

David Ashlee **Town Clerk and Chief Executive**

Date: 27 January 2022

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 7 February 2022** in the **Council Chamber, Grove House, Dunstable LU6 1NF commencing at 7.00pm.**

Those members of the public and press who wish to attend are invited to do so remotely using Microsoft Teams. Therefore, they are asked to notify their intention to attend by emailing ian.reed@dunstable.gov.uk by 5pm on Friday 4 February 2022.

AGENDA

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 6 December 2021 (Minutes enclosed - Page 3)
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	10 January 2022	6
Grounds and Environmental Services	17 January 2022	11
Finance and General Purposes	24 January 2022	14

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Committee

Date

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Dunstable Joint Committee

9 December 2021

(To follow)

Appeals and Appointments
Sub - Committee

24 January 2022

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8. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Yours faithfully



David Ashlee
Town Clerk and Chief Executive

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

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

ON MONDAY 6 DECEMBER 2021

Present: Councillor Gloria Martin (Town Mayor), Councillor Liz Jones (Deputy Town Mayor), Councillors Sid Abbott, Wendy Bater, Lisa Bird, Alan Corkhill, Greg George, Peter Hollick, John Gurney, Kenson Gurney, Gladys Sanders and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services - remotely), Becky Wisbey (Head of Community Services - remotely), Lisa Scheder (Finance and Procurement Manager- remotely), Kelley Hallam (Business Support Manager), Jemma Candy (Corporate Marketing and Communications Officer) and Ian Reed (Democratic Services Manager).

Members of the public: Nil

Before the commencement of the meeting, John Hassall the Mayor's chaplain, led the Council in prayer.

183 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Philip Crawley, Pam Ghent, and Cameron Restall

184 MINUTES

The minutes of the meeting of the Council held on 4 October 2021 were approved as a correct record and signed by the Mayor.

185 SPECIFIC DECLARATIONS OF INTEREST

None received.

186 CHAIRMAN'S REMARKS

The Town Mayor informed the Council of a range of events and activities she had attended over the past few months. She reported she had recently attended, with Councillor Peter Hollick, a red-carpet Thanksgiving event hosted by the Kenyan Community of Luton and Dunstable. She had also visited a school to explain the role of Town Mayor. The children were very interested in the mayoral chain. Madam Mayor also commented on the Winter Lights Festival and the Carols and Torchlight procession held on 26 November. She also reported that she had been unable to carry out all of her duties and was grateful to the Deputy Town Mayor Councillor Liz Jones and Councillor Peter Hollick for their assistance in carrying out civic duties.

187 PUBLIC QUESTION TIME

There were no questions put to the meeting

188 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

189 COMMUNITY SERVICES COMMITTEE

Minute 186 Events and Marketing; Councillor Liz Jones commented that Torchlight had been extremely well organised and assisted the trading communities of the town. She was disappointed in the Winter Lights Festival. She also congratulated staff on carrying out their duties so well.

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

190 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

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

191 FINANCE AND GENERAL PURPOSES COMMITTEE

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

192 DUNSTABLE JOINT COMMITTEE

RESOLVED: that the minutes of the meeting of the Dunstable Joint Committee held on 16 September 2021 be received.

193 DRAFT BUDGET SUMMARY 2022/23

The Council meeting considered the report which was a draft budget summary for the Council for 2022/23. Members considered the council tax strategy they would like to adopt in order to agree a balanced budget at the Council meeting planned for 7 February 2022. The Council was informed that the largest impact on the year-on-year budget was staffing costs. This year it was estimated that the growth in costs for staffing could be up to £135,000. This figure was made up of incremental pay increases; 1% on the overall Council pension costs; 4.2% increases on wages attracting the Living Wage Foundation minimum wage; 1.25% increase on National Insurance costs, up to 5% cost of living pay rise allowance, plus the 1.75% pay award currently planned for 2021/22. The draft budget also included the identification of an 'up to' £50,000 contingency for anticipated loss of income at Priory House due to the planned refurbishment. It was proposed that this sum be identified from the General Reserve.

