



David Ashlee Town Clerk and Chief Executive

Date: 27 September 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 7 October 2019 at 7.00pm** 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 24 June 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 5).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<b><u>Committee</u></b>	<b><u>Date</u></b>	<b><u>Page</u></b>
Community Services	2 September 2019	12
Grounds and Environmental Services	9 September 2019	15
Finance and General Purposes	16 September 2019	19

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 24 JUNE 2019**

Present: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Wendy Bater, Lisa Bird, Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Peter Hollick, Gloria Martin, Cameron Restall, and Lee Roberts

In Attendance: Becky Wisbey (Head of Community Services), John Crawley (Head of Grounds and Environmental Services), Kelley Hallam (Office Administrator), Michele Markus (Mayoral and Democratic Services Officer) and Lucy Salim (Head of Finance and Support Services)

Apologies: Councillor Gladys Sanders

Public: 3

**116 MINUTES**

The Minutes of the meeting of the Council held 13 May 2019 were approved as a correct record and signed by the Town Mayor.

**117 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**118 TOWN MAYOR'S REMARKS**

The Town Mayor referred to the report detailing his attendances at a variety of events since being elected. He reminded Members that he would be holding his first charity event on 29 June and hoped they would all be there to support him.

**119 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

**120 QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**121 COMMUNITY SERVICES COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Community Services Committee held on 13 May and 3 June 2019 be received.

**122 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Grounds and Environmental Services Committee held on 13 May and 10 June 2019 be received.

**123 FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 13 May and 17 June 2019 be received.

**124 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2019**

The Council considered the Annual Governance and Accountability Return for the year ended 31 March 2019 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 2018/2019 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 Head of Community Services presented a summary of the Council's financial performance for the year.

Members noted that the notice for Exercise of Public Rights would be published on 25 June 2019.

**RESOLVED:** i) that the Annual Internal Audit Report 2018/2019 be noted

ii) that the Annual Governance Statement 2018/2019 at Section 1 of the Annual Return be completed in the affirmative and the Town Mayor and Head of Community Services be authorised to sign accordingly

ii) that the Accounting Statements 2018/2019 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 2019 be approved for submission to the auditor.

**Action: Head of Finance and Support Services**

**125 ANNUAL REPORT 2018/2019 AND REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS**

The Head of Community Services presented the Annual Report for 2018/2019 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 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 noted the reviewed Council's Health and Safety and the Environment and Sustainability Policies.

**RESOLVED:** i) that the Annual Report 2018/2019 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**

**126 NOMINATIONS FOR REPRESENTATION ON CHARITIES**

The Town Mayor asked Members if they would like to nominate themselves as a Town Council representative for Dunstable Charities; Chews Foundation and Poor's Land Charity. There were four vacant positions outstanding.

**RESOLVED:** i) that Councillors Alan Corkhill and Kenson Gurney would be representatives on the Chews Foundation.

ii) that Councillors Peter Hollick and Liz Jones would be representatives on the Poor's Land Charity.

**DUNSTABLE TOWN COUNCIL**

**MONDAY 7 OCTOBER 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 attended the following functions/events:

26.06.19	Beecroft Academy, The Good, the Bad, The Ugly	The Mayor and Mayoress attended this event at Beecroft Academy and visited the Year 6 class which was facilitated by Dunstable Town Council. A presentation was held where the pupils explained they had looked at the Good, Bad and Ugly parts of living in Dunstable and what can be done to make it even better. The pupils then put some very inquisitive questions to Town Councillors and a Council officer. Year 6 have worked hard and should be congratulated for a very professional presentation.
26.06.19	First Give Programme, Queensbury Academy	The Mayor and Mayoress attended this event. First Give are a charity that equips secondary schools to engage with and support their local community. Students chose 5 charities and had to think about social issues in the local community they could support. The students met with their chosen charities to learn how they work. The Town Mayor was a Judge on a panel of 5 judging the presentations on a given criteria. The prize of £1,000 First Give Grant was awarded to Great Ormand Street Hospital
27.06.19	Pathways Award Ceremony, Dunstable Conference Centre	The Mayor and Mayoress attended the Pathways Team, Central Bedfordshire College Students Awards Ceremony, celebrating the achievements and progress for the year 2018/2019. On this auspicious occasion it was truly inspiring to see the pride and emotions these students displayed upon receiving their awards.
28.06.19	Ridgeway Lodge Care Home, Celebrating Art in Care	The Mayor and Mayoress attended the National Care Home Open Day. They were given a tour of the home where they met the dedicated staff

