



Date: 22 November 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 2 December 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 7 October 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 3)).
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>
Dunstable Joint Committee	13 June 2019	5
Dunstable Joint Committee	12 September 2019	10
Community Services	4 November 2019	14
Grounds and Environmental Services	11 November 2019	17
Finance and General Purposes	18 November 2019	20

-2-  
22.11.19

8. Draft Budget 2019/20 and Associated Considerations – (see page 23).
9. Updated versions of Financial Regulations and Standing Orders (see page 30).

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 7 OCTOBER 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, Lee Roberts, Gladys Saunders and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), James Slack (acting Head of Community Services), John Crawley (Head of Grounds and Environmental Services), Michele Markus (Mayoral and Democratic Services Officer) and Lucy Salim (Head of Finance and Support Services)

Public: Five

**153 MINUTES**

The Minutes of the meeting of the Council held 24 June 2019 were approved as a correct record and signed by the Town Mayor.

**154 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**155 TOWN MAYOR'S REMARKS**

**a) Conclusion of Audit of Accounts 2018/19**

The Town Mayor reported that the Council's external auditor, Mazars, have completed the audit for the year ending 31 March 2019. He was pleased to report that there were no matters arising or minor issues identified.

**b) Mayoral Engagements**

The Town Mayor referred to the report detailing his attendances at a variety of events since being elected up to 10 September 2019.

The Mayor also followed up regarding remarks made by Councillors at the last Full Council with regards to inappropriate dress code when attending Council meetings. The Mayor remarked that he did not believe this to be the case and appreciated that most Councillors are working. However, the Mayor did request that Councillors did dress smartly for their professional role as Councillor especially at Full Council where he must robe up. Ties are optional and thanked the Councillors for their cooperation.

The Mayor also requested Councillors to attend and support the towns and Mayoral events where possible.

**156 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

**157 QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**158 COMMUNITY SERVICES COMMITTEE**

Councillor John Gurney questioned the accuracy of the minutes in respect of minute 131 - Grove Corner and Community Engagement. He queried the absence of any mention of a debate regarding paragraphs 7.1 and 7.2 of the associated Committee information report on Grove Corner and Community Engagement. It was agreed that the minutes should be updated to reflect the reporting of activity listed under the heading *Community Safety Partnership Working*. The minutes of the Community Services Committee are to be updated accordingly and presented to the 4 November Community Services Committee.

**RESOLVED:** that subject to the foregoing the Minutes of the meeting of the Community Services Committee held on 2 September 2019 be received.

Councillors John Gurney, Mark Cant and Matthew Brennan requested that their votes against adopting the minutes be recorded.

**159 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

Members received an update from Councillor Liz Jones on the replacement options for the fire damaged climbing boulder at Bennett's Adventure Play. Members agreed that the natural stone play stack option was their preferred choice.

**RESOLVED:** that the Minutes of the meeting of the Grounds and Environmental Services Committee held on 9 September 2019 be received.

**160 FINANCE AND GENERAL PURPOSES COMMITTEE**

Councillor Hollick made reference to the recommendation to Council from the Finance and General Purposes Committee concerning the dissolution of the Accounts Sub-Committee. Members agreed with the rationale for dissolving this Sub-Committee and it was;

**RESOLVED:** that Members of the Council agree to the dissolution of the Accounts Sub-Committee as detailed in the appendix to the report presented to the Finance and General Purposes Committee and that the Council's Constitution and Standing Orders be amended accordingly.

**RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 16 September 2019 be received.

**DUNSTABLE TOWN COUNCIL****MONDAY 2 DECEMBER 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:

10.10.19	British Red Cross Lunch, Dunstable Downs Golf Club	The event was to raise funds for the British Red Cross which has branches all over Bedfordshire. They were given a talk on the work carried out by the BRC which was followed by a flower planting demonstration and raffle.
11.10.19	Dunstable Musical Theatre Company, Grove Theatre	The Mayor and Mayoress attended a production of the musical "CATS" which was a thoroughly entertaining evening and a first-class adaption enjoyed by all the audience who attended.
12.10.19	Pride of Houghton Awards 2019, Memorial Hall, Houghton Regis	This auspicious occasion was organised by the Deputy Mayor of Houghton Regis to recognise those persons who have done something outstanding in the categories of The Pride of Houghton Award.
13.10.19	Mrs Jane Cart Service, Priory Church, Dunstable	The Mayor and Mayoress attended the service in memory of Mrs Jane Cart a significant benefactor to the people of Dunstable. The service was conducted by The Right Reverend Richard Atkinson OBE, Bishop of Bedford. Guests included Jane Cart trustees, invited guests and other dignitaries
15.10.19	The Vale Academy, Nursery and Reception, Wilbury Drive	The Town Mayor officially opened the new nursery facility at The Vale Academy. He cut the ribbon with the Chief Executive Officer, Cathy Barr of the Shared Learning Trust.
16.10.19	Cream Tea, Priory House, Dunstable	Both the Town Mayor and Deputy Town Mayor organised the event as a token of appreciation to all the supporters of In Bloom, who's hard work helped the town in winning many categories at the prestigious Anglia in Bloom Awards Ceremony 2019 including Best Large Town in the Region.
21.10.19	U3A, The Methodist Church, Dunstable	The local group was celebrating 20 years of the University of the Third Age in the town. The Mayor presented Awards to members and enjoyed a tour of the activities which are offered from photography, art, embroidery, walking, architecture and language tuition.
25.10.19	Charity Bingo Evening, Priory View, Dunstable	The Town Mayor's Charity Bingo night was a great success with over 75 persons taking part in a fun filled evening. It raised £600 for his four charities. He thanked residents,

		staff and guests who participated and had made it a truly successful event.
27.10.19	Civic Service, St Andrews Church, Ampthill	The Mayor and Mayoress attended The Mayor of Ampthill, Mr Ian Titman's Civic Service which was a well organised event covering his mayoral year.
31.10.19	Pumpkin Carving Competition, Caddington Grove Care Home	The Town Mayor and Mayoress attended the Halloween event to meet the staff and residents and to Judge the Pumpkin Carving which was ultimately won by The Grove Theatre entry.
31.10.19	Installation & Induction of new Team Rector, Priory Church St Peter	The Town Mayor and Mayoress attended the auspicious occasion of the installation and induction of the new Team Rector the Reverend Rachel Phillips. It was a moving ceremony attended by the Bishop of Bedford, Rt. Revd. Richard Atkinson and the Archdeacon of Bedford, Dave Middlebrook and other dignitaries, councillors, and many parishioners of Rachels former church. As Mayor he personally welcomed her on behalf of Dunstable Town Council.

1.2 The Town Mayor attended the following functions during November:

02.11.19	The Square Drama Circle, The Methodist Church, Dunstable	The musical production of Troy was well-acted and sung by the cast. Christopher Burrett who wrote the words and music had achieved a musical comparable to a West End production All who took part were congratulated by a standing ovation at the final curtain.
04.11.19	National Youth Work Awards Evening, The Rufus Centre, Flitwick	The Town Mayor helped present awards to recognise the outstanding contribution by groups and individuals in Bedfordshire who in their occupations and voluntary work had gone the extra mile to make the lives in their communities a better place.
10.11.19	Remembrance Sunday Parade & Service, Dunstable	The Town Mayor and Mayoress attended the Service to remember those who had lost their lives in World Wars and later conflicts. The parade consisted of the armed and civilian services and community groups who marched from Grove House Gardens to the War Memorial in Priory Gardens. The Town Mayor was honoured to lay the wreath on behalf of Dunstable Town Council. He also attended the Remembrance Service in Priory Church. Over 1000 people attended which included many youngsters who showed their respect in a well organised event by the officers and staff of Dunstable Town Council.

2. **AUTHOR**

2.1 Kelley Hallam – Business Support Manager  
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**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE  
HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE  
ON 13 JUNE 2019**

- Present:** Central Bedfordshire Councillors: Cllr C Hegley, (Dunstable Joint Committee Chairman), Cllr McVicar, Cllr N Young.  
Dunstable Town Councilors: Cllr S Abbot (Town Mayor) Cllr L Bird, Cllr P Hollick, Cllr L Jones (Dunstable Joint Committee Vice Chairman), Cllr G Martin.
- In Attendance:** B Wisbey, C Barrett, H Garrod, J Gelder, S Hughes, S Sherwood, A Sparrow, Cllr T Stock, S Warboys, J Keyte, C Gurr
- Apologies:** H Garrod, J Gelder, Cllr J Chatterly, Cllr P Crawley, Cllr G Sanders & D Ashlee, R Graveson, B Groves, S Spicer, L Wright

**Members of the public:** There were no Members of the public in attendance.

**ELECTION OF CHAIRMAN**

Councillor C Hegley was unanimously elected Chairman.

**ELECTION OF VICE CHAIRMAN**

Councillor was L Jones unanimously elected Vice-Chairman.

**SPECIFIC DECLARATIONS OF INTEREST**

Cllr Hegley's husband has a street trader licence.

**PUBLIC QUESTION TIME**

None

**CHAIRMAN'S ANNOUNCEMENTS**

None

## MINUTES OF THE MEETING HELD ON 14 MARCH 2019

The Minutes were agreed as a true record of the meeting.

- It was noted that the tour of leisure centre still to be arranged.

### COMMUNITY SAFETY

Jeanette Keyte presented an update on the investment in community safety.

Members noted the following points:

- There has been £1.5m of investment to increase officer resource around enforcement and community involvement to help to build resilience to address local issues.
- It will also be working with Town Councils to produce community safety plans.
- 20 -25 Officers can now be recruited to use new accredited powers that the Council can now delegate. Role profiles are being produced for the new posts. The current posts are Civil Enforcement Officers, Neighbourhood Response Officers, Community Involvement Officers & Community Safety Officers – the job titles are subject to change.
- As well as their core duties it is hoped they may be able to issue fixed penalty notices and deal with traffic enforcement.
- There will also be an additional Environmental Safety Officer and increased CCTV Operators and a Business Safety Officer
- Some funding will be used for local community safety grants to local initiatives.

Members discussed the following points

- There will be a collaborative approach to engagement between the Officers and Town and Parish Councils. This will be managed through a Central Bedfordshire Council led Team who will manage the Officers.
- It was noted that the Enforcement Officers will be recruited and working in the area by December and the Community Involvement and Safety Officers may come quicker.
- It was reported that traffic enforcement officers are currently under resources by 4 staff and there is an active recruitment programme but lack of applicants that meet the job requirements. It was noted that the new response officers will complement the traffic officers as they will be able to issue fixed penalty notices.
- It was noted that this project was in response to Residents Surveys as a more flexible resource than if the fund was given to the police for PCSOs. There was some concern over the public perception of how the new officers will function within the community. It was stated that this has been done with Luton Borough Council and is working well. Although the new Officers will have no power of arrest, they will be an excellent source of Community Intelligence to share with the Police.
- Issues of ASB in the town were discussed, it was reported that Luton's experience of having visible Officers has helped. Officers will potentially tie into PCSO shifts giving long hours having an officer present in certain areas. The new Officers will also be kitted with body cams. Performance of the Officers will be regularly assessed.
- It was reported that the Business Safety Officer will cover a range of issues around supporting businesses, particularly those suffering from shop lifting to help to use



radio link and work with CCTV Control room. This Officer will cover the whole of Central Bedfordshire.

- It was reported that the accreditation to use delegated powers will only be passed to new Officers, to do this retrospectively is challenging, unless current staff voluntarily ask to be accredited due to the vetting process possibly causing HR issues.
- Concerns were raised about the hierarchy of staffing levels, it was reported that some of the team leaders will also be uniformed and working on the ground with their Officers.

