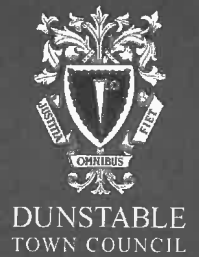


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David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 18 April 2019

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 29 April 2019 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 4 February 2019 (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	11 March 2019	9
Grounds and Environmental Services	18 March 2019	12
Finance and General Purposes	25 March 2019	16

Cont/d ...

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DA/RGS/C1

18 April 2019

8. Dunstable Town Meeting – minutes of the meeting held on 4 March 2019 – for information, (see page 19).
9. Provision of IT Devices for Members – see page 21.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

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

ON MONDAY 4 FEBRUARY 2019

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Sid Abbott, Lisa Bird, John Chatterley, Philip Crawley, Jeannette Freeman, Eugene Ghent, Peter Hollick, Liz Jones, Gloria Martin, Mike Mullany, Patricia Russell, Gladys Sanders, Ann Sparrow, Pat Staples and Johnson 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) and Michele Markus (Mayoral and Democratic Services Officer)

Apologies for Absence: Councillors Terry Colbourne and Claire Meakins

Public Attendance: 1

Before the commencement of the meeting, the Town Mayor’s Chaplain, Dr Johan Schoeman, led the Council in prayer

24 MINUTES

The Minutes of the meeting of the Council held 3 December 2019 were approved as a correct record and signed by the Town Mayor.

25 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Ann Sparrow	Personal interest – Dunstable Croquet Club	7

26 TOWN MAYOR’S REMARKS

The Town Mayor referred to the report detailing his attendances at a variety of events since the last meeting of the Council and reflected on the many Christmas Concerts he had been pleased to attend.

He reminded Members of his forthcoming Charity Race Night and hoped for their support.

27 PUBLIC QUESTION TIME

There were no questions put to the meeting.

28 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

29 COMMUNITY SERVICES COMMITTEE

a) Town Centre Services (Minute 8/2019)

Councillor Ghent clarified the situation regarding parking enforcement on The Square and confirmed that whilst yellow lines were now in place there were still issues regarding parking enforcement and he had met with Councillor Young and Central Bedfordshire Council's Head of Parking to discuss the matter. Both Councillors Ghent and Hollick had followed up on that meeting and had been advised that the Head of Parking would be looking into changing the shift patterns of parking attendants to improve the situation across the town, not just on The Square.

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Community Services Committee held on 7 January 2019 be received.

30 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

a) Recreation Grounds (Minute 15a/2019)

In answer to concerns raised by Councillor Abbot, the Head of Grounds and Environmental Services advised that quotations for security improvement works at various recreation grounds had now been received and confirmation of the contractor's start date for the work was awaited, with the intention to complete the work by the end of March.

The Head of Grounds and Environmental Services would provide an update on progress at the March meeting of the Grounds and Environmental Services Committee.

b) Town Centre Area (Minute 15b/2019)

Councillor Sparrow praised the Community Services and Grounds and Environmental Services staff who had assisted Dunstable in Bloom in the tree planting event at Olma Road as part of National Tree Week and thanked them for making the event such a success.

c) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 14 January 2019 be received.

31 FINANCE AND GENERAL PURPOSES COMMITTEE

a) Budget Proposals 2019/20 and Town Council Precept 2019/20 (Minute 19/2019)

With reference to the hire charge for the croquet lawn at Priory Gardens, Councillor Sparrow noted that the annual pre-season meeting had been held between Croquet Club members and the Head of Grounds and Environmental Services when he had given assurances that every effort would be made to improve the condition of the lawn. She put forward a suggestion that when the Croquet Club were using the lawn at the time of any Green Flag judging, Club members be offered refreshments, but this was not discussed.

The Chairman of Finance and General Purposes Committee, Councillor Peter Hollick, was pleased to move that the budget recommended be adopted.

He thanked the Mayor, his fellow Chairmen and all Councillors for their support and commitment over the past year. He also thanked all officers of the Council for their hard work and dedication in delivering the goals and objectives of the Council. He was confident in saying that the Council had had another successful year not only in serving the residents of the town but also financially.

The Chairman noted that preparation for the following year's budget began not long after the previous budget had been approved and it was a rule of thumb that savings would be made year on year as the Council works ever more efficiently. The work during the year to keep abreast of keeping the budget in check fell on the Senior Management Team. This was done in a well managed way and was testament to their hard work and creativity. He thanked them all by name for their ongoing work in making sure that the Council continues to delivery high quality, value for money services for the residents of Dunstable. He also recognised the work of all staff.

The Chairman made particular mention of Rosemary O'Sullivan, Head of Finance and Support Services, who would be retiring in the not too distant future, making this the last budget in which she would have played a part. Rosemary joined the Council when it was formed in 1985 and has been a dedicated officer taking on board the changes which had been necessary over time. On behalf of Councillors past and present, he thanked her for her service.

