

Dunstable Town Council
Grove House
76 High Street North
Dunstable
Bedfordshire
LU6 1NF

Tel: 01582 513000
E-mail: info@dunstable.gov.uk
Website: www.dunstable.gov.uk



David Ashlee Town Clerk and Chief Executive

Your Ref

Our Ref: DAKH/C1.2

4 May 2020

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Dunstable Town Council which will be held virtually in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on **Monday 18 May 2020 at 7.00 pm** using Microsoft Teams, when the following business will be transacted:

AGENDA

1. Amendment to the Council's Standing Orders and Constitution
2. To elect a Town Mayor for the ensuing year.

Councillor Jones will propose and Councillor Bird will second

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

3. The newly elected Town Mayor will make the Declaration of Acceptance of Office.
4. Specific Declarations of Interest.
5. Apologies for Absence.
6. To appoint a Deputy Town Mayor for the ensuing year.

Councillor Restall will propose and Councillor Abbott will second

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

7. The newly appointed Deputy Town Mayor will make the Declaration of Acceptance of Office.

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8. To note the appointment of the Town Mayor's Chaplain for the ensuing Municipal Year.
9. To select members to serve on Standing Committees and Sub-Committees of the Council for the Municipal Year 2020/2021.

Finance and General Purposes Committee

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

Grounds and Environmental Services Committee

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

Community Services Committee

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

Dunstable Joint Committee

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

Personnel Sub-Committee

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

Plans Sub-Committee

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

Appeals and Appointments Committee

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

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

Cont'd.....

04/05/20

10. To approve as a correct record the Minutes of the Committee Meetings of the Community Services Committee held on 2 March 2020; the Grounds and Environmental Services Committee held on 9 March 2020 and the Finance and General Purposes Committee held on 16 March 2020 (copies enclosed).
11. Chairman's Remarks.
12. To select representatives to serve on outside organisations, etc.

Body

Representative

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

13. Disclosable Pecuniary Interests – Dispensations

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

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

Yours faithfully



David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council

DUNSTABLE TOWN COUNCIL

ANNUAL COUNCIL MEETING

18 MAY 2020

**AMENDMENTS TO THE CONSTITUTION AND STANDING ORDERS IN LIGHT OF
SECTION 78 OF THE CORONAVIRUS ACT 2020
AND THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY
AND POLICE AND CRIME PANEL MEETINGS)
(ENGLAND AND WALES) REGULATIONS 2020
(THE 2020 REGULATIONS)**

Purpose of Report:	The purpose of this report is for the Council to agree amendments to the Constitution and Standing Orders in light of new legislation that allows Council's to hold 'virtual meetings' namely Section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (The 2020 Regulations)
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1. ACTION RECOMMENDED

- 1.1 That the amended Constitution and Standing Orders as presented at Appendix 1 of this report be adopted by the Council for the purposes of holding remote meetings for the duration of the Covid-19 Pandemic 'lockdown' period and until such time as Council meetings can be held safely with all necessary members attending in person.

2. INTRODUCTION

- 2.1 In response to the requirement to keep the wheels of local democracy turning throughout this Covid-19 'lockdown' period, the Government agreed new legislation and regulations that allow Council's to meet virtually using available technology.
- 2.2 Whilst there is no general requirement for Council's to amend their Standing Orders to allow this to happen, it is considered best practice to do so for the clarity of Council members and the general public, hence this report.
- 2.3 Attached at appendix 1 is an amended version of the Council's Constitution and Standing Orders that reflects changes created by the new legislation in order to proceed with holding virtual meetings. This version of the Standing Orders will only be used when a virtual meeting is being held and it is important to note that the general composition of the Constitution and Standing Orders is not fundamentally affected.
- 2.4 For clarity, the proposed changes have been highlighted using 'tracked changes'.

3. FINANCIAL IMPLICATIONS

- 3.1 All members have previously been supplied with a device loaded with the appropriate technology that allows them to access remote meetings so there are no cost implications.