Officer C Gurr discussed the following points:

- Resource in Community Policing Team is currently four police offers and three PCSOs, all based at Dunstable Station and is due to get an uplift of two Officers.
- It was reported that student officers also work with Community Teams as part of their training.
- There is currently a recruiting program for a Neighbourhood Enforcement Team which will consist of a Sgt and eight PCs. This should be active by October.
- Crime rates were discussed and overall there has been a reduction in crime although there has been an increase in public order offences.
- Recent Police activity was reported.

Members discussed the following points

- It was noted that there has been a well received increased police presence in the area.
- Issues around potentially using partial closure orders and Community Protection warnings to curb ASB where discussed.
- Public Space Protection Orders were discussed and Members were urged to look at the Consultation when it comes out (if its agreed by CBC Executive in August).
- It was noted that people are having difficulties using the 101 service. It was asked if this could be the reason for the drop in reported crimes. Officer Gurr commented that difficulties are down to the volume of calls being dealt with. It was noted that there are problems with recruitment and retention within the call handling centre at present.

## **REPORTS FROM PUB WATCH & STREET PASTORS**

Members noted that Corinne Barrett is attending a meeting of Pub Watch in July and will put together a report for the DJC next meeting in September.

## **JOINT COMMITTEE TERMS OF REFERENCE**

Councillor Stock presented the terms of reference and asked for approval from Members.

Members discussed the following points:

- It was noted that businesses (Employers) were not sufficiently represented within the purpose of the document. In response Cllr Stock could add that to the document.

**It was unanimously agreed to approve the terms of reference with the amendment of the above.**

## **REPORTS FROM COOPTED OUTSIDE BODIES**

Ann Sparrow gave an update on activities of Dunstable in Bloom.

- Suggestions to improve the planters were discussed. Dunstable in Bloom volunteers have offered to plant in the rusty bucket containers if the plants were provided. It was noted that Anglia in Bloom judging will be in July.

**It was agreed to**

- **Consult with Dunstable In Bloom and Silsoe to see what flowers can be acquired**
- **Grant up to £500 to purchase plants**

It was asked to be noted by a Member that the process of planting the rusty buckets last year was not well managed and the plants were not acceptable. It was reported that this was addressed at the time with the contractor.

**It was noted that updates on the costings of the base of the Eleanor Statue will be followed up with Jean Yates.**

## **DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES**

Members noted the report from Dunstable Town Council. Members discussed the following items:

- Progress on 215 notices were discussed. It was noted that the Central Bedfordshire Enforcement Team could provide names of all businesses for future meetings.
- It was noted that the Town Council is reviewing youth services to look at what is wanted.
- It was reported that the Town Council are working on an expression of interest in Historic England's Heritage Action Highstreet fund. Dunstable groups have been engaged with and the bid is moving forward.

**It was noted that there was an issue in the length of time taken to fix the lights in Grove House Gardens. S Hughes will look into this.**

## **CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES**

Members noted the report from Central Bedfordshire Council. Members discussed the following items:

- The shop vacancy data were questioned. **It was agreed for S Hughes to look into this for the next meeting.**
- It was asked when the lights in Grove House Gardens will be replaced. It was reported that they would be replaced in the summer. It was noted that Members were frustrated at the lack of Highways action to rectify the in operative lights. **Cllr Stock and S Hughes will give members feedback to Central Bedfordshire Highways Officers.**
- S Hughes gave a cheering volunteering update on the success of Dunstable groups at the awards.

- Cllr Stock updated on the Community Councillor Grant Scheme. Each Ward Member will have a grant sum of £2000 to use on Community Projects. It is a match funded scheme. The money can also be pooled between the Ward Members if they wish. The launch to Central Bedfordshire Members will be at the end of June.

### **DATE OF NEXT MEETING**

**Members noted the date of the next meeting as 12 SEPTEMBER 2019.**

The Chairman closed the meeting at 21.15

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**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE  
HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE  
ON 12 SEPTEMBER 2019**

**Present:** Central Bedfordshire Councillors: Cllr C Hegley, (Dunstable Joint Committee Chairman), Cllr N Young, Cllr J Chatterley, Cllr J Tamara.

Dunstable Town Councilors: Cllr S Abbot (Town Mayor) Cllr L Bird, Cllr P Hollick, Cllr L Jones (Dunstable Joint Committee Vice Chairman),

**In Attendance:** H Garrod, J Gelder, S Hughes, S Sherwood, A Sparrow, Officer C Gurr, J Slack, R Graveson, D Ashlee, B Gaynor, A Arden-Barnatt, C Harding, K Dyton.

**Apologies:** C Barratt, S Spicer, S Warboys, Cllr G Sanders, Cllr D McVicar, Cllr G Martin, S Knott, E Harrison, B Wisbey

**Members of the public:** There were no Members of the public in attendance.

**SPECIFIC DECLARATIONS OF INTEREST**

Cllr Hegley's husband has a street trader licence.

**PUBLIC QUESTION TIME**

None

**CHAIRS ANNOUNCEMENTS**

None

**MINUTES OF THE MEETING HELD ON 13 JUNE 2019**

The Minutes were agreed as a true record of the meeting.

**HIGH STREET REGENERATION & ESTATE REGENERATION FUND**

Beverly Gaynor & Alice Arden-Barnatt presented an update.

Members noted the following points on High Street Regeneration:

- Details of the work proposed in Phase 1 and 2.
- Details of the Housing Infrastructure Fund, with £6.217M confirmed for housing delivery in the town centre.
- Noted the other funding is being sourced for further High Street works

Members discussed the following points:

- Consideration for parking, traffic and access around the proposed housing sites will be taken in the planning stage.
- It was confirmed that the preliminary design of the housing would allow space for the proposed IHSC (Integrated Hub for Health & Social Care Hub).

**AGREED: This will come back to a future meeting to report progress**

Members noted the following points on Estate Regeneration Funds:

- Funding focused in Northfields and Manshead Wards for planning, possible resident engagement and options to deliver improvements to estates.

Members discussed the following points:

- It was suggested that Police input maybe of benefit to the proposal of schemes and it was noted that data has been received from the ASB officer which highlighted some hot spot areas.
- DTC will facilitate a meeting with DTC Councillors and CBC Ward Members to take this further. The Police representative would also be involved.

**AGREED: This will come back to a future meeting to report progress**

## **ACCESS-ABLE**

Katie Dyton made a presentation on the activities of Access-able. Members noted the following points:

- It was proposed that AccessAble could work with Dunstable Travel hub and its hoped that the information will be linked to the council website and tourist information.
- AccessAble assessors are visiting the area regularly to update the information.

## **PROJECT ELEANOR**

An update from the History Society and the Medieval Group was noted and Members discussed the following points:

- Members noted funding was needed of the plinth of the statue and the site is still to be secured through Central Bedfordshire Council.
- Options of potential funding are being explored.

## **S106 COMMUNITY FACILITIES GRANT**

Members received the following update from Sarah Hughes:

- It was noted that there is £18k of monies available.
- Details of how to apply for the grants is available via the link below:  
[https://www.centralbedfordshire.gov.uk/info/44/planning/458/planning\\_obligations/7](https://www.centralbedfordshire.gov.uk/info/44/planning/458/planning_obligations/7)

## **REPORTS FROM COOPTED OUTSIDE BODIES**

Members noted reports from Hugh Garrod and Ann Sparrow on updates on activities of Dunstable in Bloom.

- Anglia in Bloom Awards have been won, for Priory View Roof Garden, Priory Gardens, Grove House Gardens and the cemetery.
- Dunstable also won the best large town in East Anglia Award.
- Hugh Garrod was also nominated for an award for his hard work over the last 10 years.
- An update was given on the planters in the town, it was unfortunately reported that trees, plants and shrubs have died as a result of lack of water. The contractor has been contacted by Central Bedfordshire Council to rectify this.
- DTC reported that they are intending to take over the maintenance contract.
- The planters planted by Dunstable in Bloom have however flourished.
- It was noted that £249 was left to buy plants from the £500 grant received from the Committee.

Members noted a report from Corrine Barrett regarding Pub Watch activities which was tabled at the meeting. Ricky Graveson answered any questions.

- More members are actively trying to be recruited to the group and DTC offered to help with the effort and Hugh has offered to talk about floral displays and how to enter in Bloom competitions.

## **DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES**

Members noted the report from Dunstable Town Council. Members discussed the following items:

- The success of recent events in the town were discussed. It was asked that more publicity which is not online be used next time.
- It was noted that it was the last year of funding from the ASDA S106 money.

## **CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES**

Members noted the report from Central Bedfordshire Council. Members discussed the following items:

- Ward Councillor Grant Scheme will be available. Each Ward Councillor has £2,000 capital funding to allocate as small grants to worthy projects in their wards. There

will be no specific criteria for this as long as it is endorsed by the Ward Member. There will be a briefing about this on 27th September and the scheme will be live in October.

- Community Assets grants of up to £25000 will be available. The grant criteria will include new or improvements to community infrastructure and assets and will be accessible via a bidding process.

**AGREED: Projects funded by these grants in Dunstable Wards will be fed back to this meeting.**

- Officer Craig Gurr circulated crime report data and expanded on resourcing for the area. Detail was given on recent crime in the area however, it was noted that crime overall is down from this point last year.
- A priority setting exercise has been undertaken and engagement events are planned.

## **WORK PROGRAMME**

Members proposed the below items for the work programme:

- Project Eleanor update
- High Street update
- Community Grants

## **DATE OF NEXT MEETING**

**Members noted the date of the next meeting as 5 DECEMBER 2019.**

The Chairman closed the meeting at 20.55

**DUNSTABLE TOWN COUNCIL**

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

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

**ON MONDAY 4 NOVEMBER 2019**

Present: Councillors Gloria Martin (Chairman), Gladys Sanders (Vice-Chairman), Wendy Bater, Lisa Bird, Gregory George, Pamela Ghent and John Gurney

In Attendance: David Ashlee (Town Clerk and Chief Executive), James Slack (Head of Community Services), Kelley Hallam (Business Support Manager), Sandy Coyle (Community and Young People's Services Manager) and Gina Thanky (Events Officer)

Apologies: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick, Cameron Restall and Lee Roberts

Public: Two

**161 FRIENDS OF PRIORY HOUSE AND GARDENS AND DUNSTABLE TOWN GUIDES**

Members of both groups attended the meeting and gave the Committee a short presentation about their groups. Friends of Priory House and Gardens explained how their group was formed to help promote the House and Gardens and gave some examples of some of the projects that they had helped to fundraise for. The Dunstable Town Guides promote the whole town by giving guided walks and history talks.

**162 MINUTES**

The minutes of the meeting of the Community Services Committee held on 2 September 2019 were approved as a correct record and signed by the Chairman.

**163 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**164 EVENTS AND MARKETING**

The Head of Community Services presented an update report on the 2019/2020 events programme and also updated members on the usage of the Council's website and social media.

All plans were in place for the Fireworks event tomorrow. Road closure signs were in place and local residents had been notified.

To date, 11 schools had confirmed their attendance at the Christmas Carols and Torchlight Procession. The pantomime cast from the Grove Theatre had also confirmed their attendance.

Members received the results from the events survey. It was noted that 99% of residents were satisfied or very satisfied with the Town Council's events programme.



**165 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 Committee were informed that a young person who volunteered at Grove Corner had been nominated for the Youth Awards Ceremony being held this evening. The awards, organised by the Central Beds Youth Forum, acknowledged achievements young people had made to; overcome barriers, assist their peer group or played an active role in their communities.

Friends of Dunstable Cemetery continued to grow with approximately 15 members and had held a second Headlines behind the Headstones which 30 people attended.

**166 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.

The GCC day trip to the seaside was cancelled due to many of the members being unwell so officers arranged for the seaside to come to them. They had fish and chips, played fair ground games and bingo and was generously given free doughnuts and candy floss by Craig Lithgo and a free ice cream by Lou Mancinelli.

