theatre Group, Grove Theatre	A Community performance presented by Stardust Theatre Company, an inclusive theatre company for adults with learning disabilities. This was a musical extravaganza featuring west end hits with a twist.
18.08.18	Mayor of Dacorum's Garden Party Amberley, Markyate	The Deputy Mayor was delighted to represent the Council at this event in aid of the Mayor of Dacorum's charity "Centre in the Park". He spent a pleasant afternoon in a delightful setting, which he explored thoroughly by means of a treasure hunt, in which he did reasonably well. He had the honour of meeting a great many worthy people, from further afield than usual which rather broadened his horizons
30.08.18	Garden Party, Caddington Grove Care Home, London Road	The Town Mayor welcomed the first residents to move into the home

1.4 The Town Mayor attended the following functions during September:

06.09.18	Bedfordshire Fire & Rescue Service, The Auction House, Luton	The Annual Awards Evening was well attended and the Town Mayor was delighted to join with staff, firefighters and their families in celebrating their achievements
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07.09.18	Coffee Morning Launch, St Augustines Church, Oakwood Avenue, Dunstable	The Town Mayor attended the launch of this new project called "Downside Community Coffee Mornings", where tea and coffee was freely available. The aim of the coffee mornings is for people to become less isolated and have somewhere to socialise
08.09.18	Town Mayor, Leighton-Linslade, Charity Afternoon Tea	The Town Mayor enjoyed an afternoon of good company and entertainment by Ukie Toones and all proceeds were in aid of charity
08.09.18	Proms in the Park, Priory Gardens, Dunstable	The Town Mayor enjoyed another of Dunstable Town Council's successful events which was enjoyed by so many more residents than last year –which he believes proves this is becoming more successful each year
11.09.18	Charity Dinner, Coconut Garden, Dunstable	Hospice at Home Volunteers were delighted that the Town Mayor was able to attend their charity fundraiser
12.09.18	Anglia in Bloom Awards Ceremony, Bury St Edmunds	The Town Mayor attended this year's event along with representatives of Dunstable in Bloom and was pleased to collect awards on behalf of the town.
12.09.18	Biannual Royal Navy Parade, The Old Mill, West Street, Dunstable	Dunstable Sea Cadets welcomed the Town Mayor as their Honorary President to watch the presenting of colours and parade which he was delighted and proud to watch as the Cadets had worked very hard during the year to accomplish
13.09.18	Charity Golf Day, Dunstable Downs Golf Club	The Town Mayor held a very successful golf day with entries by 10 teams. All proceeds were in aid of his charities
14.09.18	Charity Meal, Cinnamon Lounge, Houghton Regis	Both the Mayor and Deputy Mayor were pleased to support the Mayor of Houghton Regis' charity meal.
16.09.18	Vantage Restaurant, Dunstable, 25th Anniversary	The Town Mayor was delighted to attend the restaurant's 25th anniversary of opening
18.09.18	Dunstable & District Disabled Sports, Houghton Regis Leisure Centre	This organisation is pleased to be one of the Mayor's chosen charities and he was invited to visit one of their sessions to demonstrate the service the charity provides to the community
20.09.18	In Bloom Awards, The Vale Academy, Dunstable	The Town Mayor was delighted to present the awards to our local groups for their achievements in winning awards at the Anglia in Bloom event

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 3 SEPTEMBER 2018

Present: Councillors Nigel Warren (Deputy Town Mayor), Pat Staples (Chairman), Eugene Ghent (Vice Chairman), Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Mike Mullany and Johnson Tamara

In Attendance: Councillors Liz Jones and Gloria Martin with Becky Wisbey (Head of Community Services), Lisa Vincent (Events and Marketing Officer), Sandy Coyle (Community and Young People's Services Manager) and Kelley Hallam (Office Administrator)

Apologies: Councillor Patricia Russell

Public: None

139 MINUTES

The Minutes of the meetings of the Community Services Committee held on 21 May and 4 June 2018 were approved as a correct record and signed by the Chairman.