The Chairman then recalled that the council tax charge had not been raised last year as, after a considerable period of growth in the services provided, councillors looked to a period of consolidation. However, the Council had still delivered a varied programme of events and maintained its services to the young and the not so young. It was pleasing that 98% of residents who returned the Council's survey were satisfied or very satisfied with the Council's events programme.

After a period of reasonably sustained house building which had increased the tax base, the Council now had a period when this would inevitably slow down since the larger building sites had been filled. This was important to consider for the future if the Council is to continue to add value through its services.

The Chairman took the opportunity to review what had been achieved, not only over the past year, but also over the past four years, and reflected on a number of the Council's successes, including:

- The successful and varied programme of events which drew record crowds in the summer
- The addition of Priory Pictures and Proms in the Park to the Priory gardens events
- The improved Torchlight Procession with added light display
- Enhanced entrances to town centre gardens, including new oak gates at the Priory Church entrance to Priory Gardens
- Retention of Green Flags at both town centre gardens and awarded a third for Dunstable Cemetery
- The highly successful Spashpark and Splashside Café which had been funded in partnership with Central Bedfordshire Council
- The second Big Lunch for the town's senior citizens
- In partnership with Dunstable in Bloom, achieved a gold medal for the town in the Anglia in bloom awards as well as for the two town centre gardens.
- Refurbished part of Priory House to provide a wedding venue in the Jacobean Room

- Succeeded in attracting more customers to the Priory House Tea Rooms
- Completed the refurbishment of the War Memorial, which was a great example of how well the Council works with the local community
- Enhanced the popular Town Ranger service

The Chairman referred to the highways improvement scheme funded through Highways England, and reported that Phase 1 of the scheme was almost complete with planters to be installed, the garden in West Street to be finished and new signage to be erected. Phase 2 would see the removal of many railings and new benches, signage and trees would add to the street scheme. Water tanks would be installed underground to prevent flooding in the town centre.

The Council had ambition for the future, including an Adventure Playground in Bennett Memorial Recreation Ground, development of the themed and craft markets, enhancement of facilities at Creasey Park, a Green Flag for Bennett Memorial Recreation Ground and Heritage Flag for Priory Gardens, as well as continuing to provide well received services for the town's young, elderly and residents generally.

In reflecting on achievements the Chairman thought it worth remembering that the Town Council costs the Dunstable ratepayer £3.45 per week, which he believed showed tremendous value for this charge which would seemingly be supported by residents as they had given a near overall 80% satisfaction rate for the Council's services in a recent poll. He was therefore pleased to recommend a precept to Central Bedfordshire Council of £2,297,506.

Many Councillors would be retiring at the end of term of this Council and the Chairman thanked them all for their years of service. He was sure new councilors would bring new ideas and he hoped they would enjoy their public role and serve the Council and the town in the positive way in which retiring councillors had done.

It was proposed, seconded and

RESOLVED: i) that the budget for 2019/20, as recommended by Finance and General Purposes Committee, be approved

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

iii) that the revised scale of charges, set out in the report, be approved with effect from 1st April 2019 or the start of the 2019/20 winter playing season, as appropriate

iv) that the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,297,506 resulting in a Band D Dunstable Town Council Tax at the rate of £179.32 per annum.

Action: Town Clerk and Chief Executive

b) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of Finance and General Purposes Committee held on 14 January 2019 be received and the recommendations contained therein be adopted.

32 GENERAL POWER OF COMPETENCE

The Town Clerk and Chief Executive presented a report setting out the procedure for the adoption of the General Power of Competence which is a statutory power that enables eligible councils "to do anything that individuals generally may do" as long as they do not break the law.

The Power is automatically available to principal authorities but town and parish councils had to evidence that they fulfil the eligibility criteria before the Power could be adopted.

Dunstable Town Council was able to evidence that it fulfils the eligibility criteria as set out in the report.

It was noted that if the Power was adopted, the Council would have to again resolve that it meets the required eligibility to retain the Power at the next Annual General Meeting in May 2019 and then every four years at the same meeting thereafter.

RESOLVED: that, having evidenced that it meets the required eligibility criteria, the Council adopts the General Power of Competence

DUNSTABLE TOWN COUNCIL

MONDAY 29 APRIL 2019

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:

