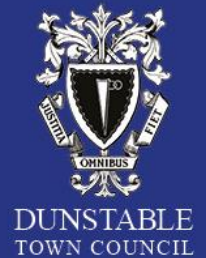


Dunstable Town Council
Grove House
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DUNSTABLE
TOWN COUNCIL

David Ashlee **Town Clerk and Chief Executive**

Date: 23 June 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 28 June 2021** at **Creasey Park Community Football Centre, 7 Creasey Park Drive, Dunstable LU6 1AJ commencing at 7.00pm.**

Those members of the public and press who wish to attend are invited to do so remotely using Microsoft Teams. by 5 p.m. on Friday 25 June 2021. Instructions on how to join will then be sent out in advance of the meeting.

AGENDA

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Annual Council Meeting held on 17 May 2021 (Minutes enclosed)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities (To be circulated separately).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Community Services	7 June 2021	5
Grounds and Environmental Services	14 June 2021	10
Finance and General Purposes	21 June 2021	13

8. Annual Governance and Accountability Return 2020/21 (see page 16)
9. Annual Report 2020/21 and Review of Corporate Governance Arrangements
(see page 18)
10. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Part 2 of the Agenda

11. **Move to exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1961 sect.1.2 to discuss matters; relating to the financial and business affairs of the Town Council**
12. Land at the White Lion Busway Stop (see page 81)

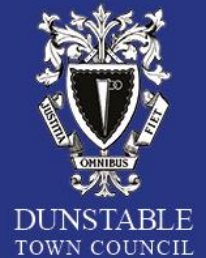
Yours faithfully



David Ashlee
Town Clerk and Chief Executive

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David Ashlee Town Clerk and Chief Executive

7 May 2021

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Dunstable Town Council which will be held at **Creasey Park Community Football Centre, 7 Creasey Park Dr, Dunstable LU6 1AJ** on **Monday 17 May 2021** at **7.30 pm** when the following business will be transacted:

AGENDA

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

Councillor Abbott will propose, and Councillor George will second

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

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

"That this Council tender to Councillor Peter Hollick their sincere thanks for the courteous, efficient and admirable manner in which he has discharged the important and exacting duties of the Office of Town Mayor of Dunstable during the Municipal Year ended 17 May 2021."

The immediate Past Town Mayor will reply.

4. Specific Declaration of Interest
5. Apologies for Absence.
6. To appoint a Deputy Town Mayor for the ensuing year.

Councillor Lisa Bird will propose, and Councillor Restall will second

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

7. The newly appointed Deputy Town Mayor will make the Declaration of Acceptance of Office.
8. To note the appointment of the Town Mayor's Chaplain for the ensuing Municipal Year
9. To select members to serve on Standing Committees and Sub-Committees of the Council for the Municipal Year 2021/2022.

Finance and General Purposes Committee

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

Grounds and Environmental Services Committee

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

Community Services Committee

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

Dunstable Joint Committee

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

Personnel Sub-Committee

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

Plans Sub-Committee

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

Appeals and Appointments Committee

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

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

10. To approve as a correct record the Minutes of the Meeting of the Town Council held on 19 April 2021 (copy attached see page 1).
11. Chairman's Remarks.

12. To select representatives to serve on outside organisations.

<u>Body</u>	<u>Representative</u>
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

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

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

**HELD VIRTUALLY ON MICROSOFT TEAMS AS A RESULT OF THE COVID-19 PANDEMIC
AND 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 19 APRIL 2021 COMMENCING AT 19.00 P.M.

Present: Councillor Peter Hollick (Town Mayor); Councillor Gloria Martin (Deputy Town Mayor); Councillors, Wendy Bater, Lisa Bird, Matthew Brennan, Philip Crawley, Alan Corkhill, Pam Ghent, Kenson Gurney, Liz Jones, Cameron Restall, Lee Roberts and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Becky Wisbey (Head of Community Services) and Ian Reed (Democratic Services Manager).

Members of the public; Councillor John Chatterley (Central Bedfordshire Council) (1)

Before the commencement of the meeting, Revd Rachel Phillips led the Council in prayer.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sid Abbott, Mark Cant, Greg George, John Gurney and Gladys Sanders

61. DEATH OF HRH, THE PRINCE PHILIP, DUKE OF EDINBURGH

The Mayor reported that on Friday 16 April he had attended two services of thanksgiving for the life of Prince Philip, the Duke of Edinburgh. He wanted to thank the officers of the Town Council for arranging the Town Council's tributes to the life of Prince Philip. Although the official period of mourning had ended on Sunday 18 April he invited the Members of the Town Council to participate in a one minute silence as a tribute to the life of the Duke of Edinburgh.

62. MINUTES

The minutes of the meeting of the Council held on 1 February 2021 were approved as a correct record and arrangements would be made for the Town Mayor to sign them.

63. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest declared at the meeting.

64. CHAIRMAN'S REMARKS

The Town Mayor spoke in support of a report that had been circulated with the agenda. He summarised his activities since the last meeting of the Council in February 2021. He particularly highlighted his attendance at two church services on Friday 16 April celebrating the life of the Duke of Edinburgh. He had accepted the invitation from the Lord Lieutenant of

Bedfordshire and the Bishop of Bedford to attend a service of thanksgiving at the Church of St Paul, Bedford. He also reported that he had worked with the reverend Rachel Phillips to hold a service of thanksgiving for the life of Prince Philip at the Priory Church, Dunstable. He was pleased to report he had invited thirty representatives of the communities and organisations of Dunstable to attend the church service on Friday evening.

He also advised the meeting he was continuing with his weekly diary which was published on the Town Councils' website. The meeting was advised the Mayor had;

(a) undertaken the following;

- Visited Town Council staff members to thank them for their service and left some Christmas gifts
- Attended a virtual catch-up meeting with Mayors from Central Bedfordshire, Milton Keynes, and Luton
- Presented a Commonwealth Day message
- Attended the virtual Lord Lieutenants commissioning ceremony for five new Deputy Lord Lieutenants
- Attended Ashton Schools Foundation virtual meetings
- Attended virtual planning training for Town Councillors
- Presented employee long service awards
- Issued a video message to mark the first anniversary of the first lockdown and to remember those who had passed away
- Chaired the Annual Town Meeting on 29 March 2021 – draft minutes were on the agenda for this meeting to review
- Attended a virtual meeting of the Friends of Priory House and Gardens
- Represented the Town at the funeral of Joan Curran, a well-known local historian
- Issued a statement following the death of HRH Prince Philip, Duke of Edinburgh and signed the book of condolence at Grove House
- Attended the Dunstable Market on 17 April – this was well attended and had been welcomed back by members of the public and market traders alike

(b) Commented on the following;

- He could not visit the majority of Town Council employees at Christmas because of the Covid - 19 lock down
- The Town Mayors' raffle tickets were still on sale. He thanked Members who had purchased tickets. He reminded the meeting that the draw would take place on Tuesday 4 May at 5 pm at Grove House
- This Thursday 21 April the Governments' decision not to continue the regulations to allow virtual meetings to continue was being considered by the High Court in an action brought by the Local Government Association, NALC, and the National Association of Civic Officers. A decision by the High Court was not expected until the end of the month
- Arrangements had been made to hold the Annual Council meeting on Monday 17 May at 7.30 p.m. at Creasey Park Community Football Centre where it was possible to adhere to Covid-19 distance regulations. It was noted the arrangements made might be altered following the determination of the High Court of the action referred to above.
- On the invitation of the Chairman of the Bedfordshire Fire and Rescue Service the Mayor had attended Dunstable Fire Station on Saturday 17 April to observe the national one minute silence to mark the funeral of the Duke of Edinburgh. The

Mayor had met the Area Commander for the Fire and Rescue Service. He had received an invitation for all Town Councillors to visit the Fire Station. Also, the Service was keen to send a representative to meet Members at a Council Meeting to make a presentation about its services.

65. PUBLIC QUESTION TIME

There were no questions put to the meeting

66. TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

67. DUNSTABLE JOINT COMMITTEE

Councillors Jones and Martin reported they had contacted the Chairman of the Committee and Secretariat after the meeting to report their unhappiness that the Dunstable Town Council update Report had not been discussed due to the meeting running late. The Members had sought assurances that this would not happen again. The appropriate assurances had been received. Councillor Jones, as Vice - Chairman of the Committee, received an early copy of the agenda and would report to the Town Council if she felt there was a danger of items not being given appropriate discussion time.

RESOLVED: that the minutes of the meeting of the Dunstable Joint Committee held on 11 March 2021 be received.

68. COMMUNITY SERVICES COMMITTEE

In reply to a question from Councillor Matt Brennan about minute 35, the Council Meeting was advised that in relation to the three organisations that had not met the Service Level Agreement criteria the situation had not yet changed.

In relation to minute 39 Councillor Liz Jones thanked all those involved in holding the first Middle Row Market of the year. The meeting was reminded that there were markets on the second and third Saturday of May. In regard to minute 37, Councillor Liz Jones reported that the Council had purchased an electronic highways sign and it was put into operation for the market on Saturday.

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 1 March 2021 be received.

69. GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

In relation to Minute 46, Councillor Liz Jones reported that all Members had received an email from the Head of Grounds and Environmental Services covering all the steps asked of him.

In relation to minute 45 (a) Dunstable Cemetery, it was reported that at the weekend some graves had been subject to vandalism and some memorial goods had been disturbed. The Cemetery Manager was thanked for the kind and sensitive way she had treated the relatives of the loved ones whose memorial goods had been disrupted. The Mayor also commented on the work put in by Officers because of the large funeral that had been held that week.

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 8 March 2021 be received.

70. FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 15 March 2021 be received.

71. DUNSTABLE TOWN MEETING – MINUTES OF THE MEETING HELD ON 29 MARCH 2021

The minutes of the Dunstable Town Meeting 2021 had been circulated with the agenda for information.

RESOLVED: that the draft minutes of the Town Meeting 2021 held on 29 March 2021 be noted.

72. AMENDMENTS TO THE COUNCIL'S CONSTITUTION AND STANDING ORDERS

The Council was asked to agree to amend the Constitution and Standing Orders by increasing the membership of the Appeals and Appointments Sub-Committee from five to six members. It was explained at the meeting that this change was sought to allow more flexibility in securing good attendances at the Appeals and Appointment Sub-Committee that, by its nature, might well meet during the working day.

RESOLVED: that the Council's Constitution and Standing Orders be amended by increasing the membership of the Appeals and Appointments Sub-Committee from five to six members to include the Deputy Mayor.

73. REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL (CBC) ON MATTERS OF INTEREST TO THE TOWN COUNCIL

The meeting was advised that this was a new item on Council agendas to allow those Councillors that were Members of both Central Bedfordshire Council and the Town Council to update the Town Council on any town wide issues they thought appropriate to be raised. Councillor Phillip Crawley addressed the following issues;

- CBC Ward Councillors every year had over £2,000 to provide assistance to local projects that demonstrated a community benefit. Applications must be submitted to the CBC local ward councillor
- Community Asset Grant Scheme – was available to help local voluntary and community organisations access grant funding to support community infrastructure improvements or secure investment in community assets such as community buildings/community facilities/community infrastructure. The individual maximum grant was £25,000. Organisations were encouraged to speak to their local CBC Ward Councillor before applying
- Hillside Road – Councillor Crawley commented on the CBC consultation to close the road to stop vehicles 'rat running' in Downside and in the rest of the town

The meeting closed at 19.42 p.m.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 7 JUNE 2021

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman) Cameron Restall (Vice-Chairman), Sid Abbot, Wendy Bater, Greg George, Pamela Ghent, John Gurney and Gladys Sanders

In Attendance: Councillor Lisa Bird, David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Michelle Collings (HSHAZ Manager, remotely), Lisa Vincent (Events and Marketing Manager, remotely), Gill Peck (Youth and Community Manager, remotely) and Ian Reed (Democratic Services Manager)

Apologies: None received

Public: Two

79. MINUTES

The minutes of the meeting of the Community Services Committee held on 1 March 2021 were approved as a correct record and signed by the Chairman.

80. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

81. PRESENTATIONS

The Committee received presentations from representatives of Dunstable Town Band and Dunstable and District Historical Society.

The Committee welcomed the informative presentations.

82. GROVE CORNER AND COMMUNITY ENGAGEMENT

Grove Corner

Further to the last Committee report Grove Corner had reopened to all youth provision. Officers had engaged with young people via virtual provision, detached youth work and 80 young people had attended Grove Corner sessions from 12 April to 14 May.

