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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref

Our Ref: RGS/MM/C1.2

8 May 2019

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Dunstable Town Council which will be held at **All Saints Academy, Houghton Road, Dunstable, LU5 5AB** on **Monday 13 May 2019** at **7.30 pm** when the following business will be transacted:

AGENDA

1. To elect a Town Mayor for the ensuing year.

Councillor Jones will propose and Councillor Martin will second

"That Councillor Sidney Abbott be and is hereby elected Town Mayor of Dunstable for the ensuing Municipal Year."

2. The newly elected Town Mayor will make the Declaration of Acceptance of Office and address the Council.
3. Councillor Hollick will propose and Councillor Jones will second

"That this Council tender to Councillor John Kane their sincere thanks for the courteous, efficient and admirable manner in which he has discharged the important and exacting duties of the Office of Town Mayor of Dunstable during the Municipal Year ended 13 May 2019."

The immediate Past Town Mayor will reply.

4. Specific Declarations of Interest.
5. Apologies for Absence.

Cont/d ...

6. To appoint a Deputy Town Mayor for the ensuing year.

Councillor Hollick will propose and Councillor Bird will second

"That Councillor Liz Jones be and is hereby elected Deputy Town Mayor of Dunstable for the ensuing Municipal Year."

7. The newly appointed Deputy Town Mayor will make the Declaration of Acceptance of Office.
8. To note the appointment of the Town Mayor's Chaplain for the ensuing Municipal Year.
9. To select members to serve on Standing Committees and Sub-Committees of the Council for the Municipal Year 2019/2020.

Finance and General Purposes Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bater, Brennan, Cant, Corkhill, Crawley, J Gurney, K Gurney, Hollick, Martin, Restall, Roberts and Tamara

Grounds and Environmental Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Brennan, Cant, Corkhill, Crawley, George, Ghent, K Gurney, Sanders and Tamara

Community Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bater, Bird, George, Ghent, J Gurney, Hollick, Martin, Restall, Roberts and Sanders

Dunstable Joint Committee

Town Mayor, Deputy Town Mayor and Chairmen of three Standing Committees and Bird
(Named substitutes: Vice-Chairmen of the three Standing Committees)

Personnel Sub-Committee

Councillors Abbott, Bird, Brennan, J Gurney, Hollick, Jones and Martin

Accounts Sub-Committee

Councillors Bater, Corkhill, Hollick and Roberts

Plans Sub-Committee

Councillors Cant, Corkhill, Crawley, George, J Gurney, Jones and Restall

Cont/d ...

Appeals and Appointments Committee

Town Mayor, Chairmen of the three Standing Committees and Vice-Chairman of Finance and General Purposes Committee

The Town Mayor will invite the Members of the three Standing Committees in turn to appoint their Chairman and Vice-Chairman for the ensuing Municipal Year.

10. To approve as a correct record the Minutes of the meeting of the Council held on 29 April 2019 (copy enclosed).
11. Chairman's Remarks.
12. To select representatives to serve on outside organisations, etc.

Body

Representative

Observer at Development Committee (Central Beds)	Cllr Abbott (named substitute Cllr Martin)
Dunstable International Town Twinning Assoc.	Town Mayor and Cllrs Corkhill and Hollick
South Beds Dial-a-Ride Management Cttee	Cllr Martin
CAB Management Committee	Cllr Bater
Hospice at Home Management Cttee	Cllr Jones
Dunstable Town Band	Cllr Martin
Dunstable District Scout Council Executive	Cllr Restall
Ashton Almshouses Charity	Cllrs Corkhill and Hollick (4 year term of office until May 2023)

13. Report of Returning Officer
14. General Power of Competence

Cont/d ...