4. POLICY AND CORPORATE PLAN, HEALTH AND SAFETY AND HUMAN RESOURCE IMPLICATIONS

- 4.1 None

5. LEGAL IMPLICATIONS

- 5.1 These are inherent within the report

6. APPENDICES

- 6.1 Appendix 1 - Amended Constitution and Standing orders

7. AUTHOR

- 7.1 David Ashlee – Town Clerk and Chief Executive
E-mail: david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 2 MARCH 2020

Present: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Gloria Martin (Chairman), Gladys Sanders (Vice-Chairman), Wendy Bater, Lisa Bird, Cameron Restall, Lee Roberts, Pamela Ghent, John Gurney and Peter Hollick

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

Apologies: Councillor Greg George

Public: Two

40 MINUTES

The minutes of the meeting of the Community Services Committee held on 6 January 2020 were approved as a correct record and signed by the Chairman.

41 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

42 EVENTS AND MARKETING

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

It was noted that there was an update to paragraph 3 as Specsavers had since decided to pull out of sponsoring the events programme. Opportunities to secure another sponsor or sponsors were being investigating.

Councillor Jones asked if the Around the World event would have any VE Day themed events. It was confirmed it would.

It was noted that the film licence for Priory Pictures was generally the same regardless of age of the film and that Houghton Hall were also advertising outdoor cinema events. Councillor Jones suggested checking that it was worth seeking to avoid any clash of dates. Councillor Hollick also raised the issue of ensuring that the screen was positioned to avoid the sun obscuring the view of some participants.

43 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.

She noted that numbers for juniors attending Grove Corner were growing, with 29 members of the junior group and 11 members of the transition group. In response to a query from the Chairman, she explained that whilst the maximum number was 50, in fact, and given the age range, 35 was really the maximum number.

The NHS were keen to book more sessions for the new Hoarding Group; whilst the initial programme of sessions was finished, these were fully booked, and subject to funding, they were keen to book more. There was also interest from an arts and drama therapy group and for counselling rooms.

44 OLDER PEOPLE'S DAY CARE SERVICES

The Community and Young People's Services Manager reported that the Saracens Head were keen to work in partnership with the Council to deliver a new lunch club session. Forty invites had been sent out for the first April date, eight replies had already been received but The Community and Young People's Services Manager was receiving calls and emails every day about it. The maximum capacity is 35 people. There are to be six trial sessions between the April start date and the next Committee meeting, where it was hoped to table a recommendation to make the sessions part of the Council's established programme. They were designed to time with the availability of free parking on Tuesday afternoons at Ashton Square.

Councillor Jones enquired how many people attended more than one lunch club. The Community and Young People's Services Manager explained this was very much based on individual circumstance/need but generally people only attended one.

Councillor Abbott asked about the current waiting list at Creasey Park. The Community and Young People's Services Manager explained there were 19 on the waiting list who had been offered the opportunity to attend the Saracen's Head session instead.

The next Big Lunch session is on 7 June and is already sold out, with six people on the waiting list. The Community and Young People's Services Manager will continue to gauge interest so demand can be assessed for future events. Last year the team had worked based on a capacity of 130, but this was too tight so this year it had been reduced to 100.

45 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.

Bookings of the Jacobean Room were up on last year.

Councillor Roberts had been approached by residents to notify him of the fact Priory House tearoom had been running a reduced menu on occasion. It was explained that this happened very rarely and was due to staffing issues. The need to increase the casual staffing pool was being addressed, and as the tea rooms were the priority, from time to time the Tourist Information Centre was closed and staff there diverted to the tea rooms. Councillor Hollick commented that he had recently attended a wedding at the Jacobean Room and it had taken some time to get the meal upstairs. Councillor Bater also commented that on the occasions she had attended there had been no gluten free bread. The Head of Community Services said both issues were being addressed, along with the growing demand for vegan products.

46 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.