1.2

08.02.19	Quiz Night, Brooklands Social Club, Leighton Buzzard	The Mayor of Leighton-Linslade's charity evening in aid of Macmillan Cancer Support, Autism Bedfordshire and Kids Out
09.02.19	The Bedford Square Community Centre, Tithe Farm Road, Houghton Regis, Charity Bingo Afternoon	A well attended and relaxing afternoon event
11.02.19	The Vale Crematorium, Luton	The Town Mayor represented the Town at the Celebration of Life of Mr Phil Thomas, who was Chairman of Dunstable Concert Ensemble
14.02.19	80 th Birthday, Luton & Dunstable University Hospital	The Mayor went along and met patients and then attended a Thanksgiving Service
23.02.19	Charity Race Night, Creasey Park Community Football Centre	The Mayor held a successful charity evening which was very well attended
24.02.19	Thinking Day Service, The Methodist Church, Dunstable	Girlguiding Dunstable was delighted the Town Mayor was able to attend this annual service
28.02.19	Reception, Howbury Hall, Renhold, Bedford	The High Sheriff of Bedfordshire, Mr Julian Polhill held this Reception in aid of Bedfordshire and Luton Crimebeat, which the Town Mayor was happy to support

1.3 The Town Mayor attended the following functions during March:

03.03.19	Posh Hat Afternoon tea, Heathfield Centre, Hyde Road, Caddington	An event organised by Caddington Scout Group to raise funds in aid of the Salvation Army and Children with Leukaemia
05.03.19	Pride of Dunstable, Dunstable Conference Centre	The event was organised by the Dunstable Business Supper Club. Local businesses entered teams who participated in the annual Pancake Race
08.03.19	Mencap Limitless, Beecroft Community Centre	The Mayor attended this new venture called 'Limitless'. a new social group for adults who have learning disabilities

09.03.19	British Red Cross, Chalgrave Manor Golf Club	The Town Mayor attended a charity Race Night which raised £1465.74 for services in Bedfordshire
10.03.19	Civic Service, St Mary's Church, Woburn	The Chairman of Central Bedfordshire Council was delighted that the Town Mayor was able to represent Dunstable at her Civic Service
14.03.19	High Sheriff Awards Evening, Kings House, Bedford	The Town Mayor was proud to attend this event at which the High Sheriff made awards to adults, groups and young people across the county who had given their time to their local community, without personal gain
15.03.19	Civic Reception, The DoubleTree by Hilton, Milton Keynes	A well attended evening which was in aid of the Mayor of Milton Keynes charity "The Bus Shelter MK"
17.03.19	St Patrick's Day Festival, Luton Town Centre	The Town Mayor attended the 20th Annual Festival which included performances from participating bands and lunch at the Luton Town Hall
20.03.19	Charity Dinner, Go Houghton, Parkside Drive	The evening was in aid of the Mayor of Houghton Regis charities 1st and 3rd Houghton Regis Scouts, Headway (Luton) and Kids in Action
22.03.19	Sea Cadets Awards Night, The Old Mill, West Street, Dunstable	The Town Mayor presented the awards which were given not only to the Cadets but also to adult volunteers for their long and meritorious service
24.03.19	Civic Service, Priory Church of St Peter, Dunstable	A celebration of the Town Mayor's year in office
27.03.19	Charity Dinner, Coconut Garden	A fund raising event in aid of Hospice at Home

1.4 The Town Mayor attended the following functions during April:

1.5

02.04.19	The Old Palace Lodge, Launch of Tudor Walled Gardens	The Town Mayor was very impressed with the gardens designed on the site of the old Norman King Inn which take influence from classic English gardening heritage but with reference to the Tudor history of Dunstable
04.04.19	Spring Quiz, L & D Social Club	The Town Mayor was happy to attend and support the event which was in aid of the L & D Hospital Helipad Appeal
07.04.19	Civic Service, All Saints Parish Church, High Street, Houghton Regis	A well attend service with local organisations and civic representatives from around the county
08.04.19	April's Supper Club, The Bell in Studham	An interesting evening with local businesses who meet up on the second Monday of each month to network, discuss business and enjoy great food at a different restaurant each month

10.04.19	Charity Meal, Shan Shui, Leighton Buzzard	The Mayor enjoyed a Chinese buffet meal which was in aid of Kids Out, Autism Bedfordshire and Macmillan
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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 11 MARCH 2019

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Pat Staples (Chairman), Eugene Ghent (Vice Chairman), Patricia Russell and Johnson Tamara

In Attendance: Councillors Peter Hollick and Liz Jones, David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Kelley Hallam (Office Administrator), Sandy Coyle (Community and Young People's Services Manager) and Lisa Vincent (Events and Marketing Officer)

Apologies: Councillors Lisa Bird, John Chatterley, Terry Colbourne, Claire Meakins and Mike Mullany

Public: Two

33 MEETING DECLARED INQUORATE

There being insufficient Members present to constitute a quorum, those Members present agreed to continue with the meeting to receive and discuss reports.

34 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

35 EVENTS AND MARKETING

The Events and Marketing Manager presented an update report on the planning and development of this year's events. She also updated members on the usage of the Council's website and social media.

Members were informed that at this year's Priory Pictures, an adapted screening of one of the selected films would be shown at an earlier time. This would be an autism and hearing impairment friendly film with lower sound volume, subtitles, a wheel chair user viewing area and enclosed quiet space.