The pilot event of Rock and a Roll was held at CPCFC and was a great success. The feedback was excellent, and a second event was being planned for February 2020.

**167 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 Jacobean Room was continuing to be used to its full advantage, being booked for funeral teas, baby showers and coach trip visitors. It was also being marketed for Christmas gatherings and Pudding Nights.

The Tea Rooms would again be supporting the Torchlight event by remaining open to serve hot and cold beverages and festive cakes.

**168 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.

Work had started on the refurbishment of the Ashton Square Toilets and were due to be finished mid-November.

The Weird and Wonderful event organised by the Town Centre Services Officer and the events team had been positively received on both days, with Sunday having the largest attendance. Ten community groups, local businesses and the Grove Corner team all supported the event over the two days.

Seven expressions of interest had been received for the Dunstable Joint Committee Shop Front Improvement Scheme but only four had submitted successful applications. Members were disappointed with the response and would discuss this at the next Dunstable Joint Committee.

The businesses of Dunstable would again be invited to enter the Christmas Window Competition. This year there would be two categories; Shops and Businesses and Cafés and Restaurants.

#### **169 REPORTS FROM OUTSIDE ORGANISATIONS**

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

There had not been any meetings recently, but the Chairman reported that they were doing well and maintaining good customer numbers.

##### Dunstable Town Band:

No report

#### **170 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.

#### **171 REVIEW OF YOUNG PEOPLES SERVICES**

The Town Clerk and Chief Executive presented a detailed report that provided an update on the review of youth services and recommendations from the 'Youth Review Group'.

The Youth Review Group had tasked Groundwork to survey young people and adults/parents to understand young people's needs in the area. The survey only yielded a small sample of responses, but the key activities people thought were missing were; sports, media and film, trips, gaming and socialising.

The Committee noted that Groundwork would continue to deliver as per project programme and SLA until Saturday 21 December 2019 and that that from 6 January 2020 to the end of March 2020 DTC would deliver a reduced youth service which would include the current Friday night drop-in sessions for 10-13 year old's followed by a session for 13+ year old's.

A recommendation report proposing new staffing arrangements, budget and future youth delivery will be provided at the Community Services Committee meeting in January 2020.

**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 11 NOVEMBER 2019**

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

In Attendance: Councillors Peter Hollick and Cameron Restall, David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Kelley Hallam (Business Support Manager), Ian Swinnerton (Grounds Operations Manager) and Lisa Vincent (Sports and Leisure Facilities Manager),

Apologies: Councillor Mark Cant

Public: None

**172 MINUTES**

The Minutes of the meetings of Grounds and Environmental Services Committee held on 9 September 2019 were approved as a correct record and signed by the Chairman.

**173 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**174 PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 10 September, 1 October and 22 October be received.

**175 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 September to October 2019 along with the profiled income and expenditure figures as at the end of September 2019. These indicated a positive variance of £3,210.

Friends of Dunstable Cemetery continued to meet on a regular basis to carry out light grounds activities and had also held another 'Headlines Behind the Headstones' evening for the general public where a local Town Guide gave a talk on some of the WW2 burials in the Cemetery.

Five interpretation panels of some of the town's notable historical figures had now been installed at various locations in the older part of the cemetery.

**b) Allotments**

There were currently 97 people on the waiting list. Members received the detail of the waiting list. 44 notices to cultivate were issued after the October inspections.

**c) Recreation Grounds**

Since the last report there had been one incident of vandalism at Mentmore play area where all three seats on the Typhoon equipment needed to be replaced due to damage by dog bites.

The York stone play stack, to replace the fire damaged Geo Boulder at Bennett's Adventure Play, was due to be installed in approximately 3 weeks.

The zip wire at Bennett's Adventure Play was now operational again but officers were still waiting on parts to fix the one at the Mentmore play area.

It had been necessary to take down the goals at Ridgeway Avenue due to an infestation of chafer grubs on the football pitches. The teams using the pitches had been found alternative venues at DTC sites.

**d) Town Centre Area**

Lamps and Tubes had carried out remedial works to the light columns in Priory Gardens. All were now working.

Dunstable in Bloom's 2020 campaign would have the theme 'Pollinating Insects and Wildflowers'.

**e) Town Ranger Service**

The Ashton Square toilets had retained Platinum standard in Loo of the Year awards and can partly be credited to the Town Rangers who had taken over the maintenance and cleaning operations.

**176 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 Art Classes had been going well and had already confirmed bookings for next year.

Creasey Park had won the 'Best Bar' category and received the highest score out of all entrants in the annual Best Bar None Awards.

The Centre Manager was preparing an events and functions plan for 2020, aiming to increase income and local awareness of the centre.

Creasey Park had successfully retained their Quest Accreditation for the sixth year.

It was forecast that the end of year Splash Park trading figures for 2019/2020 would break even.

#### **177 VEHICLE AND EQUIPMENT RESERVE SPENDING PROPOSAL**

The Head of Grounds and Environmental Services presented a detailed report that requested authorisation to purchase an additional utility vehicle for the Grounds Team from the vehicles and equipment reserve.

The Grounds Operations Manager had identified the need for an all-terrain utility vehicle at Creasey Park Community Football Centre to tow the two towable reel irrigators to the football pitches on the top field. They cannot be moved by hand.

The cost of purchasing a new vehicle would be no more than £16,000 and a JCB type excavator, that was no longer required, would be traded-in for a value of around £6,000, reducing the price of the new vehicle to £10,000.

It was noted that there was currently £76,625 available in the vehicle and equipment reserve.

**RESOLVED:** that the Committee recommend to Finance and General Purposes the release of up to £10,000 of earmarked reserves for the purchase of an additional utility vehicle.

#### **178 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 18 NOVEMBER 2019**

Present: Councillor Sid Abbott (Town Mayor), 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, Lee Roberts and Johnson Tamara

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

Apologies for Absence: None

Public Attendance: Two

**179 MINUTES**

The minutes of the meeting of Finance and General Purposes Committee held on 16 September 2019 were approved as a correct record and signed by the Chairman.

**180 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**181 HIGH STREET HERITAGE ACTION ZONE (HSHAZ) FUNDING AWARD**

The Town Clerk & Chief Executive presented an information report and presentation providing members with details regarding the Council's recently announced 'in principle' HSHAZ award. An updated draft budget funding profile was circulated at the meeting detailing the funding 'in principle' reduction of 12% to £1,144,000.

The Committee discussed the award in detail during the presentation and it was resolved that.

**RESOLVED:** (i) Members approve the allocation of up to £300,000 from the Council's earmarked allocated building reserve fund to contribute specifically to the Priory House restoration element of the overall HSHAZ scheme as set out in paragraph 3.8c and 4 in the covering report.

(ii) Members approve the allocation of an additional £200,000 of the Town Council funding to the HSHAZ programme to be expended over four years from April 2020 as per details set out in paragraphs 3.8.a,d&f and 4 in the covering report.

(iii) Members approve the creation of a new 4-year, fixed term post of High Street Heritage Action Zone (HSHAZ) Programme

Manager and agree the associated job description given in the covering report.

(iv) Members identified 5 representatives from this Committee to serve as a Committee Working Group that will oversee the implementation of the HSHAZ project over the next 4 years. They were Councillors Sid Abbott, Wendy Bater, Alan Corkhill, Peter Hollick and Gloria Martin

v) Members delegate authority to the Town Clerk and Chief Executive to negotiate terms to lease a property along Middle Row to serve as a Programme Hub if the opportunity presents itself.

## **182 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 30 September 2019. The summary of outturn position (Appendix 1) shows a potential overall underspend at the end of the financial year, taking account of seasonal variances and known commitments for the remainder of the financial year. The Head of Finance and Support Services also provided detail of the Council's earmarked reserves at 31 October 2019.

Members noted that the Chairman of Finance and General Purposes Committee and the Town Mayor attended Grove House on 1 November 2019 to view the accounts relating to July, August and September 2019 and carried out a 'mini audit' of payments, invoices and the bank statements in place of the recently disbanded Accounts Sub-Committee. No issues or discrepancies, material or otherwise, were raised.

## **183 GROVE HOUSE BUILDING RESERVE**

Members received a report to request authorisation from this Committee to provide additional funding for the Grove House car park extension.

**RESOLVED:** that Members approve the release of up to £12,000 from the Grove House building reserve in order to complete the Grove House car park extension.

## **184 ARRANGEMENTS FOR ANNUAL COUNCIL MEETING 2020**

Members considered and agreed the venue for the Annual Council Meeting to be held on 18 May 2020.

**RESOLVED:** that the Annual Council Meeting be held at All Saints Academy and the facility booking and cost be confirmed accordingly.

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

## **185 REFERENCE FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

Members received a report to consider and approve a recommendation made from Grounds and Environmental Services Committee on 11 November 2019.

**RESOLVED:** that Members approve the release of up to £10,000 from the Vehicles Reserve for the purchase of an additional utility vehicle.

**186 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- a) CAB Management Committee – Councillor Bater attended the CAB Annual General Meeting recently where Andrew Selous MP spoke about homelessness. She also advised that the CAB team were happy in their new premises and were settling in nicely.
- b) DITA – Councillor Hollick reported that the next meeting is on 26 November 2019 and on the agenda included discussions to be had regarding the 50<sup>th</sup> Anniversary of DITA as well as the forthcoming anniversaries of both of the twin towns.
- c) Hospice at Home Management Committee – Councillor Jones reported that the next meeting is on 27 November 2019. They were continuing to fundraise and would welcome any Members that wished to volunteer to assist on Santa's float on 13 December to let her know.
- d) Ashton Almshouses Charity – Councillor Hollick reported that the next meeting is on 28 November 2019.



**DUNSTABLE TOWN COUNCIL****MEETING OF FULL COUNCIL****2 DECEMBER 2019****DRAFT BUDGET SUMMARY 2020/21**

<b>Purpose of Report:</b>	The purpose of this report is to present to members a draft, revenue budget summary for the Council for 2020/21 and for members to consider the strategy they would like to adopt in order to determine a balanced budget at the Council meeting planned for 3 February 2020.
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**1. ACTION RECOMMENDED**

- 1.1 That the Council consider the draft revenue budget summary enclosed with this report and agree the strategy for adopting a balanced budget at the meeting of the Council on 3 February 2020.

**2. INTRODUCTION**

- 2.1 The Council's finances have changed considerably over recent years as the Council has grown and developed new services and taken on additional responsibilities. It is perhaps worth reflecting that over the past ten years the Council's gross expenditure budget has increased by over 40%. This increase has been mainly driven by increased income generated from trading activities and expansion of the services the Council offers.
- 2.2 During this phase of growth, the Council has had to identify year on year cost efficiency savings whilst maintaining a focus on 'growing the core business' resulting in continued added value to the Dunstable Council taxpayer.

An illustration of council tax and precept rises is shown below:

<b>Year</b>	<b>Band D Council Tax Charge (£)</b>	<b>Precept (£)</b>
2014/15	171.78 (0.8% increase)	1,984,627
2015/16	171.78 (0% increases)	2,024,084
2016/17	175.21 (1.96% increase)	2,117,238
2017/18	175.21 (0% increase)	2,178,736
2018/19	175.21 (0% increase)	2,219,034
2019/20	179.32 (2.35% increase)	2,297,506

- 2.3 It is also worth noting that the majority of properties in Dunstable are not band D. The highest number falling within Band C and as a result, most households in Dunstable pay less than the Band D charges shown above.
- 2.4 The draft budget summary for 2020/21 is submitted as an appendix to this report.