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15. Disclosable Pecuniary Interests – Dispensations

- Dispensation request for all members relating to decision making on the Council's revenue and capital budget and associated precept and council tax charge
- Dispensation request for all town council members that are also members of Central Bedfordshire Council and decision making that relates to the two Councils

16. To answer questions under Standing Order 16 (if any).

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 29 APRIL 2019

Present: Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Sid Abbott, Lisa Bird, John Chatterley, Terry Colbourne, Philip Crawley, Jeannette Freeman, Eugene Ghent, Peter Hollick, Liz Jones, Gloria Martin, Claire Meakins, 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 Mike Mullany, Emma Simmons and Jessica Woodward

Public Attendance: 5

60 MINUTES

The Minutes of the meeting of the Council held 4 February 2019 were approved as a correct record and signed by the Town Mayor.

61 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

62 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. He reflected on his term of office which he had really enjoyed and thanked everyone for their support during his Mayoral year. As this was the last Council meeting before the elections and many Councillors would be retiring at the end of term of this Council, the Town Mayor thanked them all for their years of service.

63 PUBLIC QUESTION TIME

There were no questions put to the meeting.

64 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

65 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the Minutes of the meeting of the Community Services Committee held on 11 March 2019 be received.

66 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

a) Recreation Grounds (Minute 45c/2019)

Councillor Sparrow reported that three of the fruit trees planted at Olma Road as part of an In Bloom initiative during National Tree Planting Week last year had been vandalised. She was hoping that a forthcoming meeting of Dunstable in Bloom would be able to resolve the matter.

b) Town Centre Area (Minute 45d/2019)

In answer to a question from Councillor Abbott, Councillor Jones advised that the Head of Grounds and Environmental Services was in discussion with Central Bedfordshire Council regarding improving the planting in the new containers and ongoing maintenance.

In answer to a question from Councillor Martin, Councillors Ghent and Hollick both advised that he had taken up the issue of parking enforcement with Central Bedfordshire Council and suggested that the shift pattern for parking enforcement officers be altered to provide some night time cover.

Councillor Crawley congratulated the Grounds team for their work on planting up the roundabout at Southwood Road.

c) Town Ranger Service (Minute 45f/2019)

Councillors Staples and Ghent praised the work of the Town Rangers, which was much appreciated by residents.

d) Bennett's Adventure Play

Councillor Jones had been pleased with the favourable comments on social media on the opening of Bennett's Adventure Play, whilst noting the questions raised regarding fencing and car parking. She asked that if Members were talking to residents about the facility they encourage people to make use of town centre car parks.

e) Minutes

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Grounds and Environmental Services Committee held on 18 March 2019 be received.

31 FINANCE AND GENERAL PURPOSES COMMITTEE

a) Police and Crime Commissioner's Request for Funding (Minute 56/2019)

In answer to a question from Councillor Abbott, the Town Clerk and Chief Executive advised that there had been no response from the Commissioner following his e-mail advising of the decision that Dunstable Town Council would not provide funding at this time.

b) DITA (Minute 57b/2019)

Councillor Colbourne advised that DITA were putting together a booklet to mark 60 years of twinning and asked that if anyone had any relevant photographs they be forwarded to John Chatterley for inclusion.

c) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meeting of the Finance and General Purposes Committee held on 25 March 2019 be received.

32 TOWN MEETING

The Council noted the minutes of the Town Meeting held on 4 March 2019.

33 PROVISION OF IT DEVICES FOR MEMBERS

As requested by the Chairman of the Council and the Chairman of Finance and General Purposes Committee, the Council considered a report setting out the agreed business specification for the provision of IT devices for Members and the costs thereof. It was anticipated that the devices would be issued to Members in time for use at the September cycle of meetings.

RESOLVED: i) that the sum of £16,643 be released from allocated reserve funds for the provision of Microsoft Surface Go Tablets for all Members, as detailed in the report

ii) that the unbudgeted revenue cost of £7,603 for licences, service costs and security software be met from the General Reserve

34 END OF COUNCIL TERM

As this was the last meeting of the Council before the elections, Councillor Hollick took the opportunity to reflect on the Council membership, noting that 11 members were retiring at the end of the term of this Council, including 6 former Mayors and one Mayoress and he thanked them all for their years of service.

He also thanked those Members who were standing for re-election for their service, and the Council officers for their work, over the past 4 years.