36 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.

The last coffee morning held at the United Services Club had been a great success with 16 in attendance. The next coffee morning would be in Grove Corner on 12 March with 6 more arranged throughout the year.

The Big Lunch would be held on Tuesday 11 June. Over half the tickets had already been issued.

37 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.

The daytime hire of Grove Corner had again increased. Sight Concern, NOAH Community Café, Minds2gether and the NHS were all currently using the centre.

Officers had met with Groundwork and agreed arrangements for the delivery of youth provision from April 2019 for 12 months. They would deliver a variety of activities and projects as well as 12 hours of face-to-face delivery.

The Friends of Dunstable Cemetery now had a Chairman and a Treasurer. They would be hosting another Headlines Behind the Headstones event in July based on WWII graves.

38 PRIORY HOUSE

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

The recruitment process had started for one Duty Manager following a resignation. This would leave Priory House short staffed from April until the position was filled.

Two bookings for weddings in the Jacobean Room had now been confirmed.

Members noted that the Income and Expenditure report showed a positive variance.

39 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.

Members were informed that the Town Centre Services Officer was planning several events to take place on The Square including maypole dancing, a table football tournament and a beach snow globe. Officers were also working on an 'Awards for All' bid to hold a cultural weekend event to increase The Square's profile as a community space and encourage others to use it.

40 POLICE AND CRIME COMMISSIONER REQUEST FOR FUNDING

The Town Clerk and Chief Executive presented a report that requested a response to the letter received from the Bedfordshire Police and Crime Commissioner (PCC) that requested funding for additional Police Community Support Officers (PCSO's) in Dunstable.

The Committee agreed that one PCSO would not have much of an impact on Dunstable and the request had arrived too late as the budget had already been set for 2019/2020 but as the Committee was not quorate a resolution and formal response would have to be decided by the Finance and General Purposes Committee.

41 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Dial-A-Ride were not happy with CBC's tendering process and had made a complaint. This was being looked into by CBC.

Dunstable Town Band:

Dunstable Town Band had four concerts lined up so far this summer with the possibility of an additional one so were practicing hard for those.

As this was the last Committee meeting that Councillor Staples would be Chairman she thanked all the Councillors and Officers for their hard work and support over the years.

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 18 MARCH 2019

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Liz Jones (Chairman), Lisa Bird (Vice-Chairman), Sid Abbott, Philip Crawley, Peter Hollick, 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 for Absence: Councillors Jeannette Freeman, Gladys Sanders and Johnson Tamara

Public: None

42 MINUTES

The Minutes of the meetings of Grounds and Environmental Services Committee held on 14 January 2019 were approved as a correct record and signed by the Chairman.

43 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

44 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 8 January, 29 January and 19 February 2019 be received.

45 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) Dunstable Cemetery

Members received the burial figures for December 2018 to February 2019 along with the profiled income and expenditure figures as at the end of January 2019. These indicated a positive variance of £43,900.

Friends of Dunstable Cemetery and children from Weatherfield Academy had met to clear notable overgrown graves as well as debris from the recent windy conditions.

Work was under way to ready the cemetery for the Green Flag judging. This had included installing bird, bat and owl boxes, new signs for the office, chapel and toilets as well as 5mph speed signs. The waste skip area had also been enclosed by new fencing and gates.

b) Allotments

There were currently 58 people on the waiting list. Members received the detail of the waiting list.

The renewal of tenancy agreements and annual rent payments had resulted in 24 tenants vacating their plots. These would soon be offered to persons on the waiting list.

The Grounds Operations Manager was looking into erecting notice boards and information signs at the entrances to all the allotment sites.

Members were informed that community groups could now apply to take on an allotment plot.

c) Recreation Grounds

Works to install the new adventure play area at Bennett's had commenced. The double zip wire had been erected and most of the excavations and foundations had been completed. The contract was on schedule for completion by the end of April.

Members considered three names suggested by Officers for the name of the new adventure play area, namely: Bennett's Adventure Play, Bennett's Play or Bennett's Adventure. On the suggestion of the Chairman, it was

RESOLVED: that the public be invited to choose their preferred name for the new adventure play area via a Facebook poll, from the three agreed options.

The recreation ground security arrangements were nearing completion. Height restriction barriers had been installed at Luton Road, Downs Road and Frenchs Avenue and drop down bollards had been installed at Ridgeway Avenue and Markham Crescent. Bow top fencing had also been ordered for Frenchs Avenue and would be installed in late March.

d) Town Centre Area

Improvement works to the croquet lawn had been arranged. Moss and worm control treatment would be carried out followed by fertiliser treatment and broadleaf weed control. The grounds team would then scarify, over seed and top dress the lawn before the start of the croquet season.

It was hoped that a number of new projects and initiatives that were emerging could be showcased to the In Bloom judges this year. These included a gardening project at Westfield Nursery, the new garden at the Old Palace Lodge and the sustainable drainage border in West Street.