140 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

141 EVENTS AND MARKETING

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

A road closure had been granted for the Christmas Carols and Torchlight Procession event to enable the audience to spill onto the A5183. Officers were now in talks with traffic management companies to get this organised.

The Committee received the proposed dates and venues for the 2019 events programme.

RESOLVED: that the proposed programme of events for 2019 as detailed in the report be agreed.

Members were pleased to hear that another local business, Suitcase Travel, had put in an offer to sponsor the full events programme for 2019.

RESOLVED: that Suitcase Travel be accepted as sponsors for the full events programme for 2019.

Members were given an update on the proposed Beacon lighting event being organised by the National Trust on 11 November at 7.00 pm as part of the national Beacon Lighting Ceremony to commemorate 100 years of the end of WW1. Further details would be

available once a Safety Advisory Group meeting had been held but this would most likely be a ticketed event, with attendees being bused up to the Downs to enable numbers to be controlled. Councillor Colbourne suggested that the Town Council could perform a special ceremony for the 100 year anniversary involving school children laying a small cross for each name on the war memorial either on 11 November or at the rededication of the refurbished war memorial. This would be looked into by Officers.

Action: Head of Community Services

The new website was going well. There had been an increase in online bookings for Afternoon Teas, vouchers and Summer Activity events.

142 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.

Officers were currently obtaining quotes to refurbish the meeting room and had applied for a licence to enable small weddings to be held. The new Jacobean Room would also be used for themed afternoon teas or private functions. It was anticipated the works would be completed by November.

143 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Community and Young People's Services Manager reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

This year's Summer Activities had been very successful with an estimated 3,200 attendees in total. National Play Day attracted 1,519 attendees alone. Skate Jam, Inflatable Day and B-Fest were also well attended even though they had to be postponed due to bad weather.

Members congratulated Sandy Coyle and her team on the Summer Activity programme, especially with the added pressure of re-organising events at short notice due to the bad weather. Members had received excellent feedback and local business Sugar and Spice, who had attended one of the events, was keen to get more involved in community events.

Officers had submitted a successful grant application to the Heritage Lottery Fund – First World War: Then and Now. The project would be undertaken with pupils from Queensbury School and focus on Dunstable women, how life changed during and just after WW1. As part of the project, the participants would be supported by a professional film company, in order to create a visual record of their findings. The project would also be supported by Dunstable and District History Society, Dunstable Town Guides and Friends of Dunstable Cemetery.

144 OLDER PEOPLE'S DAY CARE SERVICE

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

Members thanked the Officers for the work they do and on another positive report.

145 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.

A stock conditioning survey at Ashton Square Toilets had been completed detailing £70k worth of works. This had been sent to the MTRF board for consideration.

Staffing was an issue again at the Ashton Square Toilets with agency staff being used some days to undertake twice daily cleans. Janitors and agency staff had also been helping clean the Splashside Café toilets during the busy periods.

The town now had two community toilets with both Kazmicks and Café Nostalgia signed up to the scheme.

Members noted the current vacancy rates for the Town Centre.

Officers had entered Dunstable into the Rising Star category of the Great British High Street Awards. Visa, who were the sponsor of the awards, visited in July to promote the awards. Unknown to officers, Dunstable was the first to enter for the award and as a result received some good media coverage.

146 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

No report.

Dunstable Town Band:

Councillor Sparrow submitted a report to the Committee stating that over the summer they had had successful performances at St George's Day, DTC Sunday Band Concerts, at Keech Hospice and on Leighton Buzzards bandstand. They also offered their services to play within the town at Christmas.

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 10 SEPTEMBER 2018

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor)
Liz Jones (Chairman), Lisa Bird (Vice-Chairman), Sid Abbott, Philip
Crawley, Gloria Martin and Ann Sparrow

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 Peter Hollick and Johnson Tamara

Public: None

147 MINUTES

The minutes of the meetings of Grounds and Environmental Services Committee held
on 21 May and 11 June 2018 were approved as a correct record and signed by the
Chairman.