Youth Engagement

The new gaming suite at Grove Corner was very popular with young people. Officers continued to work with young people from Central Bedfordshire College and young people from the Pathways Group.

Community Engagement

Officers facilitated a family fun day on 3 June on Ashton Square. As part of the National Great British Spring Clean campaign in which it was noted a lot of local councils took part, officers had organised two litter picks. One was to be known as a community litter pick and the other would be designed to encourage young people to take part. In response to a

comment and a question from a Member that recorded his disappointment that Councillors had not been involved in the local campaign the Committee was assured all Members would be advised of the Community litter pick and they were very welcome to take part.

Further to discussion at the last meeting it was noted Officers had begun work on Love Parks Week (16 July - 20 July) and details of the planned Workshops in local parks and recreation areas was further noted. The Committee was also provided with details of planned workshops activities for the summer period. Following a comment from a Member the Committee was assured officers would look into the possibility of providing activities in all Wards.

Downside Community Centre

Ringcraft Boxing had formally occupied Downside Community Centre from 1 May. It was noted that all the community groups that had used the Downside Community Centre under previous management arrangements had been contacted to see if they could be accommodated.

It was agreed: That the officers be thanked for their report and they were also requested to provide more information about boxing at the Downside Community Centre on the Town Council website and services such as the modelling shop in the town centre be promoted to encourage take up by young persons.

83. OLDER PEOPLE'S DAY CARE SERVICES

Further to the report to the last Committee meeting Members noted the services offered during the pandemic. Between 13 February and 6 May it was noted 772 telephone calls were made to members of the three lunch clubs, virtual video calls had been made to those lunch club members that had the facilities. It was reported that because of the most recent Covid-19 lockdown, no services were in operation. It was difficult to say when Lunch Clubs would be resumed.

In relation to the virtual Big Lunch, those taking part on 8 June would receive a packed lunch the day before, there would be live entertainment and the Town Mayor would give the virtual welcome speech. Members were once again very appreciative of the work being carried out by officers.

84. EVENTS AND MARKETING

The Committee considered the programme of events for 2021 that had been circulated with the agenda. It was reported the May events had been popular. It was also noted the marketing plan would be closely measured and possibly targeted to meet some criteria from Historic England for the HSHAZ scheme.

Further to the last meeting, it was reported a VMS mobile sign had been purchased. It was currently in use to promote the Middle-Row Markets, Ashton Square activities and Ashton Square Carpark.

85. PRIORY HOUSE

The Committee was reminded that the Priory House Manager had retired at the end of May and the Priory House Management Team led by the Head of Service would ensure operations continued as normal during the transition period. The Committee noted that the

Gift Shop had re-opened on 12 April. However, trading was slow due to weather conditions and the Tea Rooms were fair weather trading until 17 May. There were sixteen confirmed bookings for weddings in the Jacobean Room. It was noted the Tea Rooms income was down by 74%. The income for the Gift Shop was 69% down on income compared to the previous year.

86. DUNSTABLE TOWN CENTRE SERVICES

The Town Centre Services Officer updated the Committee on Town Centre Services including; vacancy rates, Middle Row Markets and partnership working.

Welcome Back Fund

An officer working group was looking how best to spend the £59,000 expected for the town. Welcome Back Wardens were to be employed to support the schemes; their roles would include litter picking, supporting the markets, events, public toilets and Priory House.

87. SERVICE LEVEL AGREEMENT FUNDING REVIEW

The Committee considered a report with recommendations from the Service Level Agreement Working Group. It was noted the recommendations would have financial implications for the Council, which would have to be addressed during budget setting for 2022/23. It was further noted that the review did not affect the issuing of 2021/22 Service Level Agreement grants.

Following a full discussion on the proposals the following was approved for submission to the Finance and General Purposes Committee;

RESOLVED: That it be recommended to the Finance and General Purposes Committee that it considers for the financial year 2022/2023 the following improvements in the way the Town Council funds Community organisations;

- (1) That an additional sum of up to £10,000 per year be created during the budget setting process for 2022/23
- (2) That, of the new budget , £9,000 be made available for formal Service Level Agreements and the remaining £1,000 be made available to support new and emerging voluntary groups

88. CHRISTMAS LIGHTING AND WINTER LIGHTS FESTIVAL TENDERS

The Committee considered a report on the findings following the receipt of tenders received for the Christmas lighting contract and the Winter Lights tender results. Following the seeking of clarifications from the contractor submitting the lowest tender, the Committee was recommended to accept the lowest tender submission.

For the Winter Light Festival the values ranged from £17,900 to £18,000 therefore the Committee received advice on the innovative and creative standard of the tenders as there was very little difference in the prices. The lowest price tender provided the most creative and innovative bid.

Following a full discussion on the proposals the following was approved;

RESOLVED: That the lowest tenders received for the Christmas Lighting tender and Winter Lights Festival be accepted as it was noted both tenders came within the allocated budgets.

89. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Committee was reminded that there were three strands to the HAHAZ scheme as follows;

- Physical interventions.
- Cultural Programme/Cultural Consortium
- Community engagement

The High Street Heritage Action Zone Programme Manager provided the Committee with a thorough summary of all the developments occurring under all the headings. In relation to the Board Membership of five Members of the Town Council only two attended regularly. It was stressed how important it was to retain committed Board Members. A Member requested that along with the tables in the report the property names/details be added. It was agreed this would be done.

90. REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin reported that the body was in good health financially

Dunstable Town Band:

No report

Men in Sheds (MiS)

Councillor John Gurney updated the Committee about the refurbishment of the Shed

91. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: To exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on matters affecting employees' remuneration and conditions of employment.

92. COMMUNITY SERVICES – RESTRUCTURE REPORT

The Committee considered a report that outlined in detail the proposed restructuring of the Community Services Department.

RESOLVED: That it be recommended to the Finance and General Purposes Committee the following:

That the following posts be deleted from the Council's establishment:

- Priory House Manager (F/T)
- Events and Marketing Manager (P/T 30hrs)
- Events Assistant (P/T)

That the following posts be added to the Council's establishment:

- Cultural Services Manager (F/T)
- Events Officer (F/T)

AGENDA ITEM 7

- Corporate Marketing and Communications Officer (P/T 25hrs)
- Temporary High Street Heritage Action Zone Assistant (P/T 10hrs)

The meeting closed at 20.57

DRAFT

DUNSTABLE TOWN COUNCIL

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

HELD ON MONDAY 14 JUNE 2021

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird (Chairman), Greg George (Vice-Chairman), Matt Brennan, Pam Ghent, and Johnson Tamara

Apologies: Gladys Sanders and Philip Crawley

In Attendance: Councillor Peter Hollick, David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services, remotely), Mary Dobbs (Cemetery Manager, remotely), Ian Reed (Democratic Services Manager), James Slack (Sports and Leisure Facilities Manager) and Ian Swinnerton (Grounds Operations Manager, remotely).

Public: None

93 MINUTES

The minutes of the meeting of the Grounds and Environmental Services Committee held on 8 March 2021 were approved as a correct record and signed by the Chairman.

94 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

95 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 16 and 30 March, 20 April, 11 May and 1 June 2021 be received.

**96 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH
PARK UPDATE REPORT**

The Committee considered a report that covered the performance of the Creasey Park Community Football Centre and Bennett's Splash Park. In relation to the artificial pitches it was noted that since 29 March the pitches had been fully open and the bookings were doing well. The new ATP2 was awaiting international Hockey Federation accreditation. The addition of hockey provided an opportunity for increased daytime usage and would be marketed to schools and colleges. The main pitch was closed for summer reinstatement and would open again on Saturday 17 July. In line with Football Association guidance the youth football season had been extended to end of June.

Up to 17 May the Centre followed Government and FA restrictions with no spectators attending which badly affected secondary spend opportunities. In the coming year the bar and catering income target was challenging. In the first 6 weeks of the year bar and catering income was 66% down on the same period last year.

It was noted that young persons had gained access to both ATP pitches causing damage to perimeter fences.

In relation to Bennett's Splash it was planned to open the facility on 21 June and it was proposed to extend the season by a week and close on Sunday 12 September.

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

The Cemetery Manager and Grounds Operations Manager presented a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) Dunstable Cemetery

Members noted that the cemetery had retained silver status for the Charter for the Bereaved again in 2021 for the seventh consecutive year. The Committee also noted that new shrub and herbaceous borders had been planted in the cemetery on two of the roundabouts.

Action - the Cemetery ground staffed be thanked for undertaking the work to such a high standard.

b) Allotments

Members were advised that the waiting list was growing significantly; there were 340 people on the waiting list. The Committee received information on how plots were inspected and what action was taken when plot holders received notice to cultivate letters.

c) Recreation Grounds

Since the last report, there had been two incidents of vandalism to play equipment. One at Mentmore Recreation Ground, where the litter bin had been pulled out of the ground and the other was at Brewers Hill Recreation Ground where wet pour safer surfacing had been damaged. The Committee received information on the use of the remote-control mower that was used on high banks in the BMX track area. The machine was also good for cutting areas of long grass at the end of the season.

The winter and spring bedding plants had been removed to allow for the preparation of the beds for the summer plants. It was also noted that the fencing at Luton Road Recreation Ground at the rear of properties on Liscomb Road had been completed.

d) Town Centre Area

A discussion took place about anti-social behaviour in the skateboard park and whether signage would address the problem. Also, some of the floral displays had been changed with traditional wire hanging baskets being trialled at Priory House, Grove House and Middle Row.

e) Dunstable in Bloom

Dunstable was entering 3 of the categories in the Britain in Bloom Virtual Community Awards. There were also 13 projects and initiatives being entered in all the categories of the Anglia in Bloom virtual competition. The Committee was informed Dunstable in Bloom was meeting regularly, on a monthly basis.

Members were advised that the Parks and Green Space Development Officer is liaising with Dunstable in Bloom on a number of projects and initiatives.

f) Town Ranger Service

The Rangers had completed the jet washing of paved areas in the Town Centre. The cleaning of litter bins and repairs to benches had recently been carried out.

98 PURCHASE OF REPLACEMENT TRACTOR

Members received a report detailing the proposed replacement of a grounds maintenance tractor. The tractor was severely vandalised in March 2021 and had been written off by the insurers loss adjuster, as it was beyond economical repair. The insurers had offered a verbal settlement figure of £6,500. The Committee noted the balance of funding available within the vehicle reserve to fund the proposed replacement.

RESOLVED: that the Committee recommends to Finance and General Purposes Committee the release of up to £34,000 from the earmarked vehicle reserve to purchase a new replacement tractor as detailed in this report.

99 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
Members had no updates.

The meeting closed at 19.57

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON MONDAY 21 JUNE 2021

Present: Councillor Liz Jones (Deputy Town Mayor), Sid Abbott (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, Matthew Brennan, Lisa Bird, John Gurney, Kenson Gurney, Peter Hollick, Lee Roberts, and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), David Brough (Senior Finance Manager, remotely), Lisa Scheder (Finance and Procurement Manager, remotely), and Ian Reed (Democratic Services Manager)

Apologies for Absence: Councillors Gloria Martin (Town Mayor) and Cameron Restall

Public Attendance: None

100. MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 15 March 2021 were approved as a correct record and signed by the Chairman.

101. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

102. FINANCIAL MONITORING REPORT

The Town Clerk and Chief Executive presented the financial monitoring report for the period from 1 April 2020 to 31 March 2021. Members also noted the details of year end balances and earmarked reserves as of 31 March 2021. The Committee noted with satisfaction the March 2021 second interim and June 2021 final internal audit reports that recorded firm financial control and effective systems of accountancy and governance.

In presenting the Council's healthy financial outturn for last year, the Town Clerk and Chief Executive made members aware of the current challenging financial position the Council is in due to a downturn in the trading environments for Priory House and Creasey Park Community Football Centre because of the ongoing Pandemic. The Town Clerk and Chief Executive assured members that strict financial controls were in place to manage revenue expenditure but that at this early stage in the financial year, it is anticipated that there is a potential for a revenue deficit at the end of March 2022.

The Committee requested to record their thanks to both the Finance and Procurement Manager and the Senior Finance Manager for all their hard work over the last twelve months and expressed their thanks to the Town Clerk and Chief Executive for his leadership in ensuring the Council maintained a healthy financial position.

RESOLVED: That the above reports be noted

103. UPDATE ON WORKING TOWARDS CARBON NEUTRAL STATUS BY 2030

The Committee considered an update report on progress made with the baseline assessment of the Council's greenhouse gas emissions and carbon footprint

RESOLVED: That the above reports be noted and that the membership of the Working Group be amended with Councillor Brennan replacing Councillor Bater.