Councillor Sparrow informed Members that the In Bloom Committee were looking for volunteers to help dead head the flower displays to help them keep looking their best.

e) **Environment and Sustainability**

The Committee were updated on some of the actions and initiatives within the grounds service that supported the Councils Environment and Sustainability Policy. This included composting last year's leaves to make mulch for the flower beds, introducing a recycling scheme at the cemetery requesting plant pots and green waste be separated from general waste and the purchase of battery powered trimmers and cutters.

f) **Town Ranger Service**

The Town Rangers had been making improvements to enhance the area within the vicinity of the Ashton Square toilets. This had included removing shrubs and sowing grass seed on areas that were previously litter traps.

Members commented that they liked the introduction of photographs within this report.

46 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

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

Creasey Park had hosted the Eastern Regional finals for the Disability FA People's Cup. Eight teams competed and the winners were to play at Wembley.

At the recent CBC Executive Meeting, £90,000 of funding was approved to install a grass pitch irrigation system for both the main pitch and the community pitches. It was hoped this would be installed by the end of July.

The Committee noted that the trading figures were showing a deficit of over £15,000. The Town Clerk and Chief Executive advised that further analysis was being undertaken and the current position would be reflected in the Financial Monitoring report to be submitted to the next Finance and General Purposes Committee. He also advised that at the June meeting of this Committee it would be recommended that a working group be put together to look at the future of Creasey Park. Members expressed their concerns that the Council were having to subsidise the centre and agreed this needs to be looked at in detail.

47 VEHICLE AND EQUIPMENT RESERVE SPENDING

The Head of Grounds and Environmental Services presented a detailed report that requested authorisation from this Committee to purchase various new grounds equipment from the vehicles and equipment reserve.

RESOLVED: that the Committee recommend to Finance and General Purposes Committee the release of up to £9,500 from the allocated Vehicle and Equipment reserve.

48 **REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:
No updates.

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 25 MARCH 2019

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Peter Hollick (Chairman); Sid Abbott, Philip Crawley, Eugene Ghent, Gloria Martin, Patricia Russell and Pat Staples

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

Apologies for Absence: Councillors John Chatterley (Vice-Chairman), Terry Colbourne, Claire Meakins, Mike Mullany and Ann Sparrow

Public Attendance: None

49 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 21 January 2019 were approved as a correct record and signed by the Chairman.

50 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

51 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held 21 January and 21 February 2019.

52 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented a revenue budgetary control report for the period from 1 April to 28 February 2019. The summary of net expenditure showed a potential for an overall net revenue saving against budget at the end of the financial year. Any such saving would offset the previously agreed unbudgeted expenditure for specific projects. This would result in the end of year financial statements showing a contribution from the General Reserve.

Members also noted the current balance of the Council's allocated reserves as at 28 February 2019 and the estimated end of year balances having taken account of agreed/known commitments to date.

As previously requested by Members, the Head of Finance and Support Services provided the detail of the Council's total loan debt and associated repayments as at 31 March 2019, together with information provided by the Public Works Loan Board (PWLB) on the premiums payable for any early settlement. Neither the Town Clerk and Chief Executive or the Responsible Financial Officer recommended settling any debts at this moment in time and Members concurred.

53 INTERNAL AUDIT – 2018/19 INTERIM UPDATE

Members received the interim update report of the Internal Auditor setting out the areas examined during the course of his visits on 22 and 23 January 2019.

Members were pleased to note that the conclusions contained within the report raised no issues to warrant formal comment or recommendation.

54 ICT IMPROVEMENTS/UPGRADES

The Head of Finance and Support Services presented a report setting out the requirements and further upgrades required as part of the Council's IT lifecycle planning, including migration to Office 365 and replacement of the current network server which had reached the end of its life and was on an extended level of warranty, expiring in August 2019.

Members noted that migration to Office 365 would accommodate Members' e-mail requirements. Consideration would be given to the provision of hardware for Members at a later date.

RESOLVED: that the sum of up to £17,000 be released from the allocated equipment reserve to complete the necessary ICT upgrades as detailed in the report.

55 VEHICLE AND EQUIPMENT RESERVE SPENDING (Minute 47/2019)

The Committee considered a recommendation from Grounds and Environmental Services Committee that approval be given to the release of allocated reserve funding to purchase various new grounds equipment.

RESOLVED: that the sum of up to £9,500 be released from the allocated vehicle and equipment reserve fund for the provision of new grounds equipment, as detailed in the report submitted to Grounds and Environmental Services.

56 POLICE AND CRIME COMMISSIONER'S REQUEST FOR FUNDING

The Town Clerk and Chief Executive presented a report that had previously been considered by Community Services Committee but as that meeting had been inquorate the matter had been referred for decision and formal response to a request from the Bedfordshire Police and Crime Commissioner (PCC) for funding of an additional Police Community Support Officer (PCSO) in Dunstable.