		and spoke to very happy and contented residents. The Mayor and Mayoress judged a paint competition complete with a singalong and afternoon tea. Altogether it was a very enjoyable visit
29.06.19	Charity Coffee Morning, Grove House	This was the Town Mayor's first charity event held in the Council Chamber with over 60 people attending and it raised over £500 for his chosen charities
29.06.19	Johnson Tamara Bespoke Tailoring & Alterations Boutique, High Street North	The Mayor and Mayoress had the pleasure of opening the new Johnson Tamara Bridal Wear Lounge. They were welcomed by Johnson and his wife Laura who showed them around the new bridal wear dresses, they also had a champagne reception where they met friends and family of the proprietors. The Mayor and Mayoress wish Johnson and Laura all the success they deserve
29.06.19	Summer Gala Concert, The Methodist Church	The Mayor and Mayoress were delighted to attend this concert organised by Sandra Johnston. It was in aid of raising which was to raise funds for Sarenga Hospital in India to provide essential equipment, medicine and building improvements. Entertainment was provided by Dunstable Town Concert Band, dance and song by the Luton Zimbabwe Fellowship Choir and the Studham Village School Choir. All gave a superb performance. A total of over £1200 was raised on the night. It should be noted the event was well supported by Town and Central Bedfordshire Councillors.
30.06.19	Band Concert, Performance Area, Grove House Gardens	The Town Mayor and Mayoress opened the first Sunday Band Concert of the year. The first band to perform were our very own Dunstable Town Band, conducted by Musical Director, Steven Merriman. Music included an Aladdin Medley and music from Oliver as well as much more. The Mayor was invited at the end of the performance to accompany the musical director on stage to sing the National Anthem to which the Town Mayor was pleased to oblige.

1.2 The Town Mayor attended the following functions during July:

01.07.19	Hospice at Home Volunteers, Annual General Meeting, Grove House	The Mayor and Mayoress attended the AGM presided by Chairman, Ian Coulter who gave a report on events over the year. The Treasurer gave his Financial report. The Volunteer Coordinator gave an insight on how the Hospice at Home Volunteers operate and the tremendous work they do in a free service that provides such strength and encouragement at a difficult time. The services they offer provide practical help where it is needed to those suffering a life limiting illness and to their families and carers.
02.07.19	Develop Dunstable, Creasey Park Community Football Centre	The Mayor and Mayoress attended the Develop Dunstable awards ceremony. Develop Dunstable nurtures adults between the ages of 16-24 with friendly education that allows them to learn through different approaches and networks with local businesses to find them employment. The town Mayor noted this was a very rewarding visit.
05.07.19	Networking at Dunstable, Holiday Inn Express	The Mayor attended the Breakfast Meeting with Networking at Dunstable who meet regularly to update, support and promote businesses in Dunstable and the surrounding areas. The Town Mayor gave an overview of his background, duties and his aims as Mayor
05.07.19	Ardley Hill Academy, 50 <sup>th</sup> Anniversary	The Mayor and Mayoress were invited to look around the school to see how it has changed over the years and viewed photographs of the past and meet old and new friends.
07.07.19	Summer Garden Park, Wrest Park, Silsoe	The Mayor and Mayoress attended the Garden Party hosted by the High Sheriff of Bedfordshire, Mrs Meryl Dolling. It was held in the beautiful Wrest Park Mansion with over 170 guests attending.
08.07.19	Dementia Support Group, Caddington Grove Care Home	The Mayor and Mayoress attended the launch event of Dementia Awareness week. They took part in a Chair Dancing Group session and then were given a tour of the splendid facility by the Community Relations Lead for Hamberley Care Homes, Kelly Cox.
09.07.19	Bedfordshire Games 2019, Bedford Athletic Stadium	The Mayor and Mayoress attended with other local dignitaries and note that it was a truly memorable athletic event. Competitors took part in various athletic disciplines including running, long jump and javelin with numerous