### 3. REVENUE BUDGET SETTING PROCESS AND EXPLANATION OF DETAIL

- 3.1 Every year the Council's Management Team hold a full day's budget setting exercise that results in the preparation of the initial draft budget. This year the budget-setting day was held in October in order to prepare a draft budget for consideration at this Council meeting and included all service managers as well as the senior management team.
- 3.2 Having to do this inevitably means that whilst a full outturn of financial figures from 2018/19 is available only a half-year outturn is available for 2019/20. As a result, there is always an element of 'educated forecasting' that is required to establish budget proposals for the following year and therefore budget setting is never an exact science.
- 3.3 In addition to the normal exercise undertaken by the Senior Management Team, all Council Chairmen and Vice-Chairmen were invited to a briefing meeting held on 18 November to go through the draft budget proposals in detail.
- 3.4 Every line of the revenue budget is challenged in this process and as this Council relies more and more on revenue gained from non-council tax sources; i.e. income gained from various services, this challenge focuses not only on expenditure efficiency but also on achieving greater levels of trading income. The proposed draft gross budget illustrates that this Council relies on approximately one third of its income from sources other than the council tax (an unusual and impressive statistic for any level of local government).
- 3.5 Members will note that many of the changes illustrated at appendix 1 reflect a fine tuning exercise in budget savings and growth and many of the main increases to the revenue budget are for reasons beyond direct control such as staffing cost increases, waste costs, H&S issues and member requests, etc. Proposed variations to the revenue budget are illustrated at appendix 1.

Notwithstanding increases to staffing costs, some of the significant budget growth and savings are highlighted below;

#### Growth

- **Staffing costs-£111,017-** This figure is made up of a 3% predicted pay award, a **new HSHAZ Programme Manager, a new Parks Development Officer<sup>1</sup>** as well as some staffing savings.
- **Additional Software costs - £14,000 –** This figure represents the additional maintenance and software support required for the Members and Senior Management team Notebooks.
- **Cemetery and Recreation Grounds contracts - £9,550 –** This figure includes increase in utilities and maintenance budgets to reflect the true costs of these contracts currently
- **Creasey Park - £6,200 –** This growth is to reflect the increase in requirements for Marketing expenses as well as increase in bar and catering stock as the trading business is growing so should the advertising and stock budgets to reflect this.

<sup>1</sup> This post has yet to be approved by Council and will be recommended to the Grounds and Environmental Services Committee through the normal budget setting process

- **Bennet Recreation Ground Splash Park- £3,400-** this growth is to reflect the increase in requirements for Marketing expenses as well as increase in catering stock as the trading business is growing so should the advertising and stock budgets to reflect this.
- **Community Services-£16,000-** This figure includes increase in utilities and maintenance budgets to reflect the true costs of these contracts currently.
- **Community Services- £8,000-** Increase in events budgets for events such as Party in the Park and Torchlight. As these events becomes ever more popular with the residents and demand increases so will the costs to hold such events.

### Savings

- **Additional income from tax base increase - £48,237** – This is determined on existing Dunstable Town Council tax charge
- **Election Reserve - £7,500** – This is a reduction in the contribution to the Election Reserve to bring it back in line to what is currently required. It was increased in the past to due to high number of by-elections in previous years.
- **Telephone and Data Links Contract-£6,300** – This saving is due to retendering the Telecommunications 36 months contract that resulted in a £18,900 saving over 3 years and an in-year saving of £6,300.
- **Creasey Park-£15,000** – Additional income predicted from Lettings, ATP hire, Grass pitch hire and Bar and Catering sales at Creasey Park Football and Community Centre.
- **Bennet Recreation Ground Splash Park- £3,000-** Additional income predicted from Catering Sales
- **HZHAZ- £49,189-** £24,595 Income from Heritage England and £24,595 reduction in contribution to Priory House Reserve to pay for the Programme Manager Post.

3.6 The largest impact on the year on year budget is the overall increase in staffing costs due to a pay award that as yet has not been confirmed, a number of staff members moving up the pay band for their role and the biggest increase has been due to two additional posts being added to the establishment.

3.7 In summary the table shown at appendix 1 shows identified budget growth items totalling **£173,488** and identified revenue savings of **£154,605** giving an overall deficit figure of **£18,883**. The Dunstable tax base has increased from 12,812 to 13,082 (an increase of 280) securing additional income through the council tax charge of £48,237 assuming the Band D council tax charge remains at £179.32. This means that as things currently stand, there is a **revenue budget deficit** of **£18,883**. Therefore a 1% increase on the current Band D council tax charge would result in an additional £23,417 which would balance the budget and more than compensate for the budget deficit.

3.8 Members should note that the proposed budget is only draft at this stage and there may be forthcoming unforeseen budget pressures between now and February when the final Council revenue budget is agreed for 2020/21.

## **4. FINANCIAL IMPLICATIONS**

4.1 As set out above, at this draft budget stage an annual increase of £1.79 on the Band D council tax charge will be required to balance the budget at this stage, which would result in an additional £23,417 which would balance the budget and more than compensate for the budget deficit. However, members should note that the budget summary presented above is only draft at this stage.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The proposed draft budget continues to support the Council's Corporate Priorities as set out in the Draft Corporate Plan 2017-19.

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 The proposed draft budget makes a revenue contribution to the Council's approach to managing health and safety requirements.

**7. HUMAN RESOURCE AND LEGAL IMPLICATIONS**

- 7.1 There are none arising directly from this report.

**8. APPENDICES AND ENCLOSURES**

- 8.1 Appendix 1 –Summary of growth and savings proposed for the 2020/21 revenue budget

**9. AUTHORS**

- 9.1 David Ashlee – Town Clerk and Chief Executive  
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Lucy Salim-Head of Finance and Support Services  
E-mail: [Lucy.salim@dunstable.gov.uk](mailto:Lucy.salim@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**BUDGET 2020/21**

<b>SAVINGS</b>	<b>GROWTH</b>
<b>Corporate Costs</b>	
Additional income from tax base increase - £48,237	Overall increase in staffing costs - £78,035 <i>(made up of 3% pay award-£36,261; new HSHAZ Programme Manager-£49,189, new Parks Development Officer - £32,983 minus various savings of £7,415)</i>
<b>SUB-TOTAL - £48,237</b>	<b>SUB-TOTAL - £111,018</b>
<b>Finance and Support Services</b>	
Postage - £750	Payroll services - £1,500
Stationery - £500	Equipment maintenance and software support - £14,000
Telephones and data links - £6,300	Corporate insurance - £1,800
G/H – electricity - £500	
HR related costs - £1,500	
Contribution to election reserve - £7,500	
<b>SUB-TOTAL - £17,050</b>	<b>SUB-TOTAL - £17,300</b>
<b>Grounds and Environmental Services</b>	
Cemetery security - £500	Cemetery utilities - £1,500
Skate park insurance - £1,400	Cemetery building maintenance contracts - £200
	Cemetery IT licences and support - £350
	Rec ground store rates - £100
	Rec grounds security - £500
	Rec grounds telephone and data - £200
	Rec grounds repairs and maintenance - £3,000
	Rec ground tools and equipment - £1,000
	Play area maintenance - £2,500
	Town Ranger telephones - £200
<b>SUB-TOTAL - £1,900</b>	<b>SUB-TOTAL - £9,550</b>

<b>SAVINGS</b>	<b>GROWTH</b>
<b>Creasey Park Community Football Centre</b>	
Insurance - £150	Marketing - £4,000
Grounds maintenance - £1,500	Kitchen expenses - £1,000
Lettings - £5,000	Bar and catering stock - £1,200
ATP hire - £5,000	
Grass pitch hire - £1,000	
Bar and catering sales - £3,000	
<b>SUB-TOTAL - £15,650</b>	<b>SUB-TOTAL - £6,200</b>
<b>Bennett Recreation Ground Splash Park</b>	
Splashside café rates - £800	Utilities - £700
Cleaning - £500	Catering expenses - £250
	Licenses - £170
	Marketing - £300
Catering sales - £3,000	Catering stock - £1,200
	Concession income - £800
<b>SUB-TOTAL - £4,300</b>	<b>SUB-TOTAL - £3,420</b>
<b>Community Services</b>	
<b>SAVINGS</b>	<b>GROWTH</b>
Older people's fees - £650	Older people's telephones - £125
Older people's activities income - £1,200	Older people's hall hire - £525
Grove Corner utilities - £500	Older people's entertainment - £1,200
Grove Corner insurance - £200	Grove Corner utilities - £100
Hire of Grove Corner income - £1,000	Grove Corner cleaning - £200
P/H utilities - £2,000	Grove Corner licences - £100
P/H marketing - £1,500	Grove Corner equipment - £300
P/H room lettings - £1,000	Grove Corner activities - £1,000
P/H office rent - £500	History Event - £1,000
P/H service charge - £479	Party in the Park event - £1,000
Town centre waste disposal - £1,000	Torchlight event - £5,000
Town centre insurance - £250	P/H rates - £250
Town Centre electricity - £1,500	P/H cleaning - £1,200
Town Centre Marketing - £6,500	P/H maintenance contracts - £1,700
Priory House contribution to reserve - £24,594	P/H equipment hire - £1,800
Income from HSHAZ programme - £24,595	P/H events - £1,500
	Income from third party sales - £1,000
	Town centre events - £8,000
<b>SUB-TOTAL - £67,468</b>	<b>SUB-TOTAL - £26,000</b>
<b>TOTAL - £154,605</b>	<b>TOTAL - £173,488</b>
<b>TOTAL - £18,883</b>	

**NB**

- 2019/20 Band D council tax = £179.32
- 2019/20 tax base = 12,812
- **2020/21 tax base – 13,082 = additional £48,237 of council tax income.**
- **1% on council tax = £1.79 (£181.11) x 13,082 = £23,417**
- **This would leave the Council with a £4,588 surplus which would be coded to the Corporate Plan Reserve**

**DUNSTABLE TOWN COUNCIL**

**FINANCIAL REGULATIONS**

1.	GENERAL	1
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	3
3.	ANNUAL ESTIMATES (BUDGET)	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	5
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	6
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	7
7.	PAYMENT OF SALARIES	9
8.	LOANS AND INVESTMENTS	10
9.	INCOME	10
10	ORDERS FOR WORKS, GOODS AND SERVICES	11
11.	CONTRACTS	12
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	13
13.	STORES AND EQUIPMENT	14
14.	ASSETS, PROPERTIES AND ESTATES	14
15	INSURANCE	15
16	RISK MANAGEMENT	15
17	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	16



## **DUNSTABLE TOWN COUNCIL FINANCIAL REGULATIONS**

These Financial Regulations were adopted by the Council at its Meeting held on 2 December 2019.

### **1 GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of financial control, which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
  - for the timely production of accounts
  - that provide for the safe and efficient safeguarding of public money
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of the Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer holds a statutory office and shall be appointed by the Council. The Head of Finance and Support Services has been appointed as Responsible Finance Officer for this Council and these regulations will apply accordingly.

1.9 The Responsible Finance Officer:

- acts under the policy direction of the Finance and General Purposes Committee
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices
- determines on behalf of the Council its accounting records and accounting control systems
- ensures the accounting control systems are observed
- maintains the accounting records of the council up to date in accordance with proper practice
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10 The accounting records determined by the Responsible Finance Officer shall be sufficient to show and explain the Council's transactions and to enable the Responsible Finance Officer to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations 2015.

1.11 The accounting records determined by the Responsible Finance Officer shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy

1.12 The accounting control systems determined by the Responsible Finance Officer shall include:

- procedures to ensure that the financial transactions of the Council are recorded as reasonably practicable and as accurately and reasonably as possible,
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the Responsible Finance Officer and that the approvals are shown in the accounting records, and
- measures to ensure that risk is properly managed.

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax requirement)
- approving accounting statements
- approving an annual governance statement
- borrowing
- writing off bad debts
- addressing recommendations in any report from the internal or external auditors

shall be a matter for the full Council only.