104. REFERRAL REPORT – COMMUNITY SERVICES COMMITTEE 7 JUNE 2021

The Committee considered a report that outlined recommendations made by the Community Services Committee on 7 June 2021 relating to Service Level Agreements.

RESOLVED: i) That an annual budget sum of £10,000 be created during the budget setting process for 2022/23.

ii) That of the new budget, £9,000 be made available for formal Service Level Agreements and the remaining £1,000 be made available to support new and emerging voluntary groups.

105. REPORTS FROM OUTSIDE ORGANISATIONS

CAB Management Committee – no update

Dunstable International Town Twinning Association – no update

Hospice at Home Management Committee – virtual meetings taking place; a new Treasurer had been appointed and volunteer workers had a work strategy moving forward and fundraising was recommencing.

Ashton Almshouses Charity – no update

106. EXCLUSION OF PRESS AND PUBLIC

RESOLVED; To exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on matters that affect the information relating to the potential disposal of land in the ownership of the Council and proposed changes to the Council's Staffing Establishment

107. DISPOSAL OF LAND IN THE OWNERSHIP OF THE COUNCIL

The Committee considered a report that outlined in detail progress being made on land disposals at Meadway Allotments and Dunstable Cemetery and informed the Committee on the imminent lease of office space at Grove House

RESOLVED; That the report be noted

108. CHANGES TO THE COUNCIL'S STAFFING ESTABLISHMENT

The Committee considered a range of recommendations relating to the Council's staffing establishment, a number of which were recommended from the Community Services Committee. Following a full debate the following was resolved:

RESOLVED:

1. That the following posts be deleted from the Council's current staffing establishment:
 - Head of Finance and Support Services
 - Priory House Manager
 - Events and Marketing Manager
 - P/T Events Assistant
 - Finance and Procurement Manager (to be deleted in line with timescales set out at paragraph 5.2)
2. That the following new posts be established:
 - Cultural Services Manager
 - Events Officer
 - P/T Corporate Marketing and Communications Officer (25hrs)
 - P/T, temporary HSHAZ Assistant (10hrs)
 - Head of Finance
3. That the Town Clerk and Chief Executive's role be temporarily expanded to assume the statutory role of responsible Financial Officer and to take on all existing line management of staff within the new Town Clerk and Chief Executive's Office as set out at appendix 1 of the covering report.
4. That the existing Finance and Support Services department be dissolved.
5. That the Council's Managing Organisational Change Policy be implemented for all current staff that will be affected by the recommendations above.
6. That the current temporary position of P/T Senior Finance Manager be extended until November 2021.
7. That the Town Clerk and Chief Executive be authorised to recruit to the new posts as per the Council's normal recruitment procedures and make all changes to individual's terms and conditions of employment as set out at paragraphs 5 and 6 of the covering report.

Councillor Lisa Bird requested that her decision to abstain from voting on the recommendations be recorded.

The meeting closed at 20.15.

DUNSTABLE TOWN COUNCIL

FULL COUNCIL

28 JUNE 2021

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

Purpose of Report:	<p>i) To approve the Annual Governance Statement and Accounting Statements as included in the Annual Governance and Accountability Return for the year ended 31 March 2021 for submission to the Auditor.</p> <p>ii) To authorise the Chairman to sign the Return on behalf of the Council.</p>
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1. ACTION RECOMMENDED

- 1.1 That the Council approves the Annual Governance Statement and the Accounting Statements as part of the Annual Governance and Accountability Return for the year ended 31 March 2021, for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234).
- 1.2 That the Chairman be authorised to sign the Annual Governance and Accountability Return for the year 2020/21 on behalf of the Council.

2. ACCOUNTS AND AUDIT REGULATIONS 2015

- 2.1 The Regulations mean that Dunstable Town Council qualifies as a “smaller relevant body” being that its gross income or gross expenditure was not more than £6.5 million and can therefore prepare an income and expenditure account and a statement of balances in accordance with, and in the form specified in any Annual Return required by proper practices in relation to accounts, rather than a full set of accounts, prepared under FRSSE (Financial Reporting Standards for Smaller Enterprises).
- 2.2 The Regulations state that “A smaller relevant body must no later than 30th June – consider the accounting statements by the members meeting as a whole.”

3. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2021

- 3.1 The Annual Return comprises:

Annual Internal Audit Report 2020/21
 Annual Governance Statement 2020/21 (Section 1)
 Accounting Statements 2020/21 (Section 2)
 External Auditor Report and Certificate (Section 3)

- 3.2 The Annual Governance and Accountability Return is enclosed at Appendix 1 and will be submitted to the Auditor with the requisite supporting information.

Annual Internal Audit Report

- 3.3 The Council should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- 3.4 The Council's Internal Auditor has duly completed the relevant part of the Annual Return, assigning positive assurances in all areas.

Annual Governance Statement

- 3.5 The Council is required to consider and approve the Annual Governance Statement at Section 1 of the Annual Return, in which members acknowledge their responsibility for ensuring that there is a sound system of internal control.
- 3.6 The statement can be evidenced by the Internal Audit Reports throughout the year and the final Internal Audit Report, from which it will be noted that there are no issues arising which require Members' attention.
- 3.7 Evidence includes the quarterly Financial Monitoring reports submitted to Finance and General Purposes Committee.
- 3.8 The Town Clerk and Chief Executive produces a Corporate Risk Log each year with the Annual Report. The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 3.9 The Council has adopted a Corporate Plan detailing the Council's objectives up until 2023 with a suite of performance indicators which are regularly monitored. The outcomes for 2020/21 are included in the Annual Report.
- 3.10 If approved, the Annual Governance Statement will be signed by the Chairman and Town Clerk and Chief Executive.

External Auditor Report and Certificate

- 3.11 Section 3 of the Annual Return is for completion by the External Auditor on completion of the audit.

4. EXERCISE OF PUBLIC RIGHTS

- 4.1 The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July.
- 4.2 The exercise of public rights commences on 30 June 2021 and will end on 10 August 2021.
- 4.3 All statements will be published from 30 June 2021 together with a summary of Electors Rights.
- 4.4 All financial documents will be available for inspection on reasonable notice from that date.

5. SUBMISSION OF ANNUAL RETURN

- 5.1 The Annual Return is to be submitted to the Auditor by 30 June 2021.
- 5.2 The Council's appointed auditors are Mazars of Durham.

6. FINANCIAL IMPLICATIONS

- 6.1 These are inherent in the nature of this report.

7. APPENDICES

- Appendix 1 - Annual Governance and Accountability Return
- Appendix 2 - Annual Return Worksheet
- Appendix 3 - Schedule of Loans and Long-Term Liability

8. AUTHORS

- 8.1 David Brough – Senior Finance Manager
Lisa Scheder – Finance & Procurement Manager
David Ashlee – Town Clerk and Chief Executive (and Responsible Financial Officer)
E-mail: David.brough@dunstable.gov.uk
E-mail: Lisa.Scheder@dunstable.gov.uk
Email: David.ashlee@dunstable.gov.uk

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

DUNSTABLE TOWN COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.dunstable.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/11/2020

15/03/2021

02/06/2021

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SF Christopher

REQUIRED

Date

02/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Summary of Accounts**Annual Return Statement of Accounts**

				Last Year		This Year	Variance
Consolidated Revenue Account				£	£	£	
Net Cost of Services	2076560	2799616	-723056	1686282	1723714		
Interest Payable	45161	45161		2297506	2369323		3.13%
Interest Receivable	-2390		-2390	1023515	725446		-29.12%
Asset Sale Proceeds	0			-1650643	-1650643		0.00%
Movement in Reserves	43017			-114618	-111553		-2.67%
Capital Expenditure (tfr to CFA)	36131	36131		-1518328	-1189955		-21.63%
Loan Repayments (tfr to CFA)	66392	66392		1723714	1866332	Check	
Depreciation	0			1827379	2013545		
Deferred Grants	4850		4850	7796550	7837531		0.53%
Precept	-2369323		-2369323	983546	917154		-6.75%
Surplus Deficit for the Year	-99602	2947300	-3089919				
Deduct Loan Charges		-111553					
Staff Costs (Note:)		-1650643					
Precept		2369323					
Add Capital Receipts/Expended		0					
Loan Receipts/Expended		0	0				
Def'd Grants/Expended		4850	-4850				
Rounding		1					
		1189955	-725446				
		Box 6	Box 3				
Balance Sheet							
Fixed Assets	4505953		4505953				
Add back depreciation			3331578	Box 9			
			7837531				
Intangible Assets							
Investments		0					
Current Assets	2198041						
Cash/Bank/Inv	2013545	2013545					
Other	184496						
Current Liabilities	-398420						
Loans	-66711		-66711				
Other	-331709						
Long Term Liabilities	-850443		-850443	Unspent			
Deferred Grants	-2011180		136022				
	3443951	2013545	-917154				
		Box 8	Box 10				
Represented by:							
Council Investment in Fixed Assets							
A R R							
C F R	1713641						
	1713641						
Expendable Reserves							
C R R	0						
E M R	1105288						
Gen Fund	625022						
	1730310	Box 7	1730310				
	3443951		1866332	Box 7			

Ref	New Refs	PWLB	Amount	Date of Loan	Term	Type	Annual Principal	Annual Interest	Total payable 2021/22	Budget 2021/22	Amount Outstanding at 31.03.2022	Final Repayment
462749	53803	Luton Road	85,000.00	1987 original	40 yrs	EIP	1,062.50	621.56	1,684.06	1,684	6,906.25	Nov 2026
			33,468.75	part repaid May 1996								
483971	65432	Performance Area/ (63.55%)								4,704		
483971	65432	Cemetery Extension (36.45%)	99,925.00	March 2000	25 years	annuity	6,040.35	1362.29	7,402.64	2,698	26,258.24	Nov 2024
										7,403		
488657	60387	Priory House Part 1	500,000.00	March 2004	30 years	EIP	16,666.68	10,306.24	26,972.92	26,973	216,666.44	Nov 2033
489085	54026	Priory House Part 2	131,237.00	Sept 2004	30 years	EIP	4,374.58	2,869.16	7,243.74	7,244	59,056.43	May 2034
									34,216.66	34,217		
489782	55449	Grove House Part 1	207,000.00	March 2005	30years	EIP	6,900.00	4,696.31	11,596.31	11,596	96,600.00	Nov 2034
490604	59405	Grove House Part 2	500,000.00	Sept 2005	30 years	EIP	16,666.68	10,568.74	27,235.42	27,235	241,666.46	May 2035
									38,831.73	38,832		
495054	59462	Cemetery Loan 2008	450,000.00	21 November 2008	30 years	EIP	15,000.00	12,726.75	27,726.75	27,727	270,000.00	Nov 2038
		Totals					66,710.79	43,151.05	109,861.84	109,862	917,153.82	
		PWLB Payable by Direct Debit - 18th May and 18th November										

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

28 JUNE 2021

**ANNUAL REPORT 2020/21 AND REVIEW OF CORPORATE GOVERNANCE
ARRANGEMENTS**

Purpose of Report:	The purpose of this report is for the Council to agree the Annual Report for 2020/21. As well as reporting on the Council's performance from last year, this report also provides details of improvements made to the Council's governance arrangements and updates Members on the Council's Corporate Risk Log.
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1. ACTION RECOMMENDED

- 1.1 That the Council approves the draft Annual Report for 2020/21 (text version included as appendix 1).
- 1.2 That the Town Clerk and Chief Executive be authorised to make any final amendments to the document in liaison with the Town Mayor following discussions at the Council Meeting.
- 1.3 That the Council notes the improvements made to the Council's governance arrangements as listed in paragraph 4 below.
- 1.4 That the Council notes the Council's Corporate Risk Log given at appendix 2.
- 1.5 That the Council reviews and recommends any updates deemed necessary to the Council's Health and Safety Policy and Environment and Sustainability Policy given at appendices 3 and 4.

2. INTRODUCTION

- 2.1 The Council has previously agreed that an Annual Report should be prepared each year that sets out detail as to how the Council performed in the previous financial year. This is not a statutory requirement but is considered to be best practice.
- 2.2 Enclosed with the Agenda at appendix 1 of this report is a draft Annual Report for 2020/21. The draft document is in text version, a full colour; printed version will be presented on the evening of the meeting if it is available.
- 2.3 If the document is approved, it is recommended that the Council adopt the document ready for publication on the Council's website and to be made available at other usual public distribution outlets.