		categories of agility and ability. The Town Mayor helped with the Medal awarding ceremony. The Mayor also noted the joy and elation on the competitors faces when receiving their awards is something that will stay with the Mayor and Mayoress as a special and memorable occasion in his Mayoral year.
10.07.19	Art Project Event, Dunstable Library	The Town Mayor unveiled "Our Fingerprints" which has been a year-long project led by visual artist Sophie Gresswell. Sophie has worked with children from four schools in the area including: Chiltern Academy, Weatherfield Academy, Lancot Challenger Academy and All Saints Academy, as well as children that attended events in the Old Dunstable Library.
10.07.19	Annual Awards Evening, All Saints Academy	The Town Mayor and Mayoress attended the Awards Evening with the Deputy Town Mayor, Houghton Regis Town Council and Executive Principal, Liz Furber. David Fraser a School Governor hosted the evening. There were 3 categories of Tutor Awards from Year 7 to 11, Sixth form Awards and Special Awards. The Town Mayor noted it was a very good evening with good entertainment from pupils singing and playing the piano.
12.07.19	King's House Preparatory School, Awards and prize Giving, Grove Theatre	The Mayor and Mayoress attended this very well-presented awards evening. There host was Headmaster, Dr Andrew Cook. The Mayor gave an opening speech which was followed by prizes for children aged 4 – 11 which were presented by Professor Chris Anderson. The Town Mayor presented awards to the schools Head Boy/Girl prefects.
16.07.19	Signposts, Special Event, St George's Square, Luton	The Town Mayor and Mayoress attended an awards ceremony by Signpost, a charity for Homeless People from ages 16 – 65. The presentation was given on behalf of the Queen by the Lord Lieutenant of Bedfordshire, Helen Nellis. The event was well attended by Signpost Officers, Volunteers and people who are helped by the charity.
17.07.19	Anglia in Bloom Judges visit, Priory House	The Town Mayor welcomed the Anglia in Bloom Judges who had undertook an extensive tour of the town. The theme this year was "Plants for the Senses". The results were announced in September at the Awards Ceremony.
18.07.19	Vantage Restaurant, High Street South, Dunstable	The Mayor and Mayoress attended this Charity Dinner in aid of Kids in Action which was well

		attended. They were entertained by an Elvis impersonator and the evening raised about £500 for the charity.
19.07.19	Quiz Night, Park Hall, Harpenden	The Mayor and Mayoress were delighted to attend this Quiz Night which was to raise funds for The Harpenden Trust and The Luton and Dunstable Hospital.
20.07.19	Party in the Park, Grove House Gardens	The Town Mayor gave a welcome speech and thanked everyone for attending the event. The headlining act was Showaddywaddy. This was a well-attended event which was enjoyed by many.
20.07.19	Annual Croquet Competition, Priory Gardens	The Town Mayor was delighted to attend this event where he presented trophies to the winners and runners-up.
26.07.19	Luton Civic Graduation Ceremony, St Mary's Church, Luton	The Town Mayor and Mayoress attended this prestigious event. The Ceremony proceedings commenced with them processing from Luton Town Hall through the centre of Luton with the Graduates and fellow dignitaries to St Mary's Church. Here the President, John Bercow and Vice Chancellor, Bill Rammels presented the Awards to the Postgraduates and Undergraduates. The Mayor and Mayoress noted this was a very well organised and presented ceremony which they thoroughly enjoyed.
26.07.19	Presidents Day Match, Dunstable Cricket Club, Lancot Park, Totternhoe	The Town Mayor was invited to watch the match and then present the winners with trophies.