1.14 In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or "the regulations" shall mean the regulations issued under the provisions of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

1.16 In these financial regulations, the term 'proper practice (s)' shall refer to guidance issued in Governance and Accountably for Local Councils – a Practitioners' Guide (England), issued by the *Joint Practitioners Advisory Group (JPAG)* available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

## **2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1 All accounting procedures and financial records of the Council shall be determined by the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

2.2 At least once in each quarter, and at each financial year end, a member shall verify bank reconciliations (for all accounts) produced by the Responsible Finance Officer and Finance and Procurement Manager. A member shall verify the reconciliations and the bank statements (or similar document). This activity

shall on conclusion be reported, including any exceptions, to and noted by Finance and General Purposes Committee.

- 2.3 The Responsible Finance Officer shall complete the annual financial statements, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council them for approval and authorisation in accordance with proper practice and within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Responsible Finance Officer shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the Responsible Finance Officer or Internal Auditor requires, make available such documents of the Council which appear to the Responsible Finance Officer or Internal Auditor to be necessary for the purpose of the internal audit. The officer or member shall supply the Responsible Finance Officer or Internal Auditor with such information and explanation as the Responsible Finance Officer or Internal Auditor considers necessary for that purpose.
- 2.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices.
- 2.6 The Internal Auditor shall:
- be competent and independent of the financial operations of the Council
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year
  - to demonstrate competence, objectivity and independence, be free from any conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council
  - initiate or approve accounting transactions, or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The Responsible Finance Officer shall make arrangements for exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and

statements of account required by **Local Audit and Accountability Act 2017** and the Accounts and Audit Regulations.

- 2.10 The Responsible Finance Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

**3 ANNUAL ESTIMATES (BUDGET)**

- 3.1 Each Committee shall formulate and submit proposals to the Finance and General Purposes Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of January each year.
- 3.2 Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the Town Clerk and Chief Executive/Responsible Finance Officer in the form of a budget to be recommended to the Council by Finance and General Purposes Committee.
- 3.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The Responsible Finance Officer shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.4 The approved annual budgets shall form the basis of financial control for the ensuing year.

**4 BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget and in accordance with the Officers' Scheme of Delegation.
- 4.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure unless Finance and General Purposes Committee or the Council, having fully considered the implications for public services, resolves that unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).
- 4.3 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.4 The Town Clerk and Chief Executive may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency, that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Chairman of Finance and General Purposes Committee and the Chairman of one other Standing Committee. The Town Clerk

and Chief Executive shall report the action to the Council as soon as practicable thereafter.

- 4.5 Where expenditure is incurred in accordance with regulation 4.4 above and the sum required cannot be met from savings made elsewhere within the Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance and General Purposes Committee or the Council.
- 4.6 No expenditure shall be incurred in relation to any capital project and contracts entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Town Clerk and Chief Executive and Heads of Service are authorised to incur expenditure on the Council's annually agreed capital/revenue reserve programme on transactions of £10,000 or less having discussed the issue first with the appropriate standing Committee Chairman. Any proposed expenditure above £10,000 from allocated reserves; any expenditure from the General Reserve; or any other reserves expenditure determined by the standing Committee's Chairman as needing prior Committee approval, must first be approved by the relevant standing Committee.
- 4.9 The Responsible Finance Officer shall provide the Finance and General Purposes Committee with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.10 Changes in earmarked reserves shall be approved by Finance and General Purposes Committee as part of the budgetary control process.

**5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the Responsible Finance Officer and approved by the Finance and General Purposes Committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The Responsible Finance Officer will ensure that a schedule of the payments required shall be prepared by the Finance and Procurement Manager and, together with the relevant invoices, be presented to a member of Finance and General Purposes Committee on at least a quarterly basis for viewing and verification.

## AGENDA ITEM 9

- 5.3 All invoices for payment shall be examined, verified and certified by the Budget Manager. The Budget Manager shall verify that the work, goods or services to which the invoice relates shall have been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The Finance and Procurement manager shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Responsible Finance Officer shall take all steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 5.5 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.7 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.8 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Responsible Finance Officer.
6. **INSTRUCTIONS FOR THE MAKING OF PAYMENTS**
- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Town Clerk and Chief Executive or Responsible Finance Officer shall give instruction that a payment shall be made.
- 6.3 Apart from petty cash, all payments shall be effected by cheque, direct debit, on-line banking or other order drawn on the Council's bankers.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.2 shall be signed by two members of Council and countersigned by the Responsible Finance Officer or the Town Clerk and Chief Executive in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 Cheques or orders for payment shall not normally be presented for signature other than when the Responsible Finance Officer and/or the Finance and Procurement Officer meet with a member to view the Accounts of the Council.
- 6.6 Payment for utility and other regular supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported

## AGENDA ITEM 9

to the Sub Committee as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

- 6.7 Payment for salaries and wages shall be made by BACS via the Council's approved payroll bureau. The BACS release will be authorised by submission of a Payroll Approval form certified by the Responsible Finance Officer. The Responsible Finance Officer shall maintain records detailing all payments.
- 6.8 Payment may be made by internet banking transfer and the schedule of such payments will be approved by the Responsible Finance Officer or the Town Clerk and Chief Executive.
- 6.9 Such payments will be authorised for release following the approval of the Responsible Finance Officer.
- 6.10 Where internet banking arrangements are made with the bank, the Town Clerk and Chief Executive, the Responsible Finance Officer and the Finance and Procurement manager shall be appointed as Service Administrators. The Bank Mandate approved by the Council will state clearly the amounts of payments that can be instructed by the Service Administrator. Access rights to on-line banking will be set up in accord with internal signatory and delegation rules to ensure that payments cannot be processed and released with only one signature.
- 6.11 Access to any internet banking accounts will be directly to the access page and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work.
- 6.12 No employee shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised by the Council.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away off site.
- 6.14 Changes to account details which are used for internet banking may only be changed on written notification by the supplier and supported by hard copy authority for change signed by the Responsible Finance Officer. A programme of regular checks of standing data with suppliers will be followed.
- 6.15 Any corporate credit cards held by the Council will be specifically restricted to use by the Heads of Service and shall be subject to automatic payment in full at each month-end.
- 6.16 Any trade account opened by the Council will operate on submission of an authorised purchase order and be restricted to delegated officers.
- 6.17 The Responsible Finance Officer/Finance and Procurement manager may provide petty cash to Officers for the purpose of defraying operational and other



expenses. Vouchers for payments made shall be forwarded to the Responsible Finance Officer with a claim for reimbursement:

- (a) The Responsible Finance Officer/Finance and Procurement manager shall maintain the following petty cash accounts for the purpose of defraying operational and other expenses:

General Administration:	£150
Grove Corner	£70
Priory House	£240
Creasey Park CPCFC	£150
Dunstable Cemetery	£40
Market	£100

The following till cash floats will be maintained:

Priory House	£300
Creasey Park CPCFC	£650

- (b) Payments to maintain the petty cash float shall be included on the schedule of the payment of money presented to the Accounts Sub-Committee (under 5.2 above).

## **7. PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with the agreed rates of pay and other allowances as held on the payroll records and in accordance with the rules of PAYE and National Insurance currently operating and any necessary deductions will be made as required.
- 7.2 Payment of salaries and payment deductions from salary such as may be required in respect of income tax, National Insurance, pension contributions or similar statutory or discretionary deductions must be made in accordance with payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Accounts Sub-Committee meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay emoluments, or terms and conditions of employment without the prior consent of the Finance and General Purposes Committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know

- b) by the internal auditor
- c) by the external auditor
- d) by any person authorised under the **Local Audit and Accountability Act 2017**, or any superseding legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations to ensure that only payments due for the period have actually been paid.

7.4 All timesheets shall be certified as to accuracy by the individual's manager, countersigned by the Head of Service and retained by the Responsible Finance Officer.

## **8. LOANS AND INVESTMENTS**

8.1 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2 All loans and investments shall be negotiated in the name of the Council and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the Finance and General Purposes Committee at the earliest opportunity.

8.2 The Council has adopted a Treasury Management Plan in accordance with relevant regulations, proper practices and guidance. The Plan shall be reviewed at least annually. Generally, the Council's reserves shall be invested through the Council's banker on the short-term money market.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.

8.5 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for Payment).

## **9. INCOME**

9.1 The collection of all sums due to the Council shall be the responsibility of the Finance and Procurement manager, under the supervision of the Responsible Finance Officer.

- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Responsible Finance Officer and the Finance and Procurement manager shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Town Clerk and Chief Executive.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off at the end of the financial year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the Responsible Finance Officer. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Responsible Finance Officer considers necessary. The only exception to this is for insignificant cash sums received for photocopying or postage which may be deposited into the petty cash.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The Finance and Procurement manager shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where the Council regularly receives any significant sums of cash, the Responsible Finance Officer shall take such steps as agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance. Also, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer.

**10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Finance and Procurement manager under the direction of the Responsible Finance Officer.
- 10.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and

practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimus provisions in Regulation 11 (h) below.

10.4 A member may not issue an official order or make any contract on behalf of the Council.

10.5 The Responsible Finance Officer shall ensure the lawful nature of any purchase.

## 11. **CONTRACTS**

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) For the supply of gas, electricity, water, sewerage and telephone services;

(ii) For specialist services such as are provided by solicitors, accountants, specialist consultants etc; whereby periodic reviews will be made of ongoing arrangements to test for value for money or at least three quotes will be required for one-off specialist support with an estimated value in excess of £7,500;

(iii) For work to be executed or goods or materials to be supplied which constitute an extension of any existing machinery or equipment or plant;

(iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) For additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Responsible Finance Officer shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. (Footnote 1 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be

## AGENDA ITEM 9

followed in awarding new contracts and to publicise the award of new contracts)

- (c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds, the Regulations set by the Public Contracts Directive 2014/24EU which may change from time to time. (Footnote 2 Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£164,176) b) For public works contracts 5,225,000 Euros (£4,104,394)
- (d) Where the value of a contract is likely to exceed the threshold specified by the Crown Commercial Service from time to time, the council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, must comply with the European Union Procurement directive.
- (e) Where it is intended to enter into a contract exceeding £40,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are expected as set out in paragraph (a) the Town Clerk and Chief Executive shall invite tenders from at least four firms, such firms to be selected in accordance with Standing Orders.
- (f) When applications are made to waive Standing Orders relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (g) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk and Chief Executive shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remained sealed until the prescribed date of opening tenders for that contract.
- (h) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk and Chief Executive, or designated Manager, in the presence of at least one member of Council.
- (i) If less than four tenders are received for contracts above £40,000 or if all the tenders are identical the Council may make such arrangements, as it thinks fit for procuring the goods or materials or executing the works.
- (j) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 32, 33 and 34.
- (k) The value of a contract is the total cost of the projects/works over the length of the agreement.

- (l) When it is intended to enter into a contract:
- (i) exceeding £5,000 but less than £40,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, material, works or specialists services as are excepted as set out in paragraph (a), the Responsible Finance Officer/Town Clerk and Chief Executive shall invite quotations from at least three firms, such firms shall be selected in accordance with Standing Orders;
  - (ii) for expenditure of £5,000 or less in value the Town Clerk and Chief Executive or the duly authorised Head of Service shall have executive power;
  - (iii) for expenditure exceeding £40,000, a minimum of four tenders shall be invited in accordance with Standing Orders.
- (m) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (n) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quotation or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quotation who was present when the original decision was being undertaken.

**12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Responsible Finance Officer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Finance and Procurement manager shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk and Chief Executive to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

**13. STORES AND EQUIPMENT**

- 13.1 The Head of Service shall be responsible for the care and custody of stores and equipment in that section and ensure that the officer allocated responsibility for

those stores shall maintain such stocks as consistent with minimum operating requirements.

- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 The Finance and Procurement manager shall be responsible for periodic checks of stocks and stores at least annually.

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Town Clerk and Chief Executive shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Responsible Finance Officer shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

**15. INSURANCE**

- 15.1 Following the annual risk assessment, (per Financial Regulation 16), the Finance and Procurement manager under the supervision of the Responsible Finance Officer shall affect all insurances and negotiate all claims on the Council's insurers.