Members were of the same opinion as Community Services Committee in that it was unlikely that an additional single PCSO in Dunstable would have much impact on local crime and anti-social behaviours. For such a scheme to have an impact would require a number of additional PCSOs and there were no guarantees that PCSOs would be dedicated to Dunstable only. The request had also arrived after the Council budget had been set for 2019/20.

Councillor Martin suggested that early discussions be held with Central Bedfordshire Council regarding their proposals for Community Safety Officers, which may be more beneficial to the local community.

RESOLVED: that the Bedfordshire Police and Crime Commissioner be advised that Dunstable Town Council would not provide funding for an additional Police Community Support Officer at this time.

Councillor Jones urged those Members who are re-elected in May to attend the Dunstable and Villages Priority Setting meeting with the Police to be held on 15 May at 6.30 pm at Dunstable Police Station.

57 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – Councillor Meakins had advised she had no update to report, however Members were aware that CAB would be vacating Grove House towards the end of April.
- b) DITA – Councillor Hollick had attended the AGM the previous week and consideration was to be given as to how to celebrate 60 years twinning with Porz-am-Rhein, 15 years with Bourgoin-Jallieu and 50 years of DITA.
- c) Hospice at Home Management Committee – Councillor Jones reported that the organisation currently supported 35 patients with 25 volunteers. Volunteers had also attended training in connection with Keech Hospice.

The Trustees continued to look for ways to bridge the gap in lost funding and a fundraising event was to be held on 27 March at 7.00 pm at Cocunut Garden.

- d) Ashton Schools Foundation – no update to report
- e) Ashton Almshouses – no update to report
- f) Chews Foundation – next meeting would be in May
- g) Poors Land Charity – Councillor Staples advised that the Charity were pleased to be able to increase the amount of Maundy money to be distributed this year.

Members considered a suggestion by Councillor Jones that representation on outside organisations be reviewed, particularly having regard to the end of term of this Council and its reduction in membership. It was agreed that historic representation on local organisations be reviewed and the Charities be asked to advise of their requirements for future representation and the expectation of the role.

58 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.

59 STAFFING MATTERS

The Committee considered proposals for a change of job description and the subsequent re-evaluation and potential re-grading of one post.

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

DUNSTABLE TOWN COUNCIL

MINUTES OF TOWN MEETING

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON MONDAY 4 MARCH 2019

Present: Councillor John Kane (Town Mayor) (in the Chair); Councillor Nigel Warren (Deputy Town Mayor); Mr D Ashlee (Town Clerk and Chief Executive) and 23 electors of the Parish of Dunstable, 9 of whom were elected representatives of the Town Council.

1. WELCOME

The Town Mayor welcomed electors to the 2019 Dunstable Town Meeting and explained its purpose.

2. MINUTES

The Minutes of the Town Meeting held on 16 April 2018 were approved and signed as a correct record by the Town Mayor.

3. QUESTIONS FROM ELECTORS

A number of residents raised their concerns and dissatisfaction regarding the High Street Improvement Scheme and the consultation thereon. Particular concerns were raised regarding the new raised table and pedestrian crossing on Church Street; removal of railings; removal of bus lane outside the former Ashton School; timing of lights on pedestrian crossing lights at West Street, Church Street and Priory View; uneven paving; safety issues at all 4 points of access and congestion on the A5. In response the Town Clerk and Chief Executive advised that the improvements taking place were Phase 1 of a Central Bedfordshire Council scheme and more extensive works were to be undertaken in Phase 2, which was still being put together. All concerns raised would be forwarded to the Chief Executive of Central Bedfordshire Council. Councillor Jones referred residents to Central Bedfordshire Council's facebook page @letstalkcentral for any further information regarding Phase 2.

Central Bedfordshire Council would be made aware of other town issues raised at the meeting which were not the responsibility of the Town Council, namely:

20 mph speed limit in Lowther Road not adhered to – reports of vehicles driven at 60 mph

Great Northern Road and Lowther Road used as rat runs

Reduction in traffic flow – shops closing – poor footfall

Poor bus service – no direct service to Luton/Luton and Dunstable Hospital from Watling Ward, particularly Totternhoe Road and Ardley Close

Totternhoe Road – length of time taken to fill salt bins after repeated requests.

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

Dunstable Market – in answer to a question as to how Dunstable Town Council would bring Dunstable back to a Market Town with no market – Councillor Staples responded that the speciality markets which were held twice a month were very well attended and at present Central Bedfordshire Council issued street trading licences to the regular market traders.

Town Parks and Gardens – A resident praised the Town Council's work in the parks and gardens and their success in Anglian in Bloom and suggested this could be publicised on the Welcome to Dunstable signs. The Head of Grounds and Environmental Services would follow this up.