3. THE DRAFT ANNUAL REPORT 2020/21

- 3.1 The format of the draft Annual Report is the same as that agreed for last year's report.
- 3.2 Section 1 provides a foreword by the Chairman of the Council and Town Mayor: The Town Clerk and Chief Executive and the Chairmen of each of the Council's service Committees.
- 3.3 Section 2 sets out the Council's adopted vision, mission statement and values.
- 3.4 Section 3 sets out a summary of the Council's activities and achievements over last year illustrated as 'A Year in Dunstable'.
- 3.5 Section 4 sets out how the Council is performing in relation to its stated aims contained within the Corporate Plan. The objectives for this section are from the Corporate Plan adopted in January 2020.
- 3.6 Section 5 reports on the outturn relating to all of the Council's adopted performance indicators. These have been greatly affected by the Covid-19 Pandemic.
- 3.7 Section 6 reports on end of year financial information.

4. CORPORATE GOVERNANCE ISSUES

- 4.1 During 2020/21 the Council made further progress regarding Corporate Governance arrangements. The following actions were completed:
 - Covid-19 operating arrangements and risk assessments were implemented across all service areas
 - Standing Orders and Constitution and Financial Regulations and Treasury Management Plan were updated
 - Financial monitoring arrangements were improved
 - New HR package (Bright HR) was further embedded
 - A new Procurement Policy was agreed
 - Arrangements were put in place for maternity cover for the head of Finance and Support Services (and RFO)
 - New staff award scheme was agreed
 - Investors in People Silver Standard was achieved
- 4.2 In addition the following actions were implemented in response to the Council's Environment and Sustainability Policy:
 - The Carbon Neutral Member Working Group agreed the scope for procuring a base carbon emissions report
 - LED lighting was installed on the main pitch, 1st artificial turf pitch (ATP) and 2nd ATP at Creasey Park Community Football
 - The Council purchased its first ever electric vehicle
 - More staff were able to work from home thereby decreasing vehicle use
 - A new, more efficient heating system was installed in Grove House

- Agreed a tree planting programme to commence in November 2021
- Established new wildflower areas at Dunstable Cemetery and Priory Meadow Churchyard (Spring 2021 onwards)

4.3 It is important that the Council remains focused on Governance issues and as a result further reviews will take place during 2020/21.

5. CORPORATE RISK LOG

5.1 Appendix 2 of this report provides a draft Corporate Risk Log as compiled by the Town Clerk and Chief Executive and Senior Management Team.

5.2 The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.

5.3 Each identified risk has been given a risk rating multiplied by the likely probability of the risk happening. The same process is then undertaken to determine the residual risk once interventions have taken place.

5.4 The result is each risk is given a residual rating from 4 to 16 where 16 is high and 4 is low.

5.5 In most cases the identified risks have been given a residual risk rating of either 8 (medium) or 4 (low). In these cases, the risk simply has to continue to be managed or minor interventions still need to be taken. Where the risk has been identified as higher than 8 then further actions are required to bring the risk rating down.

5.6 Members will note that the main identified areas of strategic risk are income generation and property management. Income generation has been identified as high risk because of the current Covid-19 Pandemic and property management arrangements have been identified as high risk due to the high cost of maintaining Council property that includes listed buildings.

6. FINANCIAL IMPLICATIONS

6.1 The Annual Report itself has no financial implications. The design, print and distribution of the document will be carried out in line with budgeted expenditure.

7. POLICY AND CORPORATE PLAN IMPLICATIONS

7.1 The production of the Annual Report allows the Council to report back on progress being made on the implementation of the Corporate Plan. It is pleasing to note that progress is being made on implementing the service development priorities of the Council and members should be assured that such focus will continue throughout 2021/22.

8. HEALTH AND SAFETY IMPLICATIONS

8.1 The Council's Health and Safety Policy has been reviewed and updated and is included in this report for approval by Council.

9. HUMAN RESOURCE IMPLICATIONS

- 9.1 None arising directly from this report.

10. LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS

- 10.1 Whilst there is no legal duty for the Council to prepare an annual report it is considered good practice and follows a decision taken by the Council in 2008.

11. APPENDICES

- 11.1 Appendix 1 – Draft Annual Report 2020/21 (text version)
Appendix 2 – Corporate Risk Log
Appendix 3 - Health and Safety Policy
Appendix 4 – Environment and Sustainability Policy

12. CONCLUSION

- 12.1 The Annual Report is an important document for the Council and to the residents of Dunstable. It not only provides an evidence source to residents as to the quality of services provided by the Council but serves as an important planning tool for the organisation to ensure that it can demonstrate continuous service improvement.

13. AUTHOR

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

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DUNSTABLE TOWN COUNCIL

DRAFT ANNUAL REPORT

2020/21



**DUNSTABLE
TOWN COUNCIL**

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Dunstable Town Council Annual Report 2020/21

Introduction – Councillor Peter Hollick, Mayor of Dunstable and Chairman of the Council

That was the year that was! The first (and hopefully last) Mayoral, pandemic, tiered, lockdown year. However, life is generally what one makes of it and it has been so for me this Mayoral year.

I start with thanks; to my Mayoress, Ann Sparrow for her support; to my Chaplain, Rachael Phillips; to the Deputy Mayor, Cllr Gloria Martin, and her Consort Terry Colbourne; to David Ashlee and Ian Reed for their support and advice. I thank Kelley Hallam for her help populating the Town website with my weekly Diary and my Dunstable Family Business articles and Lisa Scheder for coping with the monies for the raffle. I also thank the Chairmen of our main Committees and Councillors for their support and indeed, to all our staff who have responded so well to the challenges of the pandemic.

During the year I was pleased to present six staff long services awards, for both 20 years and 10 years' service, which shows commitment to the Council.

I am pleased to have been able to write fortnightly articles in the Gazette about local Dunstable Family Businesses showing some support for the business community at a difficult time and my Mayor's Diary, which shows I have been quite busy from week to week.

This year, for obvious reasons, there have not been the usual social events, I did manage to hold a Golf Day in October. I visited the town markets we were able to hold and the shops which reopened after lockdowns, observing social distancing. I also visited all the town centre shops and many businesses, and those shops in the Parades around the Town before Christmas and the December lockdown.

I have particularly visited some 14 businesses which have either relocated to or within our Town centre or were new to Dunstable.

I have missed our Events Programme, and as a result I have obviously missed meeting members of the public who would have otherwise attended those events.

To raise some monies for my three charities, without the advantage of the usual Mayoral events, I decided to try a public Mayor's Charity Raffle. My thanks to those councillors who bought and/or sold tickets and to all those who gave raffle prizes, including some local businesses. In spite of lockdowns with closed shops and cancelled markets, I am pleased to say we did raise £1,417 and with the Golf Day and other donations this has brought a total of £1,688 to be divided between Hospice at Home, the Air Cadets and Autism (Bedfordshire) for Dunstable projects.

I do wish our new Mayor and her Consort the possibility of a more open, less regulated, and potentially more sociable year.

Councillor Peter Hollick
Town Mayor and Chairman of the Council 2020/21

Dunstable Town Council Annual Report 2020/21

Introduction – Town Clerk and Chief Executive

What an extraordinary and, for some, devastating year everyone has just gone through. It has certainly been the strangest year I have experienced during my time in local government and this annual report is different from any I have prepared in the past.

Trying to report on the past year's performance is difficult as a large part of the Council was either closed down completely or partially closed down. This is evidenced by 17 out of 30 performance indicators being directly affected by the impact of the Covid-19 Pandemic.

Despite this though the Council was still able to make progress on a number of aims and objectives. Highlights include opening the new artificial turf pitch at Creasey Park Community Football Centre. Working with colleagues from Central Bedfordshire Council the facility benefitted from a £1.2 million investment which has cemented its position as the premier football complex in the Eastern Region.

I was also very pleased and proud of the Council being able to be part of the local emergency response operation to assist vulnerable households in Dunstable. My staff made 100's of be-friending calls a week during the worst of the Pandemic as well as making emergency deliveries of food parcels and trips to the pharmacy.

Your Councillors responded very well to new ways of working and the wheels of democracy kept turning on a virtual basis. All Council meetings were held remotely via Teams, which also had the effect of encouraging more members of the public to attend meetings.

In addition, a new gaming suite at Grove Corner youth facility was launched; the Council secured silver accreditation for Investors in People; green Flags were retained at Priory Gardens and Grove House Gardens and a new award was gained for Priory Gardens which now very proudly boasts Green Heritage Status.

All in all, I think the Council responded very well to the changes brought about by restrictions imposed as a result of the Covid-19 Pandemic and I would like to thank all my staff team and Council members for their hard work during 2020/21 and I hope that things will return to some form of normality in 2021/22 with the Council doing all it can to help Dunstable recover once the Covid-19 Pandemic has ended.

David Ashlee
Town Clerk and Chief Executive

Dunstable Town Council Annual Report 2020/21

Introduction – Councillor Sid Abbott, Chairman of Finance and General Purposes Committee

Despite the extraordinary times we find ourselves in amidst this Covid-19 Pandemic, as Chairman of the Council's Finance and General Purposes Committee, I am delighted to be able to report on some of the initiatives and achievements the Council has progressed during 2020/21.

As with last year, the Council's budget setting was a very challenging process. However, I was pleased that in February this year, the Council was able to set a budget that both improved and increased the range of services delivered whilst setting just a 0.5 percent increase in the Dunstable council tax charge.

This has only been achieved by the hard work of the Council's senior management team led by our Town Clerk and Chief Executive, David Ashlee, and I would like to thank him and my fellow Committee members for all their support throughout the year. Whilst governance arrangements for the Council were challenging in a lockdown environment, the Council performed well in the circumstances, even getting used to remote Council and Committee meetings which were all held via Microsoft Teams.

During last year, my Committee continued to oversee the sound governance and financial management of the Council. Improvements were made to the Council's Constitution and Standing Orders and the Council received another unqualified opinion on their accounts from the external auditor. In addition, the Council secured silver accreditation from Investors in People and despite a significant loss of trading income, still managed to end the financial year with a useful revenue surplus.

During 2020/21 I was particularly pleased that the Council were able to progress their environmental aspirations, purchasing their first ever electric vehicle as well as installing energy efficient LED lighting to all three floodlit pitches at Creasy Park Community Football Centre. The Council also adopted a new procurement policy ensuring that local suppliers are prioritised as well as suppliers with environmental credentials.

Finally, I was very pleased that the Council were able to purchase new sound and video recording equipment that means from later this year all Council meetings will be broadcast live for our residents thereby improving decision making transparency.

If any readers wish to comment on the activities of the Finance and General Purposes Committee or attend one of our meetings then please visit the Council's website, www.dunstable.gov.uk for more information.

Councillor Sid Abbott
Chairman
Finance and General Purposes Committee

Dunstable Town Council Annual Report 2020/21

Introduction – Councillor Liz Jones, Chairman of the Grounds and Environmental Services Committee

Whilst many of the Council's service areas were affected by Covid-19 Pandemic restrictions, the Grounds and Environmental Services Department continued to operate fully throughout last year. This included keeping full operations going at Dunstable Cemetery which remains involved in the Central Bedfordshire Burial Coordination Group established as part of the local emergency response to the Pandemic.

The Council's Grounds and Environmental Services team has once again performed very well under the management of Head of Service John Crawley and I would like to thank him, his team, and all my fellow Committee members for their support throughout the year. I am sure that, now more than ever, all residents and visitors to the town appreciate the beautiful floral displays achieved by them that add so much to everyone's enjoyment of our town centre and parks.

I was very pleased to see the opening of the new £850,000 second artificial turf pitch at Creasey Park Community Football Centre. The new pitch was part of a £1.2million investment made at Creasey Park that included the installation of new LED lighting for all three floodlit football pitches. This facility continues to be an excellent example of partnership working between the Town Council and Central Bedfordshire Council.

My Committee was also delighted that the Council retained Green Flags for Priory Gardens and Grove House Gardens and were especially pleased to secure Green Heritage Status for Priory Gardens, a very prestigious award supported by Historic England.

Working with local communities continued as evidenced by the Council, along with its 'In Bloom' volunteer partners entering the 2020 Anglia in Bloom virtual competition. The partnership submitted photos and narrative in each of 12 separate categories. Dunstable was awarded the winner of the Best Local Authority Planting category for its colourful, bright floral displays helped by community support to keep them in good condition through regular deadheading.

I am looking forward to further improvements to our green spaces over the next twelve months and would like to wish the Grounds and Environmental Services Committee and its new Chairman, Councillor Lisa Bird, continued success in all its undertakings for 2020/21.