148 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

149 PLANS-SUB COMMITTEE

RESOLVED: that the minutes of the meetings of Plans Sub-Committee held
on 5 June, 26 June, 17 July and 7 August 2018 be received.

150 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

The Sport and Leisure Facilities Manager presented a detailed report on recent
operations at the Centre including pitch and function hire, marketing and trading
account figures.

The league season had now started and the pitch was in excellent condition
considering the hot dry summer period. However, the cost of intense watering over
the summer period would have an impact on expenditure.

Councillor Abbott requested that consideration be given to including CO2 reports
within future building and environmental updates

AFC had held a football festival with over 120 teams attending and Whipnade Zoo
and London Zoo had hired the main pitch for a match, which attracted 200 spectators.

Bennett's Splash and the Splashside Café had now closed for the summer. Overall, the splash park had been well attended in the extended period of excellent weather but the recent poor weather had resulted in the splash park closing early on 5 occasions.

Members acknowledged the hard work of the Creasey Park and Grounds staff throughout the splash season.

A splash park operations review meeting was to be held on 12 October and the Chairman requested that two other members attend along with the Town Clerk and Chief Executive and the Sport and Leisure Facilities Manager.

RESOLVED: that Councillors John Kane, Liz Jones and Sid Abbott attend the splash park operations review meeting on 12 October.

151 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

One incident of vandalism had occurred since the last report to the Committee to a swing at Downside play area.

Maverick Industries had spent two days carrying out various repairs at the skate park. The work carried out under the warranty.

b) Town Centre Area

Green Flags had been retained both at Priory and Grove House Gardens and both sites had increased their overall scores and ratings significantly. Members congratulated the officers and staff on retaining the Green Flags and keeping the flowers looking good despite the drought conditions.

Works to refurbish the Dunstable War Memorial were progressing well. New bronze plaques were currently being cast and would include the names of those originally missing from the memorial.

c) Town Ranger Service

The Town Ranger had worked alongside volunteers from the National Citizens Agency to paint the knee rail fencing at Markham Crescent.

CBC had indicated that if they were able to retain the funding, they would like to renew the bus shelter cleaning contract with the Town Ranger. This had generated an income of £990.

d) **Dunstable Cemetery**

Members received the burial figures for June and July 2018 along with the profiled income and expenditure figures as at the end of July 2018.

The Friends of Dunstable Cemetery had now met on a number of occasions and had continued to clear notable graves and litter pick. They had also had a guided tour of the cemetery to hear about the history of the cemetery and some of the stories of those that were buried there. They were planning on holding an evening meeting on 30 October to try and encourage more volunteers to the group.

e) **Allotments**

There were currently 47 people on the waiting list, which was comparable to figures reported to the Committee in June 2018. Members received the detail of the waiting list.

152 FUTURE BURIAL PROVISION IN DUNSTABLE

The Head of Grounds and Environmental Services presented a report to consider future burial provision in Dunstable and how this might be funded.

In 2006/07 the Council had acquired 2.5 hectares of private allotment land that was subsequently laid out to include a new roadway, pathways, landscape infrastructure planting, fencing and water taps. This extension had been in use since February 2016 and currently provided full-body burial in earth graves, interment of cremated remains below ground and in sanctums and a small memorial plaque area.

The average burial rate over a ten-year period had been calculated and it was estimated that there was sufficient full body burial space to last 9 years and 2 months and sufficient cremated remains space for 6 years and 10 months.

It was not possible to indicate at this time how much funding would be required to purchase sufficient land to ensure the continuation of future burial provision. It was therefore proposed that a new allocated reserve be established as part of the 2019/20 budget setting process.

RESOLVED: that this Committee recommends to Finance and General Purposes the principle of establishing an allocated reserve for future cemetery provision as part of the 2019/20 budget setting process.