He explained the Town Centre Officer is looking at alternative options to reduce the carbon footprint of the town's Christmas lights, including the impact of cutting down a large living tree. **Members agreed to set up a small Working group to oversee the lighting review. The first meeting will take place at 11.30 am on Wednesday 25 March in the Council Chamber and will comprise of Councillor Gloria Martin, Councillor Gladys Sanders and Councillor Liz Jones (who was unable to attend the first meeting), and Councillors Pam Ghent and John Gurney,** assisted by the Town Centre Officer and the Manager of Priory House. It was anticipated that the meeting would also comprise a walk around the town so attendees should dress appropriately for the weather.

The VE Day event was also discussed. Councillor Roberts raised that there was a need to tidy up the area around Middle Row and Ashton Square generally and Councillor Jones requested that the Town Rangers be asked to seek to clean it up before the event. The Chairman also raised the problem of parking on the pavement outside Priory House that had caused permanent staining of the new paving with oil, despite the Rangers best effort to remove it. The possibility of siting more large planters there to prevent it was raised.

Councillor Jones indicated she would follow up with Councillor Hegley on the missing seats in Middle Row.

Councillor Gurney queried whether there were funds available to residents to apply for road closures to enable street parties to be held to mark VE Day. The Head of Community Services indicated that there were 10 lots of £100 available for this purpose and that the availability of the funds would shortly be advertised on the Council's Facebook page.

The Town Clerk and Chief Executive urged Members to fill in the People and Places town centre survey as promoted on the Council's Facebook page. Councillor Roberts commented on the need to look at vacancy rates in Middle Row/Ashton Square, particularly following the closure of Martin's. Whilst the shop itself had not necessarily been a big draw, the fact it had a cashpoint had been. Councillor Hollick also noted that the Travelhub had also recently closed. Councillor Roberts commented that community

events had recently been centred on the Quadrant (including the recent Pancake Race and the proposed Easter events) and it would be good to see more taking place in Middle Row/Ashton Square. The Head of Community Services indicated that at least 3 or 4 big events were planned there as well as the area benefiting from the award of funding following its recent designation as a High Street Heritage Action Zone. The availability of two hours' free parking on Tuesdays was also commented on to encourage footfall.

47 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

The Chairman noted there would be a meeting later that week, but the organisation was doing well and comfortably keeping its head above water financially.

Dunstable Town Band:

No report – the Democratic Services Manager would look at when the next meeting was due to be held.

DUNSTABLE TOWN COUNCIL

**MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES
COMMITTEE**

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

ON MONDAY 9 MARCH 2020

- Present: Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor & Chairman), Lisa Bird (Vice-Chairman), Mark Cant, Alan Corkhill, Philip Crawley, Greg George, Kenson Gurney and Johnson Tamara
- Apologies: Councillors Pamela Ghent and Gladys Sanders.
- In Attendance: Councillors Peter Hollick and Gloria Martin, David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Sharon Long (Democratic Services Manager) and Ian Swinnerton (Grounds Operations Manager).
- Public: None

48 MINUTES

The Minutes of the meeting of Grounds and Environmental Services Committee held on 13 January 2020 were approved as a correct record and signed by the Chairman.

49 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

50 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 7 January, 28 January and 18 February 2020 be received.

**51 PRESENTATION TO COMMITTEE ON PHASE 2 HIGH STREET IMPROVEMENTS
- AZIZA JEPPE OF CENTRAL BEDFORDSHIRE COUNCIL**

Ms Jeppe explained that the presentation covered Phase 2 of the proposed High Street improvement works but there were likely to be further phases depending on the availability of funding from external sources.

Draft plans for phase 2 were provided to Members for comment with a view to making modifications if appropriate. It was intended to finalise design by the end of March and go out to procurement from May to August, with implementation starting in August or September. The design had not been the subject of consultation at this stage and covered the area around the clocktower. The funding for the proposed works was in

place; First Anglian Water had been required to provide funding to design the bus stand area and it needed to be spent by Spring 2021. Other sources of funding for these and future works included the Housing Infrastructure Fund and the South East Midlands Local Enterprise Partnership.