If any readers wish to comment on the activities of the Grounds and Environmental Services Committee or attend one of our meetings then please visit the Council's website, www.dunstable.gov.uk for more information.

Councillor Liz Jones
Chairman
Grounds and Environmental Services Committee

Dunstable Town Council Annual Report 2020/21

Introduction – Councillor Gloria Martin, Chairman of the Community Services Committee

2020/21 will be a year that no-one will ever forget. Living through a world-wide Pandemic has been extremely difficult for all of us and I was pleased that Dunstable Town Council was able to contribute to the emergency response effort co-ordinated in Dunstable by Central Bedfordshire Council.

I would like to begin this report by thanking all my fellow Committee members and the Council's Head of Community Services, Becky Wisbey and the acting Head of Community Services, James Slack, and all of their team, for their hard work and support throughout the year. I was very proud of staff in the Community Services Department making so many be-friending calls to vulnerable households as well as delivering emergency food parcels and making vital trips to the pharmacy for residents unable to do so for themselves.

Whilst being very disappointed that the whole of the Council's major events programme had to be cancelled, I was pleased that some of our Middle Row Markets went ahead and that we were able to make progress on the Council's High Street Heritage Action Zone project. We also managed to hold a very successful two-day Twilight Festive Magic weekend that helped boost Christmas sales in the town centre.

The downtime at Grove Corner youth facility was put to good use with officers securing external funding to help develop a new hi-tech gaming suite. The new suite has now been launched and is being enjoyed by young people, albeit under strict Covid secure guidelines.

Priory House had a stop start year but was still able to participate in the national 'Eat Out to Help Out' scheme which meant that customers were still able to enjoy this wonderful asset for the town.

I look forward to the country emerging from all restrictions imposed as a result of the Pandemic and hope that we can continue to make progress on the High Streets Heritage Action Zone project and hopefully begin to re-introduce some of our ever-popular events programme.

I wish the new Chairman of Community Services, Councillor Peter Hollick, and all of the Committee every success for next year as I take on the role of Town Mayor for 2021/22.

If any readers wish to comment on the activities of the Community Services Committee or attend one of our meetings then please visit the Council's website, www.dunstable.gov.uk for more information.

Councillor Gloria Martin
Chairman
Community Services Committee

Dunstable Town Council's Vision

Dunstable Town Council has now existed for 36 years. During 2009 the Council took the opportunity to fundamentally review its overall vision, mission statement and values.

The vision that was previously agreed was reviewed during 2009 by all Members of the Council and it was widely agreed that a new guiding vision should be adopted supported by the Council's guiding values. Members of the Council believe it is important to periodically review the vision of the Council as the local government operating environment is constantly changing and the Council itself is growing and developing all the time.

In agreeing the Council's vision, Members of the Council considered the fundamentals of why the Council exists and ultimately what the Council can achieve. This exercise was carried out at an away day organised in November 2009 and confirmed again at a similar exercise during 2012 with all elected Members and the Council's Senior Management Team.

In January 2020 Council members adopted a revised and updated, Corporate Plan that sets out priorities and key objectives for 2020, 21, 22 and 23.

The Council has agreed the following vision, mission statement and values statement:

The Council's Vision

"To Help Make Dunstable a Better Place"

The Council's Mission Statement

"Using its statutory powers, Dunstable Town Council will do all it can to create a lively and vibrant town, promoting civic pride and improving the quality of life for all those who live, work and visit Dunstable."

The Council's Values

The Council will at all times:

- Be an advocate and campaigning voice for the people of Dunstable
- Work to the highest standards of integrity and openness and deliver services to the best of our abilities
- Work in partnership with other organisations to improve services and deliver value for money for the Dunstable Council Tax-payer

A YEAR IN DUNSTABLE April 2020 – March 2021

2020 will always be remembered as the Covid-19 Year. It was a remarkable year and, for many, a devastating year. Whilst many of the Council's services were affected by the Pandemic, the Town Council tried to operate as normally as possible and perhaps most importantly were able to assist Central Bedfordshire Council with the emergency response that was mobilised to assist the most vulnerable in our community.

What follows is a snapshot of how the year unfolded for all at Dunstable Town Council

April 2020

- The first national lockdown is announced in late March and all Council services are temporarily suspended
- Emergency decision making powers are delegated to the Town Clerk and Chief Executive
- The Council engages with Central Bedfordshire Council with the initial emergency response initiative, delivering food parcels and prescriptions to vulnerable households as well as making 100's of phone calls to vulnerable households to make sure they were receiving all necessary support.
- All grounds operations are resumed under Covid 19 secure operating arrangements
- Council successfully holds first ever virtual meetings via Teams

May 2020

- Council holds a successful virtual Annual Council Meeting and Councillor Peter Hollick is welcomed as the new Town Mayor for 2020/21
- Council appoints the High Street Heritage Action Zone (HSHAZ) Programme Manager

June 2020

- Limited services resume across the Council including Middle Row Markets and the re-opening of Priory House

July 2020

- Work begins on building a second artificial turf pitch at Creasey Park Community Football Centre
- Priory House Tea Rooms engages with the Governments 'Eat Out to Help Out' scheme, increasing custom at the tea Rooms

August 2020

- The Community Engagement Team secure a grant from the Police and Crime Commissioners, Violence & Exploitation Reduction Unit (VERU) funding to part fund new equipment to create a Gaming Zone at Grove Corner
- A 'Cultural Consortium' comprising representatives from local community groups is formed as part of the HSHAZ scheme with the aim of securing funding for new cultural events and activities.
- The Town Centre Team run a town centre Treasure Hunt to the delight of many young children who took part

- The Council and Dunstable in Bloom entered the 2020 Anglia in Bloom virtual competition submitting 6 photos and 50 words in each of 12 separate categories. Dunstable was awarded the winner of the Best Local Authority Planting category for its colourful bright floral displays helped by community support to keep them in good condition through regular deadheading.

September 2020

- All staff and Councillors are proud to secure silver standard Investors in People accreditation

October 2020

- Both Priory and Grove House Gardens retain their Green Flag status and Priory Gardens is also granted Green Heritage Status, which is supported by Historic England.
- The Council supports the 'Go Green for Parks' campaign during Mid October by lighting up Priory House green to celebrate the Green Flag Award success and to say a massive thank you to all parks staff, volunteers and the Green Flag Award Judges across the country for all their work this year.
- Ashton Square Toilets are recognised in the 'Loo of the Year Awards' being awarded the highly rated Platinum Standard

November 2020

- Remembrance Sunday service is held virtually with a pre-recorded full service broadcast on the Council's website and social media pages
- The Council's Twilight Festival Magic Weekend event is held on Ashton Square adhering to Covid 19 safety requirements. The event was very well received by all attendees.

December 2020

- The Grounds Team proudly unveil their first ever electric vehicle purchased as part of the Council's Environment Policy aim to be carbon neutral by 2030.
- Staff at Creasey Park Community Football centre are delighted to be handed over the brand new £850,000 artificial turf pitch which secured the Centre's status as the premier football complex in the Eastern Region.
- The Council holds its annual Christmas Shopfront Competition

January 2021

- The Council agree a tree planting strategy to be delivered later in the year, further delivering on the Environment Policy
- The Council adopts a new Procurement Policy that aims to support local services and suppliers

February 2021

- The Council agree the budget for 2021/22 setting a minimal 0.5% increase in the Town Council, council tax charge

March 2021

- Commonwealth Day is celebrated with flag raising and the Town Mayor making a speech

- The first ever virtual Town Meeting is held successfully
- Council agrees funding to procure new equipment that will enable all Council meetings to be broadcast live.

Key Objectives for the Council over the Next Three Years

In January 2020 the Council adopted its fourth Corporate Plan to span the years 2020, 21,22&23. During the lifespan of the first three Corporate Plans the Council showed remarkable focus on its Key Priorities and Objectives and from 2010 to the end of 2019 successfully completed 115 of the original 135 objectives that were set out in previous Corporate Plans.

What follows is a table showing 50 objectives adopted in the new Corporate Plan and narrative that describes progress made to date against each of the objectives as at the end of March 2021. All of the objectives will continue to be reported through future annual reports.

Comments made in green show that Objectives are progressing well or have been completed

Comments made in amber show that progress has started to be made or that Objectives have not been considered yet

Comments made in red show that actions have not or will not be completed and a reason given

Key Objectives for the Council over the Next Three Years

Continuing to improve the organisational management and efficiency of the Town Council				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
1. Work towards making Dunstable Town Council a carbon neutral organisation by 2030	Finance and General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Progress to be evidenced over the lifespan of this document	A member working group has been established to oversee this aspiration and a baseline of carbon emission will soon be established. Numerous environmental projects have been completed including fitting LED lights to all floodlighting at CPCFC.
2. Improve recycling and separation of waste at all DTC offices and mess / depot facilities.	Finance and General Purposes	All Committee Chairman and SMT	Progress to be evidenced over the lifespan of this document	Coffee grounds are being recycled at all catering outlets and recyclable food packaging is being trialled at Creasey Park. Changes in waste management at Grove House offices has now led to an increase recycling
3. Carry out a programme of replacing existing vehicles with more fuel efficient, hybrid or electric vehicles	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	First vehicle to be purchased during 2020 and further progress to be evidenced over the lifespan of this document	The Council has now purchased its first electric vehicle and is in the process of sourcing its second
4. Provide new office accommodation / mess facilities for grounds staff at Creasey Park Depot	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	By end of March 2022	Progress on this to be made later this year
5. Investigate a new financial package that will allow for better financial forecasting and reporting	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	By end of December 2020	New, improved financial monitoring arrangements have been introduced by the RFO

6. Improve human resource (HR) processes and recording by adopting a new online HR system	Finance and General Purposes	Chairman and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2021	The HR package 'Bright HR' has been purchased and is now being used and developed
7. General Data Protection Regulation (GDPR) – Investigate appropriate Customer Relationship Manager software (CRM) – communication package to assist with complying within GDPR guidelines	Finance and General Purposes	Chairman and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2022	Following widespread GDPR training, new operating measures and systems have been established to further improve the Council's approach to protecting data held
To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
8. Using the outcome of the feasibility study currently being carried out at Priory House, plan for the complete restoration of Priory House utilising the HSHAZ secured grant	Community Services and Finance General Purposes	Chairman of Community Services and Head of Community Services	Restoration to be complete by end of March 2023	HSHAZ grant has been secured, conservation architects have been employed and works are progressing well on the Priory House restoration
9. Create attractive gateway features at all entrances to the town and replace the Welcome to Dunstable signs	Community Services	Chairman of Community Services and Head of Community Services	Welcome signs to be installed by end of March 2022	Progress on this to be made this year
10. Promote Priory House, Church and Gardens as an important heritage destination and improve access to historical information and interpretation of the site.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Heritage accreditation has been secured for Priory Gardens – see below
11. Secure Green Heritage status for Priory Gardens	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Heritage Flag to be secured by end of March 2021	Heritage accreditation has been secured for Priory Gardens

12. Light up more historic buildings, key heritage features and trees including Dunstable Cemetery chapels / office, Dunstable War Memorial and Grove House Gardens trees (LED lighting).	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Plans are in place to procure a lighting scheme for a 'Winter Wonderland' in Grove House Gardens for Christmas 2021
13. Refurbish the Grove House Performance Area	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of March 2022	A specification for repair has been prepared and tenders will go out during 2021/22 for refurbishment
14. Provide free electronic access to Dunstable Cemetery Heritage Memorial Inscriptions and database. (database already exists)	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Access to be available by end of March 2022	Dunstable and District History Society have agreed to host the memorial inscriptions database on their website and access and it will go live later this year
15. Raise civic pride and represent Anglia region in Britain in Bloom	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Representation will take place during 2020	Dunstable chosen to participate in the RHS Britain in Bloom Communities Virtual Campaign in 2021 and will participate in the full event next year
16. Carry out complete refurbishment of the Ashton Square Clock Tower	Community Services Finance and General Purposes	Chairman of Community Services and Head of Community Services	Refurbishment to be complete by end of December 2023	A specification for repair has been prepared and tenders secured. Restoration works will be complete by autumn 2021