## AGENDA ITEM 9

- 15.2 The Finance and Procurement manager shall give prompt notification to the Responsible Finance Officer of all new risks, properties or vehicles that require to be insured and of any alterations affecting existing insurances.
- 15.3 The Finance and Procurement manager shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Responsible Finance Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

### **16. RISK MANAGEMENT**

- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk and Chief Executive shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2 When considering any new activity, the Town Clerk and Chief Executive shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

### **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Council from time to time. The Town Clerk and Chief Executive shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2 The Council may, by resolution, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the Council.

Adopted at meeting of Council on 2 December 2019



**DUNSTABLE TOWN COUNCIL****CONSTITUTION, STANDING ORDERS AND  
DELEGATION TO COMMITTEES AND OFFICERS****1. Title and Area**

The Council shall be called the Dunstable Town Council and operate in the area specified in the South Bedfordshire (Parishes) Order 1985, Order setting up the Parish Council or in any subsequent amendment.

**2. Definitions**

Unless the sense suggests otherwise any reference to "Council" or "the Council" means the Dunstable Town Council or Meeting (as appropriate) and any reference to "the Town Clerk and Chief Executive" means the Clerk of the Council. The expression "Town Mayor" or "Mayor" means Chairman of the Council. Any reference to "he" or "him" in this document shall include "she" and "her".

**3. Functions**

The functions of the Council shall be:

- (a) To exercise such powers and duties as are laid upon it by these rules.
- (b) To exercise such powers and duties as are laid upon it by statute.
- (c) To exercise such powers and duties as are laid upon it by delegation from the Central Bedfordshire Council.
- (d) To protect, enhance and promote the environment of the area of the Parish.
- (e) To protect, enhance and promote the collective interests and well-being of the residents of the Parish of Dunstable.
- (f) To make representations to Central Bedfordshire Council, and any other Statutory Body or Public Utility on matters affecting the residents of Dunstable Parish.
- (g) To stimulate and foster support for approved policies of the Council.

**4. Constitution**

- (a) The Council shall consist of:
  - (i) 18 Members elected by the electors of the Parish of Dunstable or such other number as may be specified by the District Council which shall not be less than five
  - (ii) Such co-opted Members as the Council may determine.

- (b) For the purposes of the election referred to in (a(i)) above the area of the Council shall be divided into five wards each electing Members as specified below:

Central Ward	3 Members
Icknield Ward	4 Members
Manshead Ward	3 Members
Northfields Ward	4 Members
Watling Ward	4 Members

- (c) All Councillors shall retire together in every ordinary year of election of such Councillors on the fourth day after the ordinary day of election of such Councillors and the newly elected Councillors shall come into office on the day on which their predecessors retire.

5. **Financial and Administrative Year**

The Financial and Administrative year of the Council shall be in the period commencing on the first day of April and ending on the thirty-first day of March in the following year.

6. **Meetings of the Council**

- (a) Meetings of the Council shall be held at Grove House, 76 High Street North, Dunstable commencing at 7.00pm unless otherwise determined.
- (b) The Statutory Annual Meeting of the Council will be held on the third Monday in May of each year save other than in an election year when it will be held a week Monday following the ordinary day of elections to the Council.
- (c) Ordinary meetings of the Council will be held on Mondays as determined annually by the Council and subject to at least a total of five meetings being held in any administrative year.
- (d) An extraordinary meeting of the Council may be called at any time by the Town Mayor.
- (e) If the Town Mayor refuses to call an extraordinary meeting of the Council after a requisition for that purpose, signed by two Members of the Council, has been presented to him, or if, without so refusing, the Town Mayor does not call an extraordinary meeting within seven days after such a requisition has been presented to him, any two Members of the Council, on that refusal or on the expiration of these seven days, as the case may be, may forthwith convene an extraordinary meeting of the Council.
- (f) Three clear days at least before a meeting of the Council:
- (i) Notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the Parish and, where the meeting is called by Members of the Council, the notice shall be signed by those Members and shall specify the business proposed to be transacted at the meeting; and

- (ii) A Summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the Proper Officer of the Council, shall be left at, sent by post or electronically sent to the usual place of residence of every Member of the Council.

- (g) Meetings of the Council and its Committees shall be mandatorily adjourned after two and a half hours unless the Members resolve to either an earlier or later adjournment.

**7. Chairman of Council Meeting**

The person presiding at a meeting may exercise all the powers and duties of the Town Mayor in relation to the conduct of the meeting.

**8. Proper Officer**

Where a Statute, Regulation or Order confers functions or duties on the Proper Officer of the Council in the following cases, he shall be the Town Clerk and Chief Executive.

- (a) To receive Declarations of Acceptance of Office
- (b) To receive and record notices disclosing pecuniary interests
- (c) To receive and retain plans and documents
- (d) To sign notices and other documents on behalf of the Council
- (e) To receive copies of Bylaws made by the District Council
- (f) To certify copies of Bylaws made by the Council
- (g) To sign summonses to attend meetings of the Council or its Committees
- (h) In any other case the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Town Clerk and Chief Executive.

**9. Quorum (Council meetings)**

- (a) A quorum of the Council shall be one third of the Members.
- (b) If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or at such other time as the Town Mayor may arrange.

**10. Voting at Council Meetings**

- (a) Members shall vote by a show of hands, or if at least two Members so request, by signed ballot except in the election of the Mayor and Deputy Mayor of the Council which shall be by secret ballot.

- (b) If a Member so requires, the Town Clerk and Chief Executive shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- (c) Subject to (d) and (e) below the Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
- (d) Subject to (e) below the Mayor may not give an original vote in the election for the Office of Town Mayor on any occasion when he will himself immediately after such an election retire from the Council.
- (e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

11. **Order of Business**

Annual Meeting of the Council

*(NB: In an election year Councillors should execute Declarations of Acceptance of Office in the presence of each other, or in the presence of the Town Clerk and Chief Executive or his nominated Deputy, before the Annual Meeting commences. For this purpose Councillors should convene at least 15 minutes before the commencement of the Annual Meeting.)*

- (a) At each Annual Meeting the first business shall be:
  - (i) To elect a Town Mayor
  - (ii) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received
  - (iii) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations
  - (iv) To receive a report on the membership of the Council and Declarations of Acceptance of Office (election year only)
  - (v) To decide when any declarations of acceptance of office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law, shall be received
  - (vi) To elect a Deputy Mayor of the Council
  - (vii) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received
  - (viii) To appoint Members to the Standing Committees of the Council

- (ix) To appoint the Chairmen and Vice Chairmen of the Standing Committees, if so decided, and the Chairman of any other committee that may be appointed, should the Council so decide
- (x) To appoint representatives to other organisations
- (xi) Such other business as specified in the agenda for the meeting.

Ordinary Council Meetings

- (b) At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made or if not then received to decide when they shall be received.
- (c) In every year, not later than the meeting at which the budget for next year is settled, the Council shall review the pay and conditions of service of existing employees.
- (d) After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
  - (i) To approve the signing of the Minutes of the previous meeting, by the presiding Chairman, as a correct record.
  - (ii) To hear representations from the public
  - (iii) To consider questions from members under Standing Order 16
  - (iv) To deal with business expressly required by Statute to be done
  - (v) To consider reports of committees
  - (vi) To consider any reports from officers
  - (vii) To consider motions, notice of which has been given in the summons
  - (viii) Any other business specified in the summons
- (e) A motion to vary the order of business on the grounds of urgency
  - (i) May be proposed by the Mayor or by any Member and, if proposed by the Mayor may be put to the vote without being seconded, and
  - (ii) Shall be put to the vote without discussion.

12. **Election of Town Mayor and Deputy Mayor**

- (a) The Town Mayor shall be elected annually from among the Councillors.
- (b) The election of the Town Mayor shall be the first business transacted at the Annual Meeting of the Council and if, apart from paragraph (h), the person presiding at the meeting would have ceased to be a member of the Council he

shall not be entitled to vote in the election except in accordance with paragraph (c).

- (c) In the case of an equality of votes in the election of a Mayor the person presiding at the meeting shall give a casting vote in addition to any vote he may have.
- (d) The Mayor shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as Mayor.
- (e) The Council may pay the Mayor for the purpose of enabling him to meet the expenses of his Office such allowance as the Council thinks reasonable.
- (f) The Council shall appoint a Member of the Council to be Deputy Mayor of the Council.
- (h) During their term of office the Mayor and Deputy Town Mayor shall continue to be Members of the Council notwithstanding the provisions of Standing Order 4(c).
- (i) Subject to any provisions of these Standing Orders anything authorised or required to be done by, to or before the Mayor may be done by, to or before the Deputy Mayor.

### 13. Notice of Resolutions for Council Meetings

- (a) A motion may be submitted by any Member.
- (b) Except as provided by these Standing Orders no resolution may be moved unless the proposer has given notice in writing of its terms and has delivered the notice to the Town Clerk and Chief Executive at least five clear days before the next meeting of the Council or the appropriate Committee.
- (c) The Town Clerk and Chief Executive shall insert in the summons for every meeting all the notices of motion or recommendation properly received unless the proposer has stated in writing that it is intended to move at some later meeting or that the motion is withdrawn.
- (d) If a resolution or recommendation specified in the summons is not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (e) Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

### 14. Resolutions of an Urgent or Emergency Nature at Council Meetings

Any Member may propose a resolution on a subject requiring urgent attention subject to:

- (a) Notice setting out the resolution is given to the Mayor at the commencement of the meeting.

- (b) The Council approve a resolution agreeing to the motion being added to the order paper for the meeting.

15. **Resolutions Without Notice**

Resolutions dealing with the following matters may be moved without notice at any time:

- (a) To appoint a Chairman of the meeting
- (b) To correct the Minutes
- (c) To approve the Minutes
- (d) To alter the order of business
- (e) To proceed to next business
- (f) To close or adjourn the debate
- (g) To refer a matter to a Committee
- (h) To appoint a Committee or any Member thereof
- (i) To adopt a report
- (j) To authorise the sealing of documents
- (k) To amend a motion
- (l) To seek leave to withdraw a motion or amendment
- (m) To suspend Standing Orders
- (n) To exclude press and public
- (o) To silence or eject from the meeting a Member named for misconduct
- (p) To invite a Member having an interest in the subject matter under debate to remain
- (q) To approve adding emergency resolutions to the agenda.

Providing the motion is seconded the question shall be put without debate.

16. **Questions at Council**

- (a) Any Member may ask the Town Mayor any questions concerning the business of the Council on giving notice of its terms and having delivered the notice to the Mayor or the Town Clerk and Chief Executive at least 3 clear days before the meeting

- (b) Every question shall be put and answered. No discussion shall be entered into but the questioner will be permitted to ask one relevant supplementary question which shall be answered.
- (b) A person to whom a question has been put may decline to answer.

17. **Reports of Committees**

- (a) The reports of each Committee shall be divided into
  - (i) recommendations which are submitted to the Council for adoption and
  - (ii) other matters which do not require such approval.
- (b) The items in the report of a Committee shall be considered individually and in order and a separate vote shall be taken on each recommendation included in a Committee's report.
- (c) Upon the consideration of a Committee report the Chairman or other Member of that Committee shall move that the report be received and the recommendations contained therein (if any) be adopted. When the motion has been seconded the Town Mayor or other person presiding at the meeting shall invite questions and then comments in respect of each item included in the Committee's report. A Member shall not be limited as to the number of questions he may ask but may not rise to comment more than once on each item.
- (d) The mover of the motion to receive a Committee's report shall have the right of reply to any comments made on an item included in that report.