Mentmore Cresecent – A resident expressed his concerns of motorbikes being ridden on the road and then straight into the park at high speeds which could cause an accident and asked whether barriers could be erected at the two entrances to deter this. The Head of Grounds and Environmental Services would look into this, taking account of the need to maintain access for the disabled. Councillor Colbourne asked residents to telephone 101 and report any incidents to the Police so they could build up their intelligence. Councillor Jones advised that she had spoken to the Police regarding this matter and they had recently attended the site; their cycle team would also be making routine visits.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 8.20 pm.

DUNSTABLE TOWN COUNCIL**MEETING OF FULL COUNCIL****29 APRIL 2019****PROVISION OF IT DEVICES FOR MEMBERS**

Purpose of Report:	The purpose of this report is for Council to consider and determine the provision of IT devices for Members.
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1. ACTION RECOMMENDED

- 1.1 At the request of the Chairman of the Council and the Chairman of Finance and General Purposes Committee, the Council considers and determines the provision of IT devices for Members.
- 1.2 That, if approved, the Council determine the release of necessary funds from earmarked reserves.

2. BACKGROUND

- 2.1 At the meeting of Finance and General Purposes Committee held on 25 March 2019 (Minute 54/2019 refers); Members approved further ICT improvements, including a replacement network server and migration to Office 365. It was noted that once completed this would accommodate Members' e-mail requirements and consideration would be given to the provision of hardware for Members at a later date.
- 2.2 Subsequently, the Chairman of Finance and General Purposes Committee requested that a report be submitted to this Council for consideration of provision of IT equipment for Members, with costings and a timeline for introduction, taking account of the views of the Chairman of the Council.
- 2.3 In accordance with the above, a meeting was held on 12 April with the Chairman of the Council, the Head of Finance and Support Services and the Relationship Manager of Cheeky Munkey (the Council's contracted IT Support provider).

3. DEVICES

- 3.1 A review of the current tablet and laptop market was undertaken and the Chairman of the Council advised that the Council would not wish to use Android or Apple devices for a number of reasons. The preferred device is a business specification Microsoft Surface Go, which he advised would fulfil Members requirements.
- 3.2 The following quotation details the specification as agreed by the Chairman of the Council. The devices are not sim card ready and therefore no data package is included. It should be noted that the quotation takes advantage of end of financial year discounts and is only valid until 30 April.
- 3.3 The devices would remain the property of the Council and provided for Council business use only. A protocol for use will need to be drawn up and signed on issue accordingly.

3.4 Provision of Devices/Project Services – cost to be met from Earmarked Reserves:

Microsoft Surface and Peripherals	Unit Price	Total (for 18)
JTS-00002 Microsoft Surface Go Tablet Tablet Pentium Gold 4415Y / 1.6 GHz Win 10 Pro 8 GB RAM 128 GB SSD NVMe 10" touchscreen 1800 x 1200 HD Graphics 615 Wi-Fi, Bluetooth - Discounted from £457 each	£453.78	£8,168.04
A9W-00112 Microsoft Extended Hardware Service Plan Extended service agreement replacement 3 years (from original purchase date of the equipment) response time: 3-5 business days - Discounted from £93.50 each	£86.07	£1,549.26
KCN-00003 Microsoft Signature Type Cover Keyboard/Cover Case for Microsoft Tablet - Black - MicroFiber - English (UK) Keyboard Localization - 175mm Height x 245 mm Width x 8.3 mm Depth - Discounted from £103.33 each	£75.15	£1,352.70
EYV-00002 Microsoft Stylus - Rubber - Black - Stylus - 2 buttons - Wireless - Bluetooth - Discounted from £83.33	£73.47	£1,322.46
Microsoft Surface and Peripherals Sub Total		£12,392.46

Infrastructure Projects/Service Labour

Cheeky Munkey has reviewed the current tablet and laptop market for the Members requirements. Following a conversation with Councillor John Kane regarding the Council's preference, the preferred device is a business spec Microsoft Surface Go.

Requested Solution Requirement

- Small mobile device (10-Inch is ideal)
- Current Quantity Requirement = 18 Users/Devices
- View & Edit Microsoft Word Documents
- View & Annotate PDF Documents (Adobe Reader you can type annotate to a PDF)
- View, create and send Email with a Council email address
- Device & Email Service Security Protection & Policy
- Email Data backup
- Device & User Breakfix & Proactive Device Maintenance Support

Backup, DR & Security Requirements

- Backup & DR – O365 Backup Service for each user
- Active Directory Members Group Access & Security Policy
 - Provides access to the Council Email and calendar services only
 - Lock down MS Surfaces so they cannot be changed or have software installed unless through the Council IT Support & Approval Process.
 - Lock USB Ports so data is not copied and lost onto external storage devices.

Domain & Email Password Policy that does not reset but does have some complexity.