To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
17. Work with partners to explore the feasibility of establishing a second artificial pitch at Creasey Park Community Football Centre	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Town Clerk and Chief Executive	New pitch to be installed by end of December 2021	Completed – new pitch installed and fully operational
18. Begin to plan for future burial and/or cremation facilities in and around Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Proposal to be agreed by end of December 2023	Progress on this to be made during 2022
19. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Grounds and Environmental Services and Finance and General Purposes	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New fund to be established during 2021/22 budget setting	Completed – Open spaces improvement fund established and will be built upon over the next few years
20. Investigate the feasibility of the Council adopting enforcement powers around dog fouling and litter and train staff accordingly in carrying out enforcement duties	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2021	This issue has been considered by members whilst it was determined that no action be taken at this stage, the issue is to be reviewed again March 2022
21. Install a pedestrian gateway at the Kingsbury Avenue entrance to Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New gateway to be installed by March 2020	Completed
22. Work with Dunstable Town Bowls Club to ensure future provision of outdoor bowling opportunities in Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	At the moment this action is unlikely to be possible because of planning constraints and lack of developer contributions
23. Examine feasibility of establishing new, additional	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2022	Progress on this to be made this year

allotment space at Downside Recreation Ground	Grounds and Environmental Services	Grounds and Environmental Services	Progress on this to be made during 2021/22
24. Carry out a feasibility study to determine the best Council owned public open space to install or convert an existing area into a multi-use games area	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2023
25. Improve play provision at Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Provision to be improved by end of March 2022
26. Mentmore Recreation Ground - Improve pedestrian access, provide new toddler friendly play equipment, create wildflower landscapes and plant trees.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023
27. Reorganise and improve the depot facility at Dunstable Cemetery to include improved and separated parking for Catchacre allotments.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023
28. Employ a Parks Development Officer	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New Development Officer to be employed by end of May 2020
29. Secure a Green Flag for Bennett Memorial Recreation Ground and change the name to Bennett's Park. Retain Green Flag status at existing sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Green Flag to be secured by end of March 2022
30. Install a weatherproof cover over the seating area at Priory House	Community Services	Chairman of Community Services and Head of Community Services	Cover to be installed by end of March 2022
31. Install another gym trail in either Grove House Gardens, Olma Road Recreation Ground or Downs Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Trail to be installed by end of December 2023

To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
32. Implement a maximum two hour stay period at Bennett Memorial Recreation Ground Car Park	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end of May 2020	This action is unlikely to be completed as CBC are instigating a town wide parking strategy which should lead to a more cost effective parking solution
33. Landscape Mentmore Recreation Ground to create a woodland and wildflower area with dedicated pathways	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end December 2023	A tree planting programme has been agreed and funding streams are being explored that will include planting at Mentmore Recreation Ground
To continue to improve services targeted to all community sectors in the town				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
34. Install disabled / inclusive play equipment at larger play sites	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
35. Carry out internal refurbishment of Luton Road sports pavilion, creating a more user-friendly community space	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Refurbishment to be completed by end of December 2023	Progress on this to be made during 2022
36. Establish allotment associations and self-governance arrangements on DTC owned allotment sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year

37. As part of the ongoing review of the Council youth service provision, look to improve all IT and install competition standard, multi-use gaming provision at Grove Corner	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be installed and available to users by end of March 2021	Completed – A new gaming suite at Grove Corner was established April 2021 and launched in May 2021
To continue to improve services targeted to all community sectors in the town				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
38. Increase car parking provision at Dunstable Cemetery, create a two-vehicle wide entrance and install railings to the frontage.	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	Progress on this to be made during 2022
39. Extend Grove Corner buildings, creating a proper hub for youth services in the town	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of December 2023	Progress on this to be made during 2022
40. Purchase a large screen TV for outdoor events	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	Progress on this to be made next year
41. Purchase a large, portable electronic notice board to further improve how the Council promotes and advertises services and initiatives	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	Completed – A new electronic sign was purchased in April 2021 and is now fully operational
42. Install a dog agility area in one of the Council owned public open spaces	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	Progress on this to be made during 2023

To contribute to the regeneration of the town centre and development of neighbourhoods in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
43. Work with partners to resolve all ongoing maintenance and dilapidation issues associated with Middle Row and the wider town centre conservation area through the HSHAZ project	Community Services and Finance and General Purposes	Chairman of Community Services and Head of Community Services	To be completed by end of March 2023	HSHAZ funding has been secured and projects to accomplish this action are being developed
44. Support, encourage and create wildflower planting on roadside verges and public spaces to benefit pollinating insects	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Completed – Funding has been secured for Dunstable in Bloom who will be leading the exercise
45. Create and deliver a winter light festival in Grove House Gardens over the Christmas period	Community Services	Chairman of Community Services and Head of Community Services	Festival to be delivered by end of December 2023	Work to install lighting to create the festival has been commissioned and a trial event will take place during winter 2021
46. Support CBC in future town centre public realm improvements.	Finance and General Purposes Committee	Chairman of Finance and General Purposes Committee and all of SMT	Progress to be evidenced over the lifespan of this document	Officers are assisting CBC with current plans for further High Street North and South highways improvements
47. Invest more in town centre events on Ashton Square	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Additional budget provision has been allocated in 2020/21 to achieve this
48. Invest in public art projects to enhance the visual aesthetics of the town.	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Completed – Public art will form part of the Council's spending of the Welcome Back Fund

49. Support the creation of a network of community growing areas in all neighbourhoods	Community Services	Chairman of Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	Progress on this to be made next year
To represent residents and businesses of Dunstable on key strategic issues facing the town				
Action	Council Committee	Lead member and officer	Timescale	Progress to March 2020
50. Work with lead authorities and organisations on flood alleviation schemes for Dunstable.	Finance and General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Flood alleviation schemes to be completed by December 2021	Completed - A major flood alleviation scheme was completed on High Street South early 2021

PERFORMANCE MEASURES, SERVICE PLANNING AND MONITORING ARRANGEMENTS

In order to monitor effectively how the Council is performing in relation to its priority objectives, a series of performance indicators (PI's) have been developed. PI's have been created for all Council service areas. Some are user based, whereas others are more performance based. There are also some indicators that the Council does not have direct control over, such as town centre vacancies, but are measured nevertheless as the information is useful in determining the overall 'health' of the town.

The indicators set out below were agreed at the beginning of 2020 when Members of the Council adopted the current Corporate Plan. The indicators were reviewed to become more in line with measuring performance against each of the Council's Corporate Priorities.

Service performance in 2020/21 has been greatly affected by the Covid 19 Pandemic and as a result a number of the performance indicators reported on below only have historical value as they do not reflect the normal performance of the Council.

All indicators affected by the Covid 19 Pandemic are shown in **purple**

A total of 30 indicators have been reported upon of which:

- 17 have been affected directly by the Covid-19 Pandemic
- 11 have achieved target or improved from previous years performance
- 2 are slightly below target
- 0 are below target

Continuing to improve the organisational management and efficiency of the Town Council				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Finance and General Purposes	PI1 - Income secured as a percentage of gross expenditure outside of the council tax collection	31.63%	33%	25.83%
Council	PI2 - By annual survey, percentage of residents satisfied overall with Council services	79%	85%	0 (no survey carried out)
Finance and General Purposes	PI3 - IIP registration maintained at minimum of bronze standard	Yes	Yes	Yes
Finance and General Purposes	PI4 - Council General Reserve level maintained at 25% of salary bill	Yes	Yes	Yes
Finance and General Purposes	PI5 - Average number of sick days per employee	6.17	4	2.83

To continue to preserve and enhance the history and identity of the town				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Community Services	PI11 - Total number of Priory House visits (est.)	53,996	55,000	9,535
Grounds and Environmental Services	PI12 - Total number of partners involved in the town's Anglia in Bloom entry	41	45	0
Community Services	PI13 - Estimated total number of events programme visits	33,630	35,000	0
Community Services	PI14 - By annual survey, percentage of residents satisfied with the Town Council's events programme	98%	99%	0 (survey not carried out)
Council	PI15 - Percentage of Dunstable based Mayoral engagements per annum	65%	75%	0

To further improve and develop the provision of green and open space in the town

RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Grounds and Environmental Services	PI16 - By annual survey, percentage of residents satisfied overall with green and open spaces in Dunstable	92%	95%	0 (no survey carried out)
Grounds and Environmental Services	PI17 - To maintain at least 3 'Green Flag' recognised green and open spaces	3	3	3
Grounds and Environmental Services	PI18 - Average time taken to repair faulty play equipment (in days)	16.29 days	10 days	25.3
Grounds and Environmental Services	PI19 - To maintain, as a minimum, ICCM Charter for the bereaved silver standard at Dunstable Cemetery	Yes	Yes	Yes
Grounds and Environmental Services	PI20 - By annual survey, percentage of users satisfied with the provision of services at Creasey Park Community Football Centre	92%	95%	0 (survey not carried)

To continue to improve services targeted to all community sectors in the town

RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Community Services	PI21 - To carry out or facilitate a minimum of 9 community-based projects per annum	9	9	2
Finance and General Purposes	PI22 - To grant aid, as a minimum, 4 (voluntary) community groups per annum	6	6	5
Council	PI23 - To provide/facilitate a minimum of 7 publicly accessible community facilities across the town per annum	7	7	7
Community Services	PI24 - Total number of visits to Council provided older people's services (Beecroft and CPCFC lunch clubs)	2,073	2,150	16
Community Services	PI25 - Total number of visits to Council provided younger people's services (Grove Corner and Summer Activity Programme)	2,972	3,000	910 (most of these visits were virtual)

To contribute to the regeneration of the town centre and development of neighbourhoods in the town				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Community Services	PI26 – By annual survey, percentage of vacant units in the town centre	12.86%	10%	13.83%
Community Services	PI27 –Percentage of town centre users that would recommend a visit to Dunstable to others (to be measured every 2 years)	27%	35%	33%
Community Services	PI28 – By annual survey, town centre footfall	9,000	10,000	4,120
Grounds and Environmental Services	PI29 - Percentage of users stating town centre appearance as a negative (to be measured every 2 years)	62%	50%	57%
Community Services	PI30 – Average number of market traders on Middle Row per session	13	17	20.3

To represent residents and businesses and community groups of Dunstable on Key Strategic Issues Facing the Town				
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target to 2022/23	2020/21 Outturn
Council	PI6 - Percentage councillor attendances at all main committees	72%	80%	81%
Council	PI7 - To maintain 100% elected representation on the Council	Yes	Yes	Yes
Community Services	PI8 - Total number of website hits	133,998	140,000	101,467
Community Services	PI9 - Total number of Facebook 'likes'	5,896	7,500	7,595
Community Services	PI10 - Total number of Twitter followers	7,258	8,000	7,680

Attendance Record 2020/2021

Councillor	Cycle 1 18 May - 29 June		Cycle 2 30 June-5 Oct		Cycle 3 6 Oct-7 Dec		Cycle 4 8 Dec-1 Feb '21		Cycle 5 2 Feb-19 Apr		Overall attendance percentage to date
	Number of mtgs as per Committee membership	Number attended	Number of mtgs as per Committee membership	Number attended	Number of mtgs as per Committee membership	Number attended	Number of mtgs as per Committee membership	Number attended	Number of mtgs as per Committee membership	Number attended	
Abbot	2	2	3	3	3	3	4	4	3	2	93%
Bater	2	1	3	1	3	3	3	3	3	3	79%
Bird	2	2	3	3	3	3	4	3	3	3	93%
Brennan	2	2	3	2	3	2	4	3	3	2	73%
Cant	4	4	7	3	6	5	6	4	6	5	72%
Corkhill	4	1	7	0	6	1	6	1	6	2	17%
Crawley	4	3	7	6	6	4	7	5	6	6	80%
George	2	2	3	3	3	2	4	3	3	2	80%
Ghent	2	2	3	3	5	5	4	3	3	3	94%
J Gurney	4	4	7	7	6	6	7	6	6	5	93%
K Gurney	2	2	3	3	4	3	4	4	3	3	94%
Hollick	2	2	4	4	4	4	5	5	4	4	100%
Jones	4	4	7	6	6	5	7	7	6	5	90%
Martin	2	2	4	4	4	4	6	6	4	4	100%
Restall	4	4	7	6	6	3	6	3	6	6	76%
Roberts	2	2	3	0	4	2	4	3	3	2	56%
Sanders	2	2	3	3	3	3	4	3	3	2	87%
Tamara	4	3	7	6	6	3	6	6	7	6	80%