153 IMPROVEMENTS TO RECREATION GROUNDS

The Head of Grounds and Environmental Services presented a detailed report that asked the Committee to consider a programme of improvements to parks and recreation grounds to deter unauthorised encampments.

Since June 2018, the Council had suffered four unauthorised traveller encampments. Officers had used a number of means to evict the travellers including bailiffs serving eviction notices and assistance from the police to use their Section 61 powers. The cost of these evictions and associated clean-ups was around £6,000.

Officers had since met with the Community Policing team and the CBC Traveller Enforcement Officer and had been advised that the police were willing to use their Section 61 powers on 'primary sites' to evict travellers. They were, however, minded to avoid overuse and looked to the Council to ensure all appropriate target hardening measures were in place to prevent or deter access.

The Committee received a comprehensive table that provided a summary of existing arrangements and potential improvements at each site along with estimated costs.

RESOLVED: that the Committee recommends to Finance and General Purposes the release of up to £22,500 from the General Reserve if there are insufficient in-year revenue savings available in 2018/19

154 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:

Councillor Jones reported that there had been no Dunstable planning applications at any of the recent meetings.

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 17 SEPTEMBER 2018

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

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

Apologies for Absence: Councillors Gloria Martin and Claire Meakins

Public Attendance: None

155 MINUTES

The minutes of the meetings of Finance and General Purposes Committee held on 21 May and 18 June 2018 were approved as a correct record and signed by the Chairman.

156 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

157 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 20 June, 20 July and 22 August 2018.

158 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented a revenue budgetary control report for the period from 1 April to 31 August 2018. The summary of net expenditure showed a potential for an overall 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 August 2018 and an estimated end of year balance having taken account of agreed/known commitments to date.

159 PERSONNEL SUB-COMMITTEE

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 12 July 2018 and adopted the recommendation contained therein.

160 MEMBERS ALLOWANCES

At the request of the Chairman of the Council and the Chairman of this Committee, the Town Clerk and Chief Executive presented a report advising members on a members allowance scheme in order for the Committee to determine whether to enter the process to establish a scheme for Dunstable Town Council.

RESOLVED: i) that the Town Clerk and Chief Executive be authorised to begin the process to establish a members allowance scheme for Dunstable Town Council

ii) that the subsequent recommendations of the remuneration panel be reported to this Committee for further consideration.

161 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – Councillor Meakins had advised that the CAB AGM had been held the previous week but notes were not yet available.
- b) DITA –the next meeting would be held later in the week
- c) Hospice at Home – the next meeting would be held the following week.
- d) Ashton Schools Foundation – nothing to report
- e) Ashton Almshouses – nothing to report.
- f) Chews Foundation – Councillor Chatterley reported that the Charity had carried out a review of its small grants process.
- g) Poors Land Charity – nothing to report.

162 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.

163 CHANGES TO THE COUNCIL'S STAFFING ESTABLISHMENT

The Town Clerk and Chief Executive reported on proposed changes to the Council's current staffing structure.

RESOLVED: that the recommendations as set out in the report be approved.

164 PROPERTY ISSUES

a) Council Tenants

The Town Clerk and Chief Executive reported on issues in respect of lease arrangements of Council property.

RESOLVED: that the Town Clerk and Chief Executive be authorised to seek valuations of office space at Grove House for rental purposes and market accordingly.

b) Land Disposal (Minutes 76/2018 and 58/2016 refer)

The Town Clerk and Chief Executive presented a report, reminding Members of the authorisation given to secure valuations for land at Meadway Allotments and the Cemetery extension. Valuations had been carried out by the District Valuation Service and further legal advice had been sought on how best to approach both possible land disposals. It was agreed that a commercial valuation be sought and a third party be appointed to negotiate land sales providing evidence of best consideration.

RESOLVED: i) 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 now agreed

ii) that progress be reported to this Committee accordingly.