1.3 The Town Mayor attended the following functions during August:

03.08.19	Garden Party, Dukeminster Care Home, Church Street, Dunstable	The Town Mayor and Mayoress attended the ceremony, this year it was a Hawaiian themed garden party. The Town Mayor officially opened the event and met the residents, staff and relatives. Attendees were entertained by a Ukulele Band with a light buffet. The Mayor and Mayoress would like to thank Marta Carter their host and the Manager of Dukeminster for the effort put in to make it a fun filled day for all.
07.08.19	National Play Day, St Augustine's Academy Playing Fields, Dunstable	The Town Mayor attended this event which was put on by Dunstable Town Council as part of National Play Day. It was well attended and included many attractions such as bouncy castles, assault courses, a car simulator and many stalls representing community and charity

		groups. All of which was free. The Mayor would like to note the Dunstable Town Council, Community Services Team should be commended on the hard work and effort put into the event which made it a truly great and successful day for all.
15.08.19	B-Fest, Beecroft Academy Playing Fields, Dunstable	The Mayor was delighted to attend this popular event put on by Dunstable Town Council. The event was well attended by many families.
18.08.19	Charity Lunch, Astral Park, Leighton Buzzard	This lunch was in aid of the Mayor, Leighton-Linslade Town Council's charities and the Mayor and Mayoress were happy to support. The lunch was well attended and was followed by a band concert.

1.4 The Town Mayor attended the following functions during September:

02.09.19	Signposts, High Street South, Dunstable	The Mayor and Mayoress were given a tour of the premises, judged a cake competition and met with the onsite staff and founder of the charity. Signposts operates a crucial service for people between the ages of 16 -65 who have been made homeless for a variety of reasons. Signpost provide accommodation, support and guidance to empower people to improve their lives. It should also be noted the Signposts Charity have been awarded the Queens Award for Volunteering Services 2019.
05.09.19	Foodbank Distribution Centre, St Augustine's Church, Dunstable	The Mayor visited Dunstable Foodbank, one of three which are in Dunstable which is run by enthusiastic volunteers. Mike Pittam, Operations Manager explained the need for this service and the criteria for which people can obtain the basic food items. The Town Mayor also met some recipients of the Foodbank. The Operations manager pointed out Supermarkets do not supply food but facilitate through allowing collection points in their premises. It is a well-run charity of which the Mayor has donated to.
08.09.19	Eucharist Service, St Mary's Church, Edlesborough	The Mayor and Mayoress visited the Church to celebrate Eucharist for the Church's 800-year commemoration. It was a lovely service in a church abound by beautiful historical significance. The Clergy and team welcomed them with other dignitaries including the High Sheriff and Lord Lieutenant of Bedfordshire.
10.09.19	Charity Golf Day, Dunstable Downs Golf Club	The Mayor's Golf Day was a great success with great weather, with 39 golfers participating. It was a testing course which raised in excess of

		£500 on the day for the Town Mayor's charities. The Town Mayor would like to note special thanks to Michele Markus, Mayoral and Democratic Services Officer for organising the event and Pat Staples for organising the raffle.
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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

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE**

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

**ON MONDAY 2 SEPTEMBER 2019**

Present: Councillors Liz Jones (Deputy Town Mayor), Gloria Martin (Chairman), Gladys Sanders (Vice-Chairman), Lisa Bird, Pamela Ghent, John Gurney and Cameron Restall

In Attendance: David Ashlee (Town Clerk and Chief Executive), Kelley Hallam (Office Administrator), Sandy Coyle (Community and Young People's Services Manager), James Slack (Sports and Leisure Facilities Manager), Gina Thanky (Events Assistant) and Lisa Vincent (Events and Marketing Manager)

Apologies: Councillors Wendy Bater and Peter Hollick

Public: Two

**127 MEN IN SHEDS**

Two members of Men in Sheds attended the meeting and gave the Committee a short presentation about the group and some of the community projects they had been involved in and how it was supported by the Town Council.