**Dunstable Town Council
Budget and Actual Comparison
31st March 2021**

	Budget	Actual
Net Expenditure		
Priory House	283,234	270,508
Community Services:	189,323	125,499
Older People's Day Care Service		
Grove Corner		
Young People's Activities Programme		
Town Centre and Gardens	278,355	259,899
Town Centre Management	134,847	129,421
Dunstable Cemetery	137,575	77,059
Ashton Square Public Conveniences	14,835	13,968
Allotments	53,509	48,042
Events	173,070	80,821
Planning	4,745	5,277
Creasey Park Community Football Centre	135,658	262,219
Recreation Grounds	320,517	338,722
Net Direct Services Costs	1,725,668	1,611,435
Corporate Management (inc Central Svces & Grove House)	208,092	301,000
Democratic, Civic & Marketing	167,632	164,125
Net Democratic, Management & Civic Costs	375,724	465,125
Interest and Investment Income	(7,500)	(2,390)
Loan charges	112,853	111,553
Capital Expenditure	-	36,131
Transfers to/(from) other reserves	162,578	43,017
(Deficit from)/Surplus to General Reserve	-	104,452
Precept on Central Bedfordshire Council	2,369,323	2,369,323

Dunstable Town Council
Service Income and Expenditure
31st March 2021

	2021 £	2021 £	2021	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICES				
Priory House	359,675	(89,167)	270,508	269,613
Community Services	167,290	(41,791)	125,499	216,524
Town Centre and Gardens	372,107	(112,208)	259,899	329,613
Town Centre Management	146,824	(17,403)	129,421	124,423
Dunstable Cemetery	305,748	(228,689)	77,059	87,528
Ashton Square Public Conveniences	13,968	-	13,968	13,343
Allotments	56,314	(8,272)	48,042	44,645
Community Support (Grants)	81,869	(1,048)	80,821	164,806
Planning	5,277	-	5,277	4,463
Creasey Park Community Football Centre	448,636	(186,417)	262,219	135,890
Recreation Grounds	361,010	(22,288)	338,722	321,997
CENTRAL SERVICES				
Corporate Management (inc Central Svces & Grove House)	316,720	(15,720)	301,000	178,699
Democratic and Marketing	163,976	(53)	163,923	187,467
Civic Expenses	202	-	202	9,007
Net Cost of Services	<u>2,799,616</u>	<u>(723,056)</u>	<u>2,076,560</u>	<u>2,088,018</u>

DUNSTABLE TOWN COUNCIL					
CAPITAL/REVENUE RESERVE FUNDS 2020/2021	Balance of funds at 31.03.20	Contributions 2020/21 from Revenue, etc	Actual Expenditure 2020/21	Purpose	Balance of funds at 31.03.21
		+	-		
OTHER EARMARKED RESERVES					
Corporate Plan Reserve	16,342	2,000	15,147	Market Clock Refurbishment	3,195
Staff Restructuring Reserve		20,000		Staff restructuring costs	20,000
Older People's Support Services Reserve	12,545			Cont to Revenue as required, transport costs	12,545
Town Twinning	7,867	500		Provision for twinning visits	8,367
Elections	5,517	12,500		Election Costs	18,017
Tree Reserve	14,436	5,000	11,673	Programme of works	7,763
Parks and Play Improvement Plan	25,000	15,000		Improvement works	40,000
Creasey Park Community Football Centre	14,874		6,995	Ringfenced sinking fund	7,879
Creasey Park Community Football Centre	6,695	188		Ringfenced for 3G pitch renewal (interest on funds held *)	6,883
Christmas Lighting	23,744	3,500		New/replacement lighting	27,244
Building Security Systems	5,357			Security systems as determined	5,357
Building Maintenance Fund	618,969	-221,458	105,823	Programme of works, eg Fencing/Pavilions/Priory House, Grove House, etc	291,688
Allotment Reserve	20,246	5,000	1,076	Allotment improvements	24,170
Mayoral Reserve	3,000			Mayoral and transport costs as required	3,000
Priory Churchyard/Gateway	29,861	5,000		As determined - Priory closed churchyard	34,861
Cemetery Memorial Safety	2,300	1,000		As determined - Cemetery Memorial Safety	3,300
Cemetery Memorial Kerbs	6,570			As required for future purchases	6,570
Priory House Tea Rooms	0	1,500		Replacement kitchen equipment	1,500
Splashpark/Skatepark/BMX	35,408	12,000		As determined	47,408
HSHAZ Scheme	98,751	397,292	58,549	4 year HSHAZ programme	437,494
Market Town Regeneration Fund	23,010		23,010	Completion of MTRF Projects (Priory House Works)	0
Awards for All	207			Special Events	207
Shop Front Scheme	7,153	6,025	9,632	Shop Front Scheme	3,546
Total	977,852	265,047	231,905		1,010,994

DUNSTABLE TOWN COUNCIL					
CAPITAL/REVENUE RESERVE FUNDS 2020/2021	Balance of funds at 31.03.20	Contributions 2020/21 from Revenue, etc	Actual Expenditure 2020/21	Purpose	Balance of funds at 31.03.21
		+	-		
S106 MONIES/DEVELOPERS' CONTRIBUTIONS/EXTERNAL FUNDING					
Dunstable Joint Committee	13,010	0	2,300	Joint Cttee Priority Action Plan - as determined by DJC	10,710
Court Drive Landscaping	4,037	0	0	Funding from CBC, ongoing landscaping	4,037
Creasey Park Community Football Centre (ATP)	88,491	0	0	Held for replacement - 5 yr fund *	88,491
Residual sum from Eastgate (Church Street)	149	0	0	Priory Gardens - footpath improvements	149
Willoughby Play Area	30,129	0	0	Commuted sum for maintenance	30,129
Frenchs Gate	13,779	0	0	Parks furniture/landscaping/planting	13,779
Frenchs Gate (fencing)	4,286	0	0	Completion of landscaping and fencing	4,286
Total	153,881	0	2,300		151,581
CAPITAL PROJECTS RESERVES					
Priory House (Exhibition)	15,000			Exhibition materials	15,000
Total	15,000	0	0		15,000
ASSET REPLACEMENT RESERVES					
IT Equipment Reserve	14,700	15,000	4,904	IT equipment upgrade	24,796
Vehicles Reserve	54,718	20,000	20,221	Vehicle/Plant Replacement	54,497
Total	69,418	35,000	25,125		79,293

DUNSTABLE TOWN COUNCIL					
CAPITAL/REVENUE RESERVE FUNDS 2020/2021					
	Balance of funds at 31.03.20	Contributions 2020/21 from	Actual Expenditure 2020/21	Purpose	Balance of funds at 31.03.21
		Revenue, etc			
		+	-		
Total Earmarked Reserves	1,216,151	300,047	259,330		1,256,868

DUNSTABLE TOWN COUNCIL

CAPITAL/REVENUE RESERVE FUNDS

SUMMARY

	Year End Balance 2019/20 £	Contributions from Revenue (or other) 2020/21	Expenditure 2020/21 £	Balance of Funds at 31.03.21 £
S106/DEVELOPERS CONTRIBUTIONS/EXTERNAL CAPITAL PROJECTS RESERVES ASSET REPLACEMENT RESERVES OTHER EARMARKED RESERVES	153,881 15,000 69,418 977,852 1,216,151	0 0 35,000 265,047 300,047	2,300 0 25,125 231,905 259,330	151,581 15,000 79,293 1,010,994 1,256,868
General Reserve	520,570 520,570	0 0	0 0	520,570 520,570
Total Reserves - subject to audit	1,736,721	300,047	259,330	1,777,438

General Reserve figure includes stock values:

CPCFC	3,030
PH Tea Rooms	2,375
PH shop	6,043
	<u>11,448</u>

DUNSTABLE TOWN COUNCIL

CORPORATE RISK LOG 2021/22

AN ASSESSMENT OF THE COUNCIL'S ORGANISATIONAL STRATEGIC RISKS

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Appropriate decision making at Political level	4	4	16	The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice on various issues when necessary.	None at this stage SO have been updated to allow virtual Council meetings to take place during the Covid-19 Pandemic	4	1	4	Annually	2022	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Financial management	4	4	16	The Council is subjected to both internal and external financial audits. There is an appointed Responsible Financial Officer who is the Council's Town Clerk and Chief Executive who in turn is supported by a Finance and Procurement Manager and Senior Finance Manager.	Already identified in revenue budget The Council improved its reserves position at the end of 2020/21 The Dunstable tax base used for calculating the precept is forecasted to continue rising over the next few years	4	1	4	Annually	2022	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
General approach to health and safety	4	4	16	The Council has an officers Health and Safety Advisory Group. The Council has an agreed Health and Safety Policy and the Senior Management Team is improving the focus on H&S. The Council also retains the services of professional health and safety support through Croner Consulting. The Council is also implementing a rolling programme of health and safety related training for all staff	Health and safety is an area the Council needs to take very seriously, and additional resources may need to be identified from time to time in future budgets	4	2	8	Health and Safety Policy to be reviewed annually within the annual governance report presented to the June Council meeting	2022	Town Clerk and Chief Executive and Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Personnel and management of human resources	4	4	16	The Council is continually updating the Staff Handbook. The Council has retained the services of a specialist HR company and has introduced an HR management package called Bright HR. All members of staff have their own handbook. The Council is a silver accredited Investors in People Organisation. The Business Support Manager has just started a level 5 CIPD course	As staffing numbers grow personnel issues will become more prevalent and complex. A Personnel Sub-Committee was created during 2012 and the sub-committee will adopt a programme of issues to be considered throughout 2021/22	4	1	4	Annually	2021	Town Clerk and Chief Executive and Head of Finance and Support Services

<i>RISK</i>	<i>ASSESSMENT OF RISK</i>			<i>CONTROLS</i>	<i>RESOURCES REQUIRED</i>	<i>ASSESSMENT OF RESIDUAL RISK</i>			<i>REVIEW FREQUENCY</i>	<i>DATE OF NEXT REVIEW</i>	<i>OWNER</i>
	<i>(Assume NO controls in place)</i>					<i>(Control measures in place)</i>					
	<i>SEVERITY</i>	<i>L'HOOD</i>	<i>RISK RATING</i>			<i>SEVERITY</i>	<i>L'HOOD</i>	<i>RESIDUAL RISK RATING</i>			
Insurance, legal and public protection	4	3	12	The Council makes provision for public, employers, fidelity, building, contents, and equipment etc insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision is identified. The Council retains the services of a legal advisor.	Already identified in revenue budget	4	1	4	Insurances are reviewed on an ongoing basis and formally on an annual basis	Ongoing	Town Clerk and Chief Executive and Head of Finance and Support Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of children and young people (child protection)	4	3	12	The Council has adopted and reviewed its child protection policy. All staff and volunteers that may come into contact with young people are subject to a DBS check. Seasonal staff undertake specific training on child protection issues and permanent staff are able to access regular training updates. The Council employs a qualified youth worker	Already identified in revenue budget	4	1	4	The child protection policy was recently reviewed and updated	Ongoing	Head of Community Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of vulnerable adults	4	2	8	The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check.	Already identified in revenue budget.	4	1	4	Ongoing	Ongoing	Head of Community Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Income generation	4	4	16	Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors. The Covid-19 Pandemic will affect Council income for 2021/22	The Council relies on nearly £1,000,000 of income to part fund the revenue budget. It needs to focus on ensuring that this income is secured into the future especially at the Creasey Park Community Football Centre, Dunstable Cemetery, Priory House Tea Rooms, and the Splashside Cafe	4	3	12	Ongoing and annually through the budget setting process.	Ongoing	Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Service continuity and succession planning	4	2	8	The Council has a clear management structure and all staff have relevant job titles and clear job descriptions. Increased numbers of service-based meetings are now taking place and new wider management team meeting has now been established and cross service working is encouraged as well as the annual production of service plans	Further skills-based training is required in a number of areas, but resources are identified in the training budget. The SMT are in the process of further updating continuity schedule for all jobs and service areas	4	2	8	Ongoing	Ongoing	Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Property Management	4	4	16	The Council has retained the services of a property expert and has made considerable progress on completing a back log of work that was required on Council property. The Council now needs to look at its property strategy and at some point, determine the most cost-effective means of owning property	Considerable additional resources need to be identified in the revenue budget and reserves need to be built up to serve as a 'sinking fund' for the Council's property especially Priory House. The PH reserve will be called upon now the HSHAZ grant application has been successful. Members will need to consider creating a new Cemetery allocated reserve in the near future	4	3	12	Ongoing	2022	Town Clerk and Chief Executive