Ms Jeppe explained that the works gave Central Bedfordshire Council the opportunity to put in place additional drainage and an attenuation tank for storage of surface water by way of flood alleviation measures. Completion of the works would unlock the condition on the funding secured for the works at Priory House.

The following questions and issues from Members were raised:

- Would the work undertaken in phase 1 be affected by the planned works in phase 2? Ms Jeppe confirmed that the phase 1 works would not be affected;
- Where was the proposed parking? Ms Jeppe explained this would follow at the end of phase 2;
- Would there be planting on the attenuation tank? Ms Jeppe confirmed it would be similar to that on the West Street attenuation tank, and there would be full consultation with the Town Council and previous issues around the time of planting would be addressed;
- Would there be an opportunity for more trees to be planted into the ground? This would be considered but was unlikely in this location due largely to services;
- A query about the proposed crossing was raised by the Mayor. Ms Jeppe confirmed the crossing by Priory House would be a Zebra crossing with flashing Belisha beacons at either side to warn road users and tactile paving for blind and partially sighted people;
- Would there be a greater emphasis on enforcement to stop people parking on the kerbs and pavements in the area? Ms Jeppe explained Central Bedfordshire Council were looking at the issues around parking in Dunstable and how best to address them. Councillor Jones indicated that Councillor Young was working on the issue and looking at imposing further restrictions and increased enforcement. Problems particularly arose around Gents Barbering and the Vantage restaurant; and
- How would the works and disruption the works would cause be communicated to residents and the business community? Ms Jeppe confirmed a Communications team would be tasked with this and a Comms Plan developed. This was a lesson learnt from the phase 1 works, that there had been insufficient communication before and during the works to residents and businesses, including a failure to update.

Ms Jeppe then went on to explain about the further proposed works around Queensway (phase 2B) and the physical constraints to these because of the amount of underground services that are accommodated in the area. The proposed design would include additional flood alleviation measures including an attenuation tank and use of pipes to store surface water runoff. There would be further opportunities to introduce planters to give the area more of a boulevard feel. It had not been possible for a dedicated cycle lane to be provided but the pedestrian crossings would be relocated closer to the junction and in time a 20mph speed limit would be introduced. HGVs would also be diverted away from the road following its de-trunking.

The works were expected to start in late summer with completion in September 2021.

The following questions from Members were posed/ issues raised:

- Issues with parking on the pavement by Argos;
- The hatchbox does not extend to the curb;
- How would the works be carried out? Ms Jeppe explained that for cost reasons, it was likely that the road would be shut in its entirety to enable the works to be completed as quickly as possible and traffic temporarily diverted elsewhere;
- The impact on local businesses and residents for the duration of the works, including their timing with other proposed major developments; the Communications team need to ensure residents and business operators are fully aware of the timeframe and extent of the works involved;
- Following the recent de-trunking of the A5 there should be no HGVs in the area but it remains a problem. These works should include more signage stating no HGVs and for the junction to be designed so HGVs can't negotiate the turn.

The Phase 3 works are subject to funding from Highways England and include further landscaping throughout. The outcome of the funding application should be known by the end of the month.

The Chairman thanked Ms Jeppe for attending and indicated the Town Clerk and Chief Executive had asked Central Bedfordshire Council for more updates on how proposed works to be undertaken by them affected the town.

52 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK UPDATE

The Town Clerk and Chief Executive presented a detailed progress report on recent operations at the Centre, including pitch and function hire and marketing and trading account figures.

He drew Members attention to the fact the proposed Valentine's Disco had had to be cancelled due to lack of interest, but function bookings are looking healthy and the trial of the Swirl Nightclub went well with bookings now in place for the next three months.

The provision of the additional ATP should be completed in 2020; planning and construction is anticipated to be straight forward.

Councillor Cant would forward to the Head of Community Services details of a local company that supplied recyclable food packaging.

Councillor Abbott raised, and the Town Clerk and Chief Executive clarified, that the new pitch surface for the ATP would be more environmentally friendly as it had a thinner layer of rubber crumb.

CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS AND RANGER SERVICE INFORMATION AND UPDATE REPORT

The Cemetery Manager and the Grounds Operations 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 January and February 2020 along with the profiled income and expenditure figures as at the end of January 2020. These indicated a positive variance. The Cemetery Manager indicated that February burials were expected to deliver over £15,000 of income.

b) Allotments

Members received the detail of the waiting list in the new and improved format.

c) Recreation Grounds

The Grounds Operations Manager indicated the new wooden climbing tower, to replace the fire damaged Geo Boulder at Bennett's Adventure Play, was now in situ. The Grounds Assistant (Play and Outdoor Equipment) was also making good progress.

The Grounds Team were working hard to keep the football pitches playable for the remainder of the season including forthcoming cup finals. The tree contractors were making good progress with the programme of tree works they were tasked to undertake to keep the Council's tree stock in a healthy and safe condition.

d) Dunstable in Bloom

In response to a question from the Mayor, the Head of Grounds and Environmental Services indicated that he was not overly concerned if the proposed phase 2 High Street improvement works were ongoing during the Britain in Bloom judging; Dunstable in Bloom and the grounds team were ready to work around this issue and explain to the judges that the improvements would result in an improved landscape in the future. The floral displays were ordered and could be diverted to other locations if that proved necessary.

Councillor Corkhill undertook to approach the landlord of Kensworth Gardens to seek to introduce the Head of Grounds and Environmental Services to provide advice on planting that they could undertake that was in keeping with the In Bloom campaign.

The Head of Grounds and Environmental Services also indicated that he was investigating options to replace the pergola in Priory Gardens after it was damaged in the recent stormy weather.

54 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
Members had no updates to give.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

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

ON MONDAY 16 MARCH 2020

Present: Councillor Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, Matt Brennan, Gloria Martin

In Attendance: David Ashlee (Town Clerk and Chief Executive), Lucy Salim (Head of Finance and Support Services), John Crawley (Head of Grounds and Environmental Services) and Sharon Long (Democratic Services Manager)

Apologies for Absence: Mark Cant, John Gurney, Kenson Gurney, Cameron Restall and Johnson Tamara

Public Attendance: None

55 MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 20 January 2020 were approved as a correct record and signed by the Chairman.

56 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

57 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented the financial monitoring report.

Members confirmed they were happy with the report and expenditure and had no questions on the report.

58 PROPOSED DEVELOPMENT OF A NEW ACTION PLAN TO DELIVER DUNSTABLE TOWN COUNCIL'S ENVIRONMENTAL AND SUSTAINABILITY POLICY AND ESTABLISHMENT OF AN ASSOCIATED MEMBERS WORKING GROUP

The Town Clerk and Chief Executive presented the report.

RESOLVED: that a Councillor led working group be established to develop an action plan that will help implement the Council's Environmental and Sustainable Policy. The following Members indicated their willingness to be a part of the proposed Working Group:

Councillors Sid Abbott, Wendy Bater, Peter Hollick and Kenson Gurney.

Action: In light of the apologies received for the meeting, the Democratic Services Manager would email all Members asking if anyone else wished to be a part of the Working Group. A meeting would be set up in due course, bearing in mind current government advice around social distancing and self-isolation for those in the “vulnerable” category.

59 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – Councillor Bater reported she had been unwell and unable to attend the last Committee meeting.
- b) DITA – Councillor Hollick advised that he would get in touch with John Stevens to ascertain if the proposed June DITA event would go ahead in light of the current Covid-19 pandemic.
- c) Hospice at Home Management Committee – Councillor Jones reported that the organisation had had to cancel two proposed charity fundraisers.
- d) Ashton Almshouses Charity – Councillor Hollick advised the next meeting was due in June.

PART 2

The following items were considered after a resolution was passed excluding the press and public.

60. BAD DEBT REPORT

Members considered the report, were satisfied with the proposed action to be taken, and passed a resolution to that effect.

61. COVID 19 CONTINGENCY PLAN

Members were satisfied that the plan was appropriate and passed two resolutions supporting the action recommended.