**128 MINUTES**

The minutes of the meeting of the Community Services Committee held on 13 May and 3 June 2019 were approved as a correct record and signed by the Chairman.

**129 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**130 EVENTS AND MARKETING**

The Events and Marketing Manager presented an update report on the 2019/2020 events programme and requested Members to approve the events programme for 2020/2021 and 2021/2022. She also updated members on the usage of the Council's website and social media.

Members received details of the 2020 event planning. The programme would largely stay the same with some minor changes and adaptations.

To commemorate the 75<sup>th</sup> Anniversary of VE Day, it was suggested that the Town Council offer local communities to apply for a £100 grant to hold their own street party, with a maximum of ten available. CBC had confirmed that they would allow free road closures for these to take place. There would also be some activities at Around the World to highlight the event. Members felt that it was important for the Town Council to mark this occasion and approved the plans.

It was noted that this years Christmas Carols and Torchlight Procession would be the last

time the light show finale would be funded by the Dunstable Joint Committee. If members wished to continue with the light show an additional £5,000 would need to be allocated to the budget. Members felt that the light show finale had much improved the event and needed to be kept and agreed to consider it during the budget setting process.

The Events and Marketing Manager had tried to attract a sponsor to pay for a disabled viewing platform at Party in the Park but was unsuccessful. Members requested that this be looked at again but would consider paying the £1,000 cost if no sponsor was found. The Committee were informed that it would be Party in the Park's 10<sup>th</sup> Anniversary and were asked if they would like to do anything special to mark the occasion. Members felt that anniversaries such as this were not important to the public.

21,000 copies of Poised magazine were delivered to surrounding towns and villages. Positive feedback had been received from the Dunstable retailers who had taken part and enquiries had been received from businesses wanting to advertise in the next edition but there were no plans to produce Poised again from the existing budget. Members asked officers to look at options for funding raised by advertising or sponsorship to enable the magazine to be produced next year.

The Committee noted that a potential £10,500 would need to be added to the events budget if all suggested improvements and additions to the event programme were agreed. They would consider these during the revenue budget setting process.

Members requested a detailed report of social media analytics be provided.

*Action: Events and Marketing Manager*

**RESOLVED:** that the 2020/2021 and 2021/2022 events programme be approved

### **131 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.

Groundwork delivered a programme of themed events during the summer holidays including a film night, electronic games night and an open mic night. Unfortunately, attendance was very low.

Two survey-based consultations had been developed, one aimed at parents/carers and one aimed at young people. The surveys would take place over the next 6 weeks to better understand the needs and interests of young people in the area.

The Summer Activities programme was now finished with the events receiving their highest attendance figures. Good feedback had been received from the public.

Members thanked the Community and Young People's Services Manager and her team for a well organised and well attended Summer Activities programme.

Members were invited to the Beecroft Residents Association fundraiser coffee morning on 10 September.

### **132 OLDER PEOPLE'S DAY CARE SERVICES**

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.

Attendee's at this year's Big Lunch had expressed interest in attending more regular afternoon sessions of entertainment and light refreshments so officers were piloting a Rock & a Roll afternoon tea dance at CPCFC on 15 October. Tickets had already sold out.

Members requested that the detail of how the Older People's groups help individuals was published more widely. It was suggested that in the next Talk of the Town publication, the Spotlight section would be based on this service.

*Action: Events and Marketing Manager*

### **133 PRIORY HOUSE**

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

Bookings for the Jacobean room were going well. Five weddings were already confirmed for 2020. Members requested that more detail on the actual numbers of bookings be provided. A Jacobean Room review report would be brought to the January committee meeting.

*Action: Priory House Manager*

### **134 DUNSTABLE TOWN CENTRE SERVICES**

The Town Clerk and Chief Executive updated the Committee on Town Centre Services including Ashton Square Toilets and the themed and craft market trader figures.

The Ashton Square toilet refurbishment was finally due to start on 16 September.

The Committee noted that Town Centre vacancy rates were at a 10-year low.

Three events had taken place on The Square this summer. All had been well attended and had received good feedback from both the public and the local businesses.

The Lottery Funded event, Weird and Wonderful was to take place this weekend. There would be a mixture of performances by community groups and professionals as well as workshops from local artists and businesses. Members noted that if this event was successful and were to consider making it a regular event then an extra £10,000 would need to be agreed in the budget setting process. The Committee would defer any decision until after the event.

### **135 REPORTS FROM OUTSIDE ORGANISATIONS**

#### South Bedfordshire Dial-a-Ride:

The next Committee meeting was due to be held next week but they were going from strength to strength and had acquired some new buses.

#### Dunstable Town Band:

At the last meeting of the Town Band Committee, concerns were raised as to what cover might be provided at Proms in the Park in case of bad weather.

**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 9 SEPTEMBER 2019**

Present: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor & Chairman), Lisa Bird (Vice-Chairman), Matthew Brennan, Greg George, Pamela Ghent, Kenson Gurney, Johnson Tamara

In Attendance: Councillor Peter Hollick, John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), James Slack (Sports and Leisure Facilities Manager), Ian Swinnerton (Grounds Operations Manager) and Lisa Vincent (Events and Marketing Manager)

Apologies: Councillors Mark Cant, Philip Crawley and Gladys Sanders

Public: None

**136 MINUTES**

The Minutes of the meetings of Grounds and Environmental Services Committee held on 13 May and 10 June 2019 were approved as a correct record and signed by the Chairman.

**137 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**138 PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 11 June, 2 July, 23 July and 20 August be received.

**139 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 June to August 2019 along with the profiled income and expenditure figures as at the end of July 2019. These indicated a negative variance of £4,594. The Cemetery Manager advised that the income for August 2019 would be in excess of £20,000 which would offset the negative variance for the period up to the end of July.



Dunstable Cemetery has retained its Green Flag Status. A flag raising ceremony was scheduled to take place on 12 September.

The Cemetery Management Plan included an action to survey the wildflowers present in the cemetery. This had now been completed by the Wildlife Trust and the recommendations would be reviewed by officers.

The Friends of Dunstable Cemetery were hosting another evening in the cemetery chapel with a Town Guide giving a talk on notable graves in the cemetery. Interpretation panels for some of the notable graves would be erected in the coming weeks at various locations within the cemetery.

#### **b) Allotments**

There were currently 96 people on the waiting list. Members received the detail of the waiting list. There were currently only 3 vacant plots, which were in the process of being let.

Following recent suggestions from an allotment tenant Members were asked what information they would like to receive in future regarding occupancy rates and waiting lists. Members suggested that additional information be provided on the number of plots at each site, percentage occupancy / vacancy rates, average waiting times and the outcome of regular inspections to determine cultivation compliance. Members also suggested that waiting times could be published on the Councils web site.

Officers were working with tenants at Hillcroft allotments to improve the site. Waste had been cleared to create a communal area, sign boards had been put in and new palisade fencing had been erected

#### **c) Recreation Grounds**

Since the last report there had been three incidents of vandalism within the recreation grounds, one of which were at the new adventure play area at Bennett Memorial Recreation Ground where the climbing boulder had been set on fire causing extensive damage. The Grounds Operation Manager was seeking costs to replace the climbing boulder and repair the mulch base.

Members suggested that consideration be given to replacing the climbing boulder with a more robust fire-resistant boulder or other equipment. Members noted local residents and park users strong opinions and support for the Council on this matter and requested that the Head of Grounds and Environmental Services investigate the possibility of crowdfunding to support the cost of replacing the item.

The Fire Service had been called to remove a child from the slide chute who had his leg stuck. This had resulted in some damage to the chute which was promptly repaired on site.

The Chairman provided the Committee with the outcome of the fencing consultation undertaken during the school holidays noting that one third of the respondents were in favour of providing a fence and two thirds were against. Members were advised that, in accordance with this Committees previous resolution to delegate the final decision on fencing to the Chairman and the Head of Grounds and Environmental Services, the decision had been taken not to provide a fence. However, taking

Services, the decision had been taken not to provide a fence. However, taking account of comments made during the consultation, officers would arrange to erect signage to advise dog owners to keep dogs on a lead in the play area and would install more seating around the periphery.

Football pitches had been marked out for the season. There had been an increase of adult teams requesting bookings especially at Luton Road Recreation Ground.

There had been a break in at the Depot at CPCFC with fourteen pieces of equipment being stolen. The cost to replace the equipment was £4,582 which would be covered by the Councils insurance arrangements.

**d) Town Centre Area**

The Anglia In Bloom judging had gone well this year. The awards ceremony would be held on 10 September.

**e) Town Ranger Service**

The Town Rangers had been painting the bollards in Ashton Square to enhance the general appearance of the locality.

Throughout the summer the rangers had been cutting back basal growth of trees and overgrown foliage blocking footpaths along with the general sweeping, jet washing and weed removal. It was reported that there had been an increase in the amount of graffiti removal carried out by the rangers.

**140 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.

The football season had now started for AFC Dunstable and Dunstable Town FC with AFC currently unbeaten at the top of the league.

AFC and Dunstable Town Youth had held a youth festival over the summer. Both were extremely well attended with AFC's hosting 112 youth teams and Dunstable Town Youth hosting 117 youth teams.

Members sought an update on current initiatives to lessen the impact of supporters and users of Creasey Park parking on streets surrounding the area. The Sports and Leisure Facilities Manager provided a brief summary and agreed that he would forward detailed information to Members.

ATP bookings were at 97% capacity and youth grass pitch bookings were oversubscribed, with some teams moved to the town's recreation ground pitches.

Members noted the profiled income and expenditure figures were currently showing a positive variance of £37,401.

Increased college room usage has meant that the centre is at capacity 9.00 am to 4.00 pm, Monday to Friday, except Wednesday afternoons.

Secretary of State approval had been secured to transfer some of the educational land (previously Brewers Hill School pitches) to full CBC control enabling the additional ATP to now be facilitated. CBC would be providing project outline and dates in due course.

Bennett's Splash was closed for the season. A report on the financial outturn would be provided in the next report.

The Splash Park had unfortunately suffered numerous issues over the summer due to technical failures. These issues were experienced on the hottest and potentially busiest days. A review meeting with the contractors, Kingcombe was to take place to ascertain why these problems had developed, persisted and actions required to remedy. It was agreed that Councillors Jones, Ghent and Abbott would also participate in the review.

#### **141 GROUNDS MAINTENANCE MINOR STAFFING ALTERATION**

The Head of Grounds and Environmental Services presented a detailed report that sought approval to delete two 7-month temporary seasonal Grounds Assistant posts and create one new full-time Grounds Assistant post.

Over the last three years it had become increasingly difficult to recruit staff for the seasonal posts. Officers had also identified a need for a more robust and structured approach to managing the Council's play equipment, play areas, BMX track, skatepark as well as the park furniture and litter bins. It was therefore proposed that the two existing 7-month seasonal grounds posts be deleted from the establishment and a new full-time post of Grounds Assistant (Play and Outdoor Equipment) be created.

Members received a copy of the draft Job Description and Person Specification and noted that the proposal would provide an annual saving of £3,155 in the 2020/2021 budget.

- RESOLVED:** (i) that two 7-month temporary seasonal Grounds Assistant posts are deleted from the Council's staffing establishment.
- (ii) that a new post of Grounds Assistant (Play and Outdoor Equipment) is created in line with the detailed proposals set out in the report.
- (iii) that the Committee recommend to Finance and General Purposes Committee the changes to the Council's staffing establishment.

#### **142 REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:

Members had no updates to give.

**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 16 SEPTEMBER 2019**

Present: Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, Matthew Brennan, Mark Cant, Alan Corkhill, John Gurney, Kenson Gurney, Gloria Martin, Cameron Restall and Lee Roberts

In Attendance: David Ashlee (Town Clerk and Chief Executive), Lucy Salim (Head of Finance and Support Services) and Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor Sid Abbott (Town Mayor)

Public Attendance: None

**143 MINUTES**

The minutes of the meeting of Finance and General Purposes Committee held on 17 June 2019 were approved as a correct record and signed by the Chairman.

**144 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**145 ACCOUNTS SUB-COMMITTEE**

The Minutes of the meetings of the Accounts Sub-Committee held 19 June, 24 July and 21 August 2019 were sent to Members on Tuesday 17 September 2019 for their review.

**146 FINANCIAL MONITORING REPORT**

The Head of Finance and Support Services presented a revenue budgetary control report and detail of the Council's earmarked reserves for the period ending 31 July 2019. The summary of outturn position (Appendix 1) shows a potential overall underspend at the end of the financial year. This is based on what is known to budget managers at this point in the year and does not take account of other items that may arise as well as unexpected demands on budgets in year.

Members also noted the completion of the audit for the year ending 31 March 2019 and were pleased to note the budget and reserves were being well managed.

The Head of Finance and Support Services proposed that a separate Accounts Sub-Committee is no longer required and that the reporting of monthly payments to be taken to Finance and General Purposed Committee as a routine agenda item. Following members discussion, it was proposed that the Chairman of Finance and General Purposes together with one or more members of the committee would be invited on a monthly basis to view the bank statements and that a rota be set-up so all Councillors get to view and understand the finances of the Council.

**RESOLVED:** that Members recommend to Council the dissolution of the Accounts Sub-Committee as detailed in the appendix to the report

**147 MATERNITY COVER ARRANGEMENT REPORT**

Members received the information report on the outcome of the recent internal recruitment process for the Head of Community Services maternity cover and associated back filling arrangements.

Members welcomed the opportunities this cover would provide for existing staff.

**148 AMENDMENTS TO COUNCILS GRIEVANCE PROCEDURE REPORT**

The Town Clerk and Chief Executive presented a report to propose to members minor changes to the Council's Grievance Policy and Procedure. The suggested amendments have been made for accuracy purposes and to give the Town Clerk and Chief Executive more flexibility when dealing with any potential grievance issues.

**RESOLVED:** that Members adopt the proposed new Grievance Policy and Procedure as presented

**149 GROUNDS MAINTENANCE MINOR STAFFING ALTERATION**

The Town Clerk and Chief Executive presented a report from Grounds and Environmental Services Committee to seek approval to delete two 7-month temporary seasonal Grounds Assistant posts and create one new full-time Grounds Assistant post.

**RESOLVED:** that Members approve the recommendation from Grounds and Environmental Services Committee on 9 September 2019

**150 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- a) CAB Management Committee – Councillor Bater advised that she would be attending a meeting next week for which she would report back on to at the next Finance and General Purposes Committee meeting. Councillor Jones added that she had been in touch with the manager of CAB who would welcome visits to their new offices and encouraged Members to get in touch to arrange this directly with CAB.
- b) DITA – Councillor Hollick reported that the brochure the organisation were in the process of compiling would detail the history of the past 60 years of the current Twinning Committee, and are hoping this will be ready for distribution early in the new year.
- c) Hospice at Home Management Committee – Councillor Jones reported that the organisation were currently struggling to identify funding streams and were reliant on fundraising events. The next event is a Ploughman's Supper on 5 October if any Members would like to attend. The organisation held a stall at the recent Themed Market 'Charity Day' in Ashton Square and would welcome Members assistance at future events.
- d) Ashton Almshouses Charity – Councillor Hollick reported that they had had an issue with a spelling error on some signage, but this was being rectified imminently.

**151 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.

**152 STAFFING REPORT**

The Committee considered the proposal to restructure the Finance and Support Services Team.

The Chairman of Finance and General Purposes Committee noted thanks to the Head of Finance and Support Services for putting the report together and for the way it was presented at Committee.

**RESOLVED:** that that the recommendations contained within the covering report be approved.