Labour Deliverables

- Project Coordination
 - Commission & Setup for new Members
- New Users
 O365 Email
 O365 Local software
 Security & Data Access Services & Policy
 Deliver to Site
 Configure onto the Council meeting room Wi-Fi
Labour discounted from £6,120

Infrastructure Projects/Service Labour – Sub total	£4,250
Total of above – Reserve expenditure	£16,642.46

3.5 Ongoing Support – cost to be met from Revenue:

Services	Unit Price monthly	Total (for 18)
MS User Support Managed Support Plan Per User Unlimited remote support Unlimited onsite support when needed Dedicated account management - Discounted from £40 per user per month	£20.00	£360.00
Microsoft Office 365 Business Premium - Subscription Includes: Word, Excel, PowerPoint, Outlook, SharePoint, OneDrive, OneNote, Microsoft Teams, Publisher, Access. Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser. Get a 50 GB mailbox per user and send attachments up to 150 MB.	£9.40	£169.20
Software as a Service Protection: Backupify for Office 365 Backup and DR for Office 365	£2.00	£36.00
Total monthly service cost		£565.20
Total annual revenue cost		£6,782.40

3.6 Optional Additional Security - to be met from Revenue

Optional additional Security	Unit price monthly	Total (for 18)
<p>Office 365 Advanced Threat Protection (Plan 2) Protect your organization against sophisticated threats such as phishing and zero-day malware and automatically investigate and remediate attacks.</p> <p>Office 365 Advanced Threat Protection (ATP) provides comprehensive protection by leveraging trillions of signals from the Microsoft Intelligent Security Graph and analysing billions of emails daily.</p> <p>Actionable insights help identify, prioritize, and provide recommendations for addressing potential threats such as phishing and malware and proactively securing your organization from attacks.</p> <p>Advanced automated response options, including tools such as security playbooks and investigation graphs, help investigate and remediate attacks faster and save time, budget and resources.</p> <p>Training users to recognize and report attacks is critical. Office 365 ATP builds user awareness with attack simulations, warns users before they click on unknown links, and helps users report suspicious content.</p> <p>Office 365 ATP Plan 2 Includes:</p> <ul style="list-style-type: none"> - Configuration, Protection and detection (Safe attachments, Safe links, Anti-phishing policies, Safe Attachments in SharePoint, OneDrive, and Teams, Safe Links in Teams, Realtime reports) - Automation, investigation, remediation and education (Threat Tracker, Explorer (advanced threat investigation), Automated investigation and response, Attack Simulator) <p>£3.80 per license per month</p>	<p>£3.80</p>	<p>£68.40</p>
<p>Total per annum</p>		<p>£820.80</p>

4. TIMELINE

- 4.1 The installation of the new server and migration to Office 365 as previously agreed is scheduled to commence over the weekend of 18 May.
- 4.2 The provision of the devices to Members could be scheduled thereafter, but due to lead in times for labour to commission and set up the devices the subsequent issue to Members is unlikely to be achievable before the June cycle of meetings.

5. FINANCIAL IMPLICATIONS

- 5.1 There will be both revenue and capital financial implications for the Council if the recommendations of this report are approved.
- 5.2 The Council's IT reserve as at 1 April 2019 has a balance of £8,224, taking account of all known commitments.
- 5.3 If Council approves the provision of devices for all Members, the additional costs would need to be met from the Corporate Reserve Fund, which currently has a balance of £26,453, again taking account of known commitments.
- 5.4 The ongoing revenue costs for support and licensing has not been budgeted for and would have to be met from the General Reserve at the end of this financial year. The revenue implications will only marginally be offset from any savings on paper use.
- 5.5 The devices would need to be covered by the Council's insurance, which would result in an increase in the premium, the cost of which has not yet been determined but is not anticipated to be significant.
- 5.6 If the recommendations of this report are approved then similar devices will also be purchased for the Council's Senior Management Team that would result in further capital expenditure.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 The proposed provision would be in line with the Council's priority as set out in the Corporate Plan, i.e.: *"continuing to improve the organisational management and efficiency of the Town Council"*.

7. LEGAL IMPLICATIONS

- 7.1 The specification for the proposed tablets and associated protocol for use of the tablets should ensure that their use is GDPR compliant.

8. HUMAN RESOURCE AND EQUALITY AND DIVERSITY IMPLICATIONS

- 8.1 Whilst all members will be encouraged to take up the offer of using the proposed new tablets it will be difficult to force the issue if any individual members are uncomfortable with using such devices.
- 8.2 Training on use of the new devices will be offered to any members needing it.

9. ENVIRONMENTAL AND HEALTH AND SAFETY IMPLICATIONS

- 9.1 Whilst the use of the devices may help the Council in reducing the use of paper resources, this would not offset the environmental implications of producing the new devices.

10. AUTHOR

- 10.1 Rosemary O'Sullivan – Head of Finance and Support Services
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