<i>RISK</i>	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	<i>(Assume NO controls in place)</i>					<i>(Control measures in place)</i>					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Cemetery Management	4	3	12	The Council employs a cemetery team including grounds staff and managerial post was created in 2014. The Cemetery Manager has part completed the ICCM certificate in cemetery management. There are established cemetery rules and regs. that have been reviewed and updated. Additional burial land has been secured to ensure space for future needs. The Service Head will ensure that this area is further improved	Already identified in revenue budget The Council achieved silver standard for the ICCM Charter for the Bereaved, and the Cemetery hold a Green Flag Cemetery records are managed through a specialised digital package The Council will need to consider establishing an allocated new Cemetery reserve in the near future	4	2	8	Ongoing	2022	Head of Grounds and Environmental Services

<i>RISK</i>	<i>ASSESSMENT OF RISK</i>			<i>CONTROLS</i>	<i>RESOURCES REQUIRED</i>	<i>ASSESSMENT OF RESIDUAL RISK</i>			<i>REVIEW FREQUENCY</i>	<i>DATE OF NEXT REVIEW</i>	<i>OWNER</i>
	<i>(Assume NO controls in place)</i>					<i>(Control measures in place)</i>					
	<i>SEVERITY</i>	<i>L'HOOD</i>	<i>RISK RATING</i>			<i>SEVERITY</i>	<i>L'HOOD</i>	<i>RESIDUAL RISK RATING</i>			
Developing new and additional services (devolution)	4	4	16	The development of any new services will be decided by the appropriate Council Committee or full Council. Any new services will be subject to full negotiation with CBC and the Council has already agreed policy that no services will be assumed without additional revenue commitments from CBC or the budget setting process	The Council may wish to enhance any new services delivered and this would be considered through the budget setting process – the Council has assumed responsibility for the management of CPCFC, Dunstable Market Rights, Ashton Square toilets' and a Town Ranger service, a new skate and splash park park and numerous contracts for external works.	4	2	8	All new services would be subject to ongoing review	Ongoing	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Covid-19 Pandemic	4	4	16	Covid-19 Secure Risk Assessments have been carried out and will be published for all operating functions of the Council. This includes the provision a appropriate PPE for all staff	These have and will be identified from the Council's H&S budget	4	2	8	Ongoing	Ongoing	Town Clerk and Chief Executive and Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
IT security / cyber attacks	4	4	16	The Council employs an IT company to oversee all IT related operations. The external company provides appropriate firewalls and security arrangements that keep data etc safe	Already budgeted for	4	2	8	Ongoing	2022	Town Clerk and Chief Executive and Business Support Manager

Dunstable Town Council

Health and Safety Policy

Dunstable Town Council is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended), and associated protective legislation, both as an employer and as an organisation. To assist achieve those objectives it has retained the services of a specialist health and safety advisory company (Croner Consulting) to advise on the Council's approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Council and its Councillors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

This advisory role is supported through the Council's bi-monthly Health and Safety Advisory Group meetings which are chaired by the Town Clerk and Chief Executive and attended by all Service Heads and all other staff with line management responsibilities.

The main responsibility for health and safety lies with the Council who is in turn advised by the Town Clerk and Chief Executive. The Council is bound by any acts and/or omissions of the Town Clerk and Chief Executive and his staff, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Council business.

To comply with its statutory and common law duties, the Council has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Council.

Council employees agree, as part of their contract of employment, to comply with their individual duties under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an Accident Book at all work place locations. The Council will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations as far as are reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Council's premises and activities, the Council will pay strict attention to its duties under the **Health and Safety at Work, etc. Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all Councillors, the Town Clerk and Chief Executive, Heads of Service and employees, in the interests of employees and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Dated:

Town Clerk and Chief Executive

Signed:

Dated:

Chairman of the Council

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Organisation - Duties, Roles and Responsibilities

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

Councillors

The Councillors have the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, and that effective structures are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

Town Clerk and Chief Executive

The Town Clerk and Chief Executive has the responsibility for ensuring that policy objectives are achieved and that the Council is kept fully informed of changes and developments with regard to health and safety legislation and regulations. He will also ensure that Council policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure that the Council is informed of the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

Heads of Service

Heads of Service are accountable to the Town Clerk and Chief Executive for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

With regard to the departmental activities under their general control, all such Heads of Service will ensure that necessary consideration is given at all times to the requirements of the Council's Health and Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the storage and use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise and assist with safety training of personnel.

All Heads of Service will be specifically responsible for the following within their own areas of responsibility:

- Ensuring that all activities carried out by Council employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, nor members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Council procedures are adhered to at all times.

- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that supervisors and line reports are properly trained and receive the support they need to perform their duties.

In fulfilling these responsibilities, all Heads of Service will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons' responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Council's health and safety adviser.
- Safe systems of work are implemented and are adhered to, with such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, etc.
- All relevant statutory records are regularly maintained and inspected.
- Heads of Service are also responsible for the health and safety of all employees for whom they have an operational responsibility.

Supervisors

Supervisors are accountable to their Heads of Service for the day-to-day implementation of the Council's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

They will also liaise with the departmental Heads of Service concerning any queries raised by visitors or subcontractors on health and safety matters.

Employees' Responsibilities

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Council in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate line manager.

- When local management cannot resolve a hazardous situation they must raise it with a relevant Service Head who will then address the issue through the Health and Safety Advisory Group (HASAG).
- During the course of their normal duties, employees will use all equipment and facilities for the intended purpose in a safe, correct manner.

Competent Persons

The Council will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have been sufficiently trained and/or have experience or knowledge and other qualities to enable them to properly assist in undertaking such measures.

The following members of staff have been designated competent persons for the responsibilities shown:

Council health and safety:	Senior Management Team Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
Manual handling assessment:	Senior Management Team Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
COSHH assessments:	Senior Management Team Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
Administration of all other risk assessments:	Senior Management Team Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
Vetting of subcontractors' health and safety policies:	Senior Management Team Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
Auditing of health and safety	Retained health and safety advisers – Croner

In addition the Town Clerk and Chief Executive and Heads of Service will assume the following responsibilities

- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and Council policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used by the Council conform to statutory health and safety requirements.
- Arranging for the provision of appropriate Personal Protective Equipment (PPE) based on risk assessment.
- Arranging for the provision of written procedures for contractors.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Council.
- Ensuring that all employees of the Council receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.

Council's Health and Safety Adviser

The Council's Health and Safety Adviser has been retained in order to provide and disseminate advice and information to the Town Clerk and Chief Executive, and staff. He/she will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He/She will be retained to ensure the effectiveness of the safety policy, safety procedures and practices in relation to Council premises, carrying out regular audits and monitoring activities as necessary. The results of such monitoring will be recorded and corrective action, if required, will be undertaken.

In fulfilling these general responsibilities, the Health and Safety Adviser is retained to assist the Senior Management Team with specific responsibilities for:

- Ensuring the Council is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring the provision of first aid, fire safety and emergency procedures.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.

- Identifying health and safety training needs and advising on suitable training programmes.

First-Aiders

There is a nominated first aider for all Council premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended**. The nominated first aider is responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The nominated first aider is responsible for the maintenance of the contents of all first aid kits and will ensure that only items specified will be retained in the kits.

A number of key staff across all departments have been given first aid training to assist with any unforeseen accidents to Council staff or users of Council services. All large scale Council events are attended by a fully qualified first aid organisation such as St John's Ambulance.

Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

Risk Assessments

All premises and activities are subject to risk assessments and must be assessed in accordance with the relevant legislation using the Council documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the relevant Service Head. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventive measures. The Council shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

Specific Operational Policies and Procedures

- All Council policies and procedures issued in the interests of health and safety will be regarded as supplementary to this Policy. These will be included within all Council Health and Safety Manuals and will be available to all members of staff.

Specific procedures will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements
- That any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.
- That all subcontractors who are to work on or in any of the Council's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- That the fire procedure is displayed and reviewed at frequent intervals with regular tests of the procedure.
- That no new chemicals/substances will be purchased or brought into the premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- Any other specific policy required under relevant regulations and Approved Codes of Practice.

Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, no matter how minor, will be reported on the HSE Accident Report Form with copies being sent to the relevant Head of Service.

- All accidents, dangerous occurrences and near misses will be reported immediately to the Heads of Service responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant Heads of Service.
- Where an employee of another Council or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

Training

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- Repeat training at regular intervals.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Heads of Service at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained by the Head of Finance and Support Services.

Consultation

Consultation will take place via the Health and Safety Advisory Group (HASAG) to discuss matters of health and safety.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to a member of the Health and Safety Advisory Group (HASAG) who may make representations to the supervisor concerned. This must be in writing.

The advice of the Health and Safety Adviser should be sought if agreement cannot be reached with the supervisor.

If still dissatisfied, the employee may seek an early meeting with the appropriate Heads of Service. Failing resolution at this stage, the matter may be entered on to the Agenda of the next meeting of the Health and Safety Advisory Group (HASAG) at the Chairman's discretion.

Review

Notwithstanding the above, this Policy will be reviewed on an annual basis.

Last Update: 28 June 2021 – Town Clerk and Chief Executive

(Minute)

Dunstable Town Council Environmental and Sustainability Policy

Introduction

This document sets out Dunstable Town Council's policy for ensuring the ongoing improvement in the environmental sustainability of our activities and core functions. We recognise that our activities have the potential to impact both positively and adversely on our environment and we are duty bound to ensure that the adverse impacts are minimised.

Legal Obligations

There is a substantial body of legislation in the UK and Europe that relates to the protection and care of the environment. The Council is duty bound to comply with all relevant legislation relating to its wide ranging activities. The Council will conduct its business at all times in line with applicable legislation and where necessary will seek specialist advice and support to ensure adequate compliance.

Definitions

Environment

The immediate context is the local environment in which our services operate within Dunstable and surrounding districts including both indoor and outdoor environments. However, it is recognised that our organisation can have an impact on wider regional, national and global environments.

Sustainability

Ensuring our plans, actions, processes and consumption accommodate our residents and community aspirations for the longer-term care of the environment.

Aims and Objectives

The Council will work towards maximising the environmental sustainability of its services within the practical considerations of its corporate and service plans, financial plans, risk strategy and available resources. This policy will aim to achieve the following objectives:

- **Material and Water Resources** - maximise efficient use, re-use and recycling of materials and water resources with safe and sustainable waste disposal.

- **Pollution** - reduce the use of toxic and environmentally damaging materials and processes and put steps in place to reduce unnecessary pollution generation.
- **Energy** - promote with staff and partners energy efficiency to reduce waste and CO2 emissions
- **Procurement** - encourage the purchase of locally sourced products and where possible ensure that products and materials originate from sustainable sources and accredited sustainable companies.
- **Management** - ensure that all operations and activities carried out by us or on our behalf comply with or exceed statutory obligations.
- **Ecology** - minimise any negative ecological impact of our activities and those of contractors and suppliers working on our behalf.
- **Technology** – Utilise technological advances, where appropriate, to drive and inform change.

Policy Statement

Dunstable Town Council will:

- Embrace sustainability, where applicable, within new and emerging policies, strategies and plans.
- Raise environmental awareness and responsibility among staff, volunteers and partner organisations.
- Seek to mitigate the impacts of any major construction and refurbishment projects under its direct control on the wider environment.
- Manage its waste in line with the established principles of the waste hierarchy namely to prevent, minimise, reuse, recycle, energy recover and lastly dispose of waste.
- Engage with its contractors to establish a commitment to sustainability policies and practices, especially with regard to recycling and waste management, either through accredited systems or contractual obligations.
- Require that, where feasible, materials incorporated in design, construction and maintenance shall be from accredited sustainable or safely recycled sources.
- Ensure that all new external lighting is designed to minimise the effects of light pollution.
- Reduce, where possible, the general consumption of water, gas and electricity.
- Design all new developments and major landscape improvements with due regard for the protection of local habitats and biodiversity.

Responsibilities

This policy will be implemented by the Council its elected Members, its Senior Management Team and second tier managers. However, all staff and volunteers within the organisation will contribute to reducing the Council's environmental impact and increasing sustainability through utilising working practices that:

- Minimise waste and maximise efficiency.
- Minimise travel.
- Minimise energy consumption.
- Promote greater use of new sustainable technologies.
- Keep material consumption to a minimum.
- Encourage residents to make environmentally sustainable choices.

Training and Investment

The Council is committed to ensuring that its Members and officers are provided with sound training and knowledge to support the implementation of this policy.

Monitor and Review

The Council will record, monitor and review its impact on the environment through a series of service specific baseline assessments and the establishment of action plans designed to progress change.

Name: David Ashlee

Signature:

Position: Town Clerk & Chief Executive Officer

Date:

Name: Cllr Gloria Martin

Signature:

Position: Town Mayor

Date: