

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE

ON MONDAY 30TH JULY 2007

Present: Councillor Mrs B M Boatwright (Town Mayor); Councillor A E Green (Deputy Town Mayo); Councillor Mrs S A Newton (Chairman), Councillor M J P Mullany (Vice-Chairman), Councillors T C Colbourne, A J Fairbairn, P E Russell, T Stock and M Tilley with Mr D Ashlee (Town Clerk) and Mrs R G Smith (Administration and Finance Manager)

Apologies for Absence: Councillors P J Boatwright, M Hearty and M Jones

226 MINUTES

The Minutes of the meetings of the Committee held on 21st May and 18th June 2007 were approved as a correct record and signed by the Chairman.

227 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

228 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of Accounts Sub-Committee held on 21st June and 19th July 2007 (see Appendix 'A').

229 CIVIC EVENTS AND MAYORAL ACTIVITIES

The Committee received a detailed report of the Civic Administration Officer on recent events and activities at which the Town Mayor had represented the Council since the last meeting of the Committee. The Town Mayor also reported on her successful Charity Barbeque held on Saturday 28th July.

Forthcoming Mayoral events included:

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Venue</u>
Thurs 20th September	Golf Day	TBA	Dunstable Downs Golf Club
Sun 23rd September	Civic Service	3.00 pm	Priory Church
Fri 12th October	Charity French Evening	7.30 pm	Priory House
Sun 11th November	Remembrance Sunday Service	11.00 am	Priory Church
Sat 24th November	Race Evening	7.30 pm	St Mary's Social Club
Sat 8th December	Christmas Concert	7.30 pm	Priory Church
2008			
Sat January (date t.b.a)	Chinese Evening	7.30 pm	Imperial Dynasty
Sat 8th March	Charity Ball	7.30 pm	Riverside Suite, Vauxhall Recreation Club

230 FUTURE USE OF FORMER SMOKING ROOM

Following discussions on improving joint working between the Town Council and Bedfordshire Police, the Committee considered a proposal for the Town Centre Community Police Team to use the former smoking room at Grove House as a town centre base. The Committee had no objection in principle to the proposal but it was

RESOLVED: that the Town Clerk be authorised to discuss the matter further with the Police regarding restrictions and times of use and to report back to a future meeting of this Committee.

(Action: Town Clerk)

231 STAFF APPRAISAL SCHEME

The Committee considered the report of the Town Clerk proposing a new staff appraisal system which would assist the Council in working towards achieving Investors in People status as previously agreed.

The new form provided for discussion on a number of set competency based criteria and created a mechanism for identifying key tasks for a period set against key result areas and performance indicators. This would help the Council to ensure that staff were delivering on key tasks as identified by commitments contained in the Best Value Performance Plan.

The new form had already been piloted by the Town Clerk with all Service Heads and consultation had taken place with a cross section of senior staff with line management responsibilities. All had agreed that it should help drive performance improvement and were keen for the new system to be trialled and then adapted to make sure it was appropriate for all areas of the Council's work.

In order to ensure the effectiveness of the system, management and supervisory staff would use the form at least twice yearly if not quarterly, and through the process training needs would be identified that would help ensure that the Council's training resources were used effectively.

The new appraisal system should assist the Council in ensuring that staff are appraised effectively and given the opportunity to develop in their chosen careers.

RESOLVED: that the new staff appraisal system be adopted.

232 TOWN CENTRE MANAGEMENT COMMITTEE

The Committee received the Minutes of the meeting of Town Centre Management Committee held on 18th June 2007 (see Appendix 'B'). The Town Clerk confirmed that the special meeting arranged to consider the A5 Queue Relocation Scheme (TCMC Minute 80/2007) would be held on 8th August at the District Offices.

233 DISPENSATION FOR NON-ATTENDANCE AT COUNCIL MEETINGS

Members were aware that Councillor Peter Boatwright was recovering from a serious illness and expressed their best wishes to him.

RESOLVED: that, in accordance with Section 85 of the Local Government Act 1972, Councillor Peter Boatwright be given a dispensation for non-attendance at Council meetings for a period in excess of six months.

234 DUNSTABLE INTERNATIONAL TWIN-TOWN ASSOCIATION

Councillor Mullany advised that the Association struggled to find organisations willing to become involved in twinning activities. He was, however, pleased to report that Dunstable Tennis Club continued their twinning links, as a result of which a young student from Germany had completed a successful placement, having attended Queensbury School and sat her A levels.

235 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.

236 PRIORY HOUSE CATERING CONTRACT

RESOLVED: that the Catering Agreement between the Council and Karen Graham Catering Ltd be extended by a further 6 months to 30th September 2008.

Action: Town Clerk