18. **Rules of Debate**

- (a) No discussion shall take place upon the Minutes except upon their accuracy. Correction to the Minutes shall be made by resolution and must be initialled by the Town Mayor.
- b) Any Member wishing to refer to, or present a document (letter, photograph, sketch, etc) to Council or one of its Committees, should notify and make a copy available to the Chairman of the relevant Committee at least three days prior to the relevant meeting. The Chairman, in consultation with the Town Clerk and Chief Executive, will then verify the appropriateness of the document, in preparation for submission at the relevant meeting.
- (c) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (d) A Member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.



- (e) A Member shall direct his speech to the question under discussion, or to a personal explanation, or to a question of order.
- (f) An amendment shall not have the effect of negating the motion before the Council
- (g) No speech shall exceed ten minutes, except by consent of the Council.
- (h) An amendment shall be either:-
  - i) To leave out words
  - ii) To leave out words and insert or add others
  - iii) To insert or add words
- (i) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendments may be moved.
- (j) The mover of a resolution or of an amendment shall have a right of reply.
- (k) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (l) The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (m) Members shall address the Town Mayor.
- (n) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- (o) A Member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A Member rising for these purposes shall be heard forthwith.
- (p) When a resolution is under debate no other resolution shall be moved except the following:-
  - i) To amend the resolution
  - ii) To proceed to the next business
  - iii) To adjourn the debate
  - iv) That the question be now put
  - v) That a Member named be not further heard

- vi) That a Member named does leave the meeting
- vii) That the resolution be referred to a Committee
- viii) To exclude the public and press
- ix) To adjourn the meeting.

#### 19. **Closure**

At the end of any speech a Member may without comment, move "that the question be now put" or "that the Council do now adjourn". If such a motion is seconded and if the Town Mayor is of the opinion that the question before the Council has been sufficiently debated (but not otherwise) he shall forthwith put the motion. If the motion "that the question be now put" is carried he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

#### 20. **Alteration of Resolution**

A Member may, with the consent of his seconder, move amendments to his own resolution.

#### 21. **Right of Reply**

The mover of a resolution shall have the right to reply immediately before the motion is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised, or waived, a vote shall be taken without further discussion.

#### 22. **Rescission of Previous Resolution**

- (a) A decision of the Council shall not be reversed within six months save by a special resolution, the written notice of which bears the names of at least four Members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) This order shall not apply to rescinding resolutions moved in pursuance of the report or recommendation of a Committee.

#### 23. **Conduct of Members**

- (a) No Member shall misconduct himself at a meeting by persistently disregarding the ruling of the Town Mayor, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule. Members must always abide by the principle of transparency and openness as set out in the Council's Code of Conduct.

- (b) If, in the opinion of the Town Mayor, a Member has acted in a manner contrary to that required, the Town Mayor shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a Member reasonably believes another Member is in breach of the Code of Conduct, that Member is under a duty to report the breach to the Monitoring Officer of Central Bedfordshire Council.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed the Town Mayor may suspend the meeting or take such further action as may reasonably be necessary to enforce them.
- (d) All Members must observe the Code of Conduct which was adopted by the Council on 25 June 2012, a copy of which is annexed to these Standing Orders.

**24. Disqualification of a Parish Councillor**

- (a) If a Member fails throughout a period of six consecutive months from the date of his last appearance to attend any meeting of the Council, he will cease to be a Member of the Council, unless the failure is due to some reason approved by the Council before the expiry of the six months period.
- (b) Attendance at a meeting of a Committee or Sub-Committee of the Council or at a joint Committee of the Council and another local authority is deemed to be attendance at a meeting of the Council.

**25. Casual Vacancies**

- (a) In the event of a vacancy occurring, for whatever reason, in the membership of the Council, the vacancy will be advertised by public notice in one or more local publications.
- (b) A by-election will be held if, within fourteen days, a poll is claimed by ten electors.
- (c) If a poll is not claimed the vacancy may be filled by co-option within sixty days of the date of the public notice and the Council will be convened to fill the vacancy.
- (d) The person co-opted will complete the Declaration of Acceptance of Office and serve for the remainder of the term of the Councillor replaced.

**26. Liaison with District Councillors**

A Notice of Meeting together with an invitation to attend shall be sent to the Central Bedfordshire Councillors representing the area of the Town Council.

**27. Finance**

- (a) The funds of the Council shall be kept in the name of the Council at a Bank approved by the Council.
- (b) No financial liabilities shall be incurred or payments made except under a special or general authorisation of the Council.
- (c) Payments made by cheque, direct debit, on-line banking or any other order shall be signed by any two of the appointed Members of the Council, together with the Town Clerk and Chief Executive (or such other officer nominated by him) if so required by the Council.
- (d) The accounts of the Council shall be made up by the Responsible Financial Officer at the end of each financial year and submitted to the Council as soon as is practicable thereafter irrespective of whether or not the accounts have been audited.
- (e) Except as provided in paragraph (f) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council or the Finance and General Purposes Committee or a Sub-Committee appointed by it for that purpose.
- (f) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the Committee, if any, having charge of the business to which it relates or by the Town Mayor or Deputy Town Mayor of the Council.
- (g) All payments authorised under sub-paragraph (f) of this Standing Order or made without authority of the Council shall be separately included in the next schedule of payments laid before the Council.
- (h) The Responsible Financial Officer shall supply to each Member as soon as practicable after 31 March in each year a Financial Statement prepared on the appropriate accounting basis for a year to 31 March. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval in accordance with the Accounts and Audit Regulations.
- (i) The Town Clerk and Chief Executive may be required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

**28. Estimates**

- (a) Any Committee desiring to incur expenditure during the next financial year to be defrayed out of the income of the Council shall submit its proposals to the Town Clerk and Chief Executive prior to the meeting of Finance and General Purposes Committee to be held in January each year.

- (b) At the meeting of the Finance and General Purposes Committee held in January consideration shall be given to the detailed proposals of expenditure and income submitted by the Town Clerk and Chief Executive and recommendations made to the January or February meeting of the Council as to the amount of precept to be levied for the ensuing financial year.
- (c) Any motion that is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or another Committee supported by the Finance and General Purposes Committee and which if carried, would, in the opinion of the Town Mayor substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of, any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any Committee affected by it shall consider whether it desires to report thereon. The Finance and General Purposes Committee shall report on the financial aspect of the matter.

29. **Sealing of Documents**

- (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (c) Any two Members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.

30. **Voting on Appointments**

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

31. **Discussions and Resolutions affecting Employees of the Council**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See SO 37).

32. **Interests – Members**

- (a) If a Member has a non-pecuniary interest as defined by the Code of Conduct adopted by the Council on 25 June 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- (b) If a Member has a pecuniary interest, Standing Order 37(f) refers.
- (c) The Town Clerk and Chief Executive shall record in a book to be kept for the purpose, particulars of any notice given by any Member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open

during reasonable hours of the day for the inspection by any Member and the public.

### 33. **Interests – Candidates for Council Employment**

If a candidate for any appointment under the Council is to his knowledge related to any Member of, or the holder of any Office under, the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk and Chief Executive. A candidate who fails to do so shall be disqualified for such appointment, and if appointed may be dismissed without notice. The Town Clerk and Chief Executive shall report to the Council or to the appropriate Committee any such disclosure.

Where a relationship to a Member is disclosed the Standing Orders on interests of Members in contracts and other matters shall apply.

*The Town Clerk and Chief Executive shall make known the purpose of this Standing Order to every candidate.*

### 34. **Canvassing of and Recommendations by Members**

- (a) Canvassing of Members or any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

*The Town Clerk and Chief Executive shall make known the purpose of this Standing Order to every candidate.*

- (b) A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or promotion; but nevertheless a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- (c) Standing Orders 32 and 33 shall apply to tenders as if the person making the tender were a candidate for an appointment.

### 35. **Standing Orders on Contracts**

- (a) When it is intended to enter into a contract exceeding £5,000 but not exceeding £40,000 in value for the supply of goods or materials or for the execution of works, the Town Clerk and Chief Executive shall where practicable obtain at least three competitive quotations.
- (b) Where the estimated value of a contract is over £25,000 invitations to submit quotations shall be in accordance with the Public Contracts Regulations 2015.
- (c) Where the value of the intended contract exceeds £40,000 sealed tenders shall be invited from a minimum of 4 firms. The Council does not hold a standing list of contractors but the officers may seek advice from a relevant consultant.

- (d) Notice of a contract exceeding £40,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which the tenders should reach that person in the ordinary course of post.
- (e) If no tenders are received or if all tenders are identical the Council may take such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (f) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders 32 and 33.
- (g) The Town Clerk and Chief Executive together with the Chairman of the relevant Committee (or other officer or member nominated by them) shall open all tenders immediately after the closing date for submission and record the name and price of each tender and sign each entry.
- (h) The Town Clerk and Chief Executive shall not accept other than the lowest tender without the consent of the appropriate Committee of the Council.
- (i) The Town Clerk and Chief Executive shall be authorised to accept the lowest tender provided it does not exceed the estimated value of the work as indicated in the relevant approved revenue or capital budget.
- (j) Where the value of a contract is likely to exceed the threshold specified by the Crown Commercial Service from time to time, the council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, must comply with the European Union Procurement directive.

**36. Inspection of Documents**

- (a) A Member may for the purpose of his duty as such (but not otherwise) inspect any document in the possession of the Council or a Committee, and if copies are available shall on request, be supplied for the like purpose with a copy.
- (b) All Minutes kept by the Council and by any Committee shall be open for the inspection of any Members of the Council.
- (c) The Minutes of the Council shall be open to inspection by any Local Government elector of the Parish without charge.

**37. Admission of the Public and Press to Meetings and Petitions**

- (a) The public and press shall be admitted to all meetings of the Council and its Committees, which may, however, temporarily exclude the public or press or both by means of the following resolution, viz:

*"That in view of the nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw."*

- (b) The Town Clerk and Chief Executive shall afford to the press and public reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- (c) For the purposes of reporting, members of the press and public will be permitted to record the proceedings of any Council or Committee meetings that they are permitted to attend. This includes the use of any communication method including the internet to publish, post or otherwise share the results of the person's recording activities. Publication and dissemination of recording activity may take place at the time of the meeting or occur after the meeting.
- (d) For the purpose of 37 (c) above, any person attending the Council meeting or relevant Committee meeting, in the interests of courtesy, are required to inform the Chairman of the meeting if they intend to record the meetings proceedings.
- (e) Questions and representations from the public at all meetings of the Council or its Committees should be received by the Town Clerk and Chief Executive in writing a minimum of three working days prior to the date of the meeting. Representations from the public at Committee meetings will only be accepted if the representations are relevant to specific agenda items or at the discretion of the Chairman of the Committee meeting. All questions shall be put and answered without discussion. No supplementary questions shall be permitted.
- (f) At all meetings of the Council, the Chairman may permit members of the Council (including co-opted members as defined by s.49 (7) Local Government Act 2000) who have a pecuniary interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. The Code of Conduct which was adopted by the Council on 25 June 2012 shall apply to members of the Council in respect of the entire meeting.
- (g) Representations by members of the Council with a pecuniary interest or by or on behalf of the public shall be restricted to a maximum time of three minutes per person up to a maximum total time of fifteen minutes. Where more than three people wish to make representations the time allocated to each person shall be determined and declared by the Chairman. Where the representations relate to an item on the agenda the Chairman may defer the hearing or adjust the order of the Agenda as he may decide.
- (h) If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that part of the Chamber open to the public be cleared.
- (i) **Petitions** from Councillors and members of the public will be accepted and considered by the most appropriate Committee. When considering each petition Members of the Committee will determine a relevant course of action which will be clearly minuted. All petitions will be presented to the next available Committee and will be made a separate agenda item. Petitions should therefore be submitted at least 7 days prior to the appropriate Committee.



38. Confidential Business

- (a) No Member of the Council or of any Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council or Committee as the case may be.