165 APPEALS AND APPOINTMENTS SUB-COMMITTEE

The Committee received the Minutes of the meeting of the Appeals and Appointments Sub-Committee held on 20 June 2018.

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

1 OCTOBER 2018

CO-OPTION OF MEMBER TO REPRESENT NORTHFIELDS WARD

Purpose of Report:	To seek approval or otherwise of Council Members for the co-option of Gladys Sanders as the Dunstable Town Council representative for the vacant Councillor position for Northfields Ward.
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1. ACTION RECOMMENDED

1.1 That the Council considers and determines the nomination for co-option of Gladys Sanders to the vacant position of Ward Councillor for Northfields Ward.

2. INTRODUCTION

2.1 Following the resignation of Anne Kennedy from the Council in June this year, the Council has advertised a vacancy for a Council representative for Northfields Ward.

2.2 In the event of such a vacancy having occurred, the Council has to first publish notification of a casual vacancy. This notice was published on 4 June 2018 with a closing date for any representations of 22 June 2018.

2.3 Had the Council received a petition from 10 or more of the electorate, a by-election would have been called. No petition was received and as a result, a notice to co-opt was published on 26 June 2018 for any applications for individuals wishing to be co-opted onto the Council.

2.4 One nomination has now been received from the South West Bedfordshire Conservative Association for Gladys Sanders to be considered for co-option onto the Council (see personal statement provided at appendix 1).

2.5 For Gladys Sanders to be co-opted she will require an absolute majority vote of all Members present and voting.

2.6 If Gladys Sanders is successful then she will become a representative of Dunstable Town Council as soon as she has made her declaration of acceptance of office, which will be carried out in the presence of the Town Clerk and Chief Executive or a Member of the Council. The declaration needs to be made either prior to or at the next full meeting of the Council.

2.7 If co-opted, Gladys Sanders will represent the Council on the Finance and General Purposes Committee and the Grounds and Environmental Services Committee unless Members of the Council wish to determine otherwise at this meeting.

2.8 If co-opted, Gladys Sanders will receive a full induction to the Town Council.

3. AUTHOR

3.1 David Ashlee – Town Clerk and Chief Executive
E-mail: david.ashlee@dunstable.gov.uk

The Town Clerk & Chief Executive

Dunstable Town Council

76 High Street North

Dunstable

LU6 1NF

19 September 2018

Dear Sir

Interest in Co-opted Member opportunity for Northfields Ward

Further to your advertisement for the above, I would like to submit my details for your consideration please.

My name is Gladys Sanders and I live in Friars Walk, Dunstable. I have lived there for a number of years and have developed a growing interest in local community issues since my circumstances have changed and I no longer work, but have helped looking after my grandchild. I have flexibility in time available and am aware of evening meeting commitments. In talking to local councillors I have an insight into the role and areas that the Town Council work across and feel I could give of my time, work as part of a team with other councillors and demonstrate some of my skills and passion for the town and local community.

In my working life I have had experience working in HR, recruitment and selection. I have spent much of my working life in this area of work and have worked in various industry sectors including pharmaceutical, food and automotive. I have also covered areas of health and safety and facilities in addition to my key role in HR. I feel I work well with people and have shown an interest in community work including the Dunstable Good Neighbour scheme and in the past as a Governor for Queensbury School.

I understand the principles of Town Council working, the political make up of the Council and feel I could contribute positively to local issues, policy work and would of course follow any guidance and protocols expected and would look forward to learning more about the Town Council's work.

I understand the members of the Council will consider applications at Council on 1st October and would be happy to provide any other information required. I have met a number of local councillors including Cllr Liz Jones, Cllr Pat Staples and Cllr Carole Hegley who have all been very positive about opportunities at the Town Council and I thank them for their information. I do hope I can be considered favourably for the vacancy and would commit to give it my very best endeavours.

Yours faithfully

G. Sanders

GLADYS SANDERS