Members should exercise discretion in quoting any remarks made in Council or Committee especially when the press or public are excluded, or simply not present when quotes to a third party should only be attributed to a Member with that Member's permission.

- (d) Any member in breach of the provisions of paragraph (a) above of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

39. Committees

The Council may at the Annual Meeting appoint standing Committees, and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- a) shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and
- b) may, subject to the provisions of Order 22 above, at any time dissolve or alter the Membership of a Committee
- c) the Town Mayor and Deputy Town Mayor shall be Members of every Committee
- d) every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council unless such election takes place at the Annual Meeting of the Council
- e) the Chairman of a Committee or the Town Mayor may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting
- f) every Committee may appoint Sub-Committees for purposes to be specified by the Committee
- g) the Chairman of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve
- h) except when ordered by the Council in the case of a Committee or by the Council or by the appropriate Committee in the case of a Sub-Committee, **the quorum of a Committee or Sub-Committee shall be one-half of its Members**

- i) the Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings insofar as they are appropriate.

40 **Voting on Committees**

- a) Members of Committees and Sub-Committees shall vote by show of hands.
- b) Chairmen of Committees and Sub-Committees shall have a second or casting vote.

41 **Presence Of Non-Members Of Committees At Committee Meetings**

- a) A Member who has proposed a motion which has been referred to any Committee of which he is not a Member, may explain his motion to the Committee but shall not vote.
- b) Any Council Member may attend, and with the permission of the Committee Chairman, speak on particular matters at a meeting of a Committee or Sub-Committee of which she is not a member, but may not vote.

42. **Delegation to Committees**

Except as mentioned below, each Committee shall exercise on behalf of the Council the functions assigned to it as set out below. Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions. Each Committee is required to submit to the Council a report of its proceedings since the previous meeting of the Council.

43. **Delegation - Exceptions**

- a) The borrowing of money
- b) The levying of a rate
- c) The disposal of land, other than lettings for two years or less
- d) The introduction of new major policy or a change in the Council's established policy
- e) The making of byelaws
- f) The purchase of land not provided for, or at a cost in excess of a sum allowed in any approved capital works.

44. **Sub-Committees**

Committees may, subject to the concurrence of the Council, appoint Sub-Committees and (subject to the foregoing exceptions) such of the Committees' powers and duties as the Council may resolve, may be delegated to Sub-Committees. Each Sub-

Committee is required to submit to the main Committee a report of its proceedings since the previous meeting of the Committee.

45. **Delegation to Committee Chairmen, Vice-Chairmen and Officers.**

The following powers shall be delegated to the Committee indicated:

- (a) **Finance and General Purposes Committee**  
(12 Members plus the Town and Deputy Town Mayor)
- (i) To make decisions on overall Council policy
  - (ii) Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
  - (iii) To consider and approve corporate arrangements for risk management.
  - (iv) To control the policies of all Committees and, where appropriate, to make recommendations thereon to the Council.
  - (v) To consider and make decisions on any matters referred to it by the Council or other Committees.
  - (vi) To determine all matters relating to financial issues and to recommend annual revenue and capital budgets to Council.
  - (vii) To advise the Council on the regulation and control of the Council's finances; including in particular the financial implications and funding of any capital works.
  - (viii) To control the collection of revenues of the Council and to write off irrecoverable amounts.
  - (ix) To determine policy regarding insurances.
  - (x) To receive auditors' reports and make decisions as to any policy matters raised thereby or arising therefrom.
  - (xi) To make decisions regarding town twinning, hospitality, civic and public relations activities and any applications for grant aid.
  - (xii) To advise on the making of any byelaws not specifically the responsibility of any other Committee or District Council.
  - (xiii) To make decisions on all matters relating to all staff including proposals for additional staff to the Council's establishment. The appointment of the Town Clerk and Chief Executive is the responsibility of the Council.
  - (xiv) To make recommendations to the Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.

- (xv) To make decisions on all matters relating to the Council's premises including the determination of applications to use any of the facilities therein.
- (xvi) To make decisions on any matters not specifically allocated to another Committee.
- (xvii) To make decisions on all matters relating to Fire and Rescue Service, Trading Standards and Action Points falling to the Council by special arrangement with Central Bedfordshire Council.

(b) **Personnel Sub-Committee**

This Sub-Committee will report directly to the Finance and General Purposes Committee and will comprise 7 members consisting of the Chairman of Finance and General Purposes Committee plus 6 other members

- (i) To consider and make recommendations to the Finance and General Purposes Committee issues concerning the employment and terms and conditions of all staff.
- (ii) To consider and make recommendations to the Finance and General Purposes Committee on issues concerning Council personnel policy.
- (iii) To determine the successful nominee for the Quarterly Staff Award Scheme.

(c) **Appeals and Appointments Committee**

This Sub-Committee will report directly to the Finance and General Purposes Committee for the purposes of (i) below and will have full decision making powers for the purposes of (ii) below. The Sub-Committee will comprise 5 Members consisting of the 3 standing committee chairmen, the Town Mayor and the Vice-Chairman of the Finance and General Purposes Committee.

- (i) To report to the Finance and General Purposes Committee on all matters to the Council's appeals procedures and to make recommendations on appointments for Service Heads and the Town Clerk and Chief Executive.
- (ii) To consider and agree any amendments to the Councils Senior Management Team's terms and conditions of employment that may arise from time to time.

(d) **Dunstable Joint Committee**

Comprising 5 Town Councillors (the Town Mayor, Deputy Town Mayor and Chairmen of Standing Committees) and 5 Central Bedfordshire Councillors plus such other co-opted non-voting advisors as determined by the Committee. This Committee will report directly to the Council and named substitutes will be permitted as full Committee Members<sup>1</sup>.

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<sup>1</sup> The Dunstable Joint Committee has Terms of Reference prepared by Central Bedfordshire Council that should be read in line with the delegations given

- (i) To serve as a partnership forum for all those involved in town wide initiatives to consult with each other and co-ordinate their activities so as to realise their aspirations for the town.
- (ii) To set the broad direction of the partnership, taking into account the needs of the town's customers, employees, residents, visitors, traders, property owners and developers. This includes devising and updating a recommended Joint Committee Action Plan, for approval by the Council.
- iii) To inform and advise the relevant committees of the local authority/authorities on all aspects of their responsibilities for the town and its environs.
- (iv) To co-ordinate the activities of the various town wide service providers and those responsible for meeting the needs of the town centre.
- (v) To undertake and co-ordinate marketing and promotional work for the town.
- (vi) To seek funding opportunities for the furtherance of town wide initiatives and determine an annual spend programme for the Committee from funds identified by Central Bedfordshire Council and Dunstable Town Council.
- vii) The Council shall identify named substitutes for this Committee at its Annual General Meeting.

(e) **Grounds and Environmental Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

- (i) To determine all matters relating to highways, footpaths and bridleways.
- (ii) To respond, on behalf of the Council, to the proposals of other authorities relating to transportation and car parking issues, including traffic regulation orders.
- (iii) To determine all matters relating to the provision and maintenance of, bus shelters.
- (iv) To determine all matters relating to the provision and day to day running of allotments/leisure gardens, parks, recreation grounds, open spaces and play areas in the control of the Council.
- (v) To determine all issues relating to the management and maintenance of Dunstable Cemetery.
- (vi) To consider all Planning Applications within the Parish submitted to Central Bedfordshire Council and subsequently advise the District Planning Authority of the Town Council's views.  
(This function has in turn been delegated to the Plans Sub-Committee).
- (vii) To consider any local plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders.

- (viii) To consider all matters relating to the physical environment of the town, including litter and dog control, re-cycling of waste materials and liaising with local interest groups on such issues.
- (ix) To assemble and submit to the Finance and General Purposes Committee an income and expenditure budget for each financial year in respect of all the services of this Committee.
- (x) To determine all matters relating to the Council's management of Creasey Park Community Football Centre and the associated management contract with Central Bedfordshire Council.

(f) **Plans Sub-Committee**

This Sub-Committee will report directly to the Grounds and Environmental Services Committee and will comprise 7 Members consisting of the Chairmen of the Grounds and Environmental Services Committee plus a representative from each of Dunstable's 5 constituent wards. Any Councillor may act as a substitute for this Sub-Committee.

- (i) To consider all Planning Applications within the Parish submitted to the Central Bedfordshire Council and subsequently advise the District Planning Authority of the Town Council's views.
- (ii) To comment, on behalf of the Town Council, on any traffic regulation proposals or other urgent matters proposed by Central Bedfordshire Council.
- (iii) Any Member of the Council may act as a substitute member and attend, speak and vote at meetings of this Sub-Committee.

(g) **Community Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

- (i) To determine all issues relating to the management and maintenance of the Peter Newton Pavilion and Downside Community Centre, 'Grove Corner' (Youth and Community Centre) and the Mayfield Centre.
- (ii) To determine all matters relating to the Council's approach to delivering services to young people.
- (iii) To determine all matters relating to the delivery of the Council's holiday activities programme.
- (iv) To keep under review the need for additional community facilities and to make recommendations as to how to satisfy such need.
- (v) To assemble and submit to the Finance and General Purposes Committee an income and expenditure budget for each financial year in respect of all the services of this Committee.
- (vi) To be responsible for all matters relating to the Council's approach to community safety and involvement in the Central Bedfordshire

Community Safety Partnership and to liaise with Bedfordshire Police concerning community policing issues in respect of Dunstable.

- (vii) To liaise with local voluntary organisations on the development of voluntary services.
  - viii) To determine all issues relating to the management of the Older People's Day Care Services to the standard agreed in the Council's contract with Central Bedfordshire Council.
  - (ix) To determine all matters relating to the Council's annual events programme.
  - (x) To determine all matters relating to Priory House
  - (xi) To determine all matters relating to the Council's provision of Christmas lighting in the town centre.
  - (xii) To determine all matters relating to the management of Dunstable Market.
  - (xiii) To determine all matters relating to the Council's management of Ashton Square Public Conveniences and the associated lease arrangement for the premises with Central Bedfordshire Council.
- (h) Town Clerk and Chief Executive

The following powers shall be delegated to the Town Clerk and Chief Executive or in his absence the appropriate Head of Service.

- (i) Grant or refusal of applications for Exclusive Rights of Burial, interment of human or cremated remains and erection of memorials at Dunstable Cemetery within the policies prescribed by the Council.
- (ii) Incurring all items of expenditure included within the approved budget for the relevant year except where an item is expressly excluded in the budget and subject to compliance with Standing Orders with respect to contracts and to Financial Regulations.
- (iii) Grant or refusal of applications to hire Council premises, sports facilities or facilities managed by the Council within the policies prescribed by the Council.

46 **Matters of Urgency**

The Chairman and Vice-Chairman of any Committee (provided that, if either or both be not available, any other Member(s) of the appropriate committee shall act in their stead) shall be authorised to exercise any powers within the purview of their Committee, but not otherwise delegated, provided they are satisfied that action is required as a matter of urgency.

The Members so acting shall be deemed to constitute a Sub-Committee of the Committee concerned.

47 **Code of Conduct on Complaints**

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Monitoring Officer at Central Bedfordshire Council.

48 **Standing Orders**

- (a) Any part of the Standing Orders except those required by statute may be suspended by resolution in relation to any specific item of business.
- (b) A motion to permanently vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- (c) These Standing Orders shall not be altered or rescinded except with the consent of at least two thirds of the Members present and voting at a meeting of the Council.

49 **Standing Orders to be given to Members**

A printed copy of these Standing Orders shall be given to each Member by the Town Clerk and Chief Executive upon delivery to him of the Member's Declaration of Acceptance of Office.

50 **Approval of Standing Orders**

The foregoing Constitution, Rules and Standing Orders were approved by the Council on 2 December 2019.

..... Town Mayor  
Councillor Sid Abbott

..... Town Clerk and Chief Executive  
David Ashlee