A full discussion followed that considered the need to predict a maximum staff pay award for 2022/23 of 5% and as a result, it was proposed that a £5.64 (3.1%) increase on the current Band D council tax charge be supported.

RESOLVED: that the Council work towards a maximum of £5.64 (3.1%) increase on the 2022/23 Band D council tax charge.

194 NOMINATIONS FOR REPRESENTATION ON CHARITIES

The Council meeting considered a report which requested nominations for:

- The Ashton Schools Foundation x 2 nominees until May 2023
- Lockington and Marshe Charity x 2 nominees until May 2023

RESOLVED: That Councillors Peter Hollick and Gloria Martin represent the Council on the Ashton Schools Foundation and that Councillors Liz Jones and John Gurney represent the Council on the Lockington Marshe Charity both until May 2023.

195 WEBCASTING PROTOCOL

The Council considered a report which recommended the adoption of a draft webcasting protocol that had been circulated with the report.

It was proposed the Council would broadcast meetings of the Full Council, Community Services Committee, Grounds and Environmental Services Committee and Finance and General Purposes Committee. However, in the short term the meetings would be recorded and be made available for transmission after the meeting until such time that the Council was confident to broadcast their meetings live.

The protocol would allow external participants in the meeting to access sufficient information about the webcasting process, empower the Chairman of a meeting that is being webcast to suspend the process and in specific circumstances ensure the Council complied with its own constitutional and wider statutory requirements. It was further agreed that certain Council Sub-Committee meetings would also be recorded as and when the Chairman felt it important to do so.

RESOLVED: That the draft webcasting protocol be adopted for immediate use and referenced in the Council's Constitution and Standing Orders accordingly.

196 REPORTS / UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL

Councillor Tamara, further to the last meeting of the Town Council, raised the Central Bedfordshire Council's consultation on car parking charges. Questions were also raised about the provision of electric vehicle charging units being installed in carparks and the High Street, Dunstable.

The meeting closed at 20.03

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 10 JANUARY 2022

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Wendy Bater, Pam Ghent, John Gurney and Gladys Sanders

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

Apologies: Councillors Sid Abbot, Greg George and Cameron Restall

Public: Nil

1. MINUTES

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

2. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

3. DUNSTABLE TOWN CENTRE SERVICES

The Head of Community Services updated the Committee on Town Centre Services including, vacancy rates, Middle Row Markets and partnership working.

Middle Row Markets had been well attended in 2021 with full markets being a regular occurrence. The Committee was advised of the success of the December markets. It was noted the Middle Row Markets would begin again in 2022 with a Mother's Day Market on 26 March.

It was noted that Ashton Square Toilets had once again been entered in the national Loo of Year competition and had received a Platinum Award. It was noted that the toilets stayed open late for the Carols and Torchlight Procession and for the Twilight Market. For 2022 the toilets would be open on Remembrance Sunday. This service would be facilitated by the Ranger Service.

Town Centre

Twilight Christmas Markets took place on Friday 10 December, Saturday 11 December, and Sunday 12 December with the market building on the success of last years with additional Christmas lights, stalls, a free Carousel ride for children and entertainers. Attendance was good throughout the days even though the weather on the Saturday was poor.

Partnership Working

The shop front scheme has supported 21 shops and there was funding for one more shop. Discussions had taken place with two pharmacies over the opportunity, however there had been very little interest shown by the two shops. It was further reported Olive Gardens had expressed an interest in the last shop front grant.

RESOLVED: (i) That the Olive Gardens in West Street be offered the last shop front grant if the two pharmacies continued to reject the offer of a grant.

(ii) That all staff involved be thanked for their efforts

Welcome Back Fund

An update report was received. It was also reported that additional monies could be released by Central Bedfordshire Council. Activities that could be funded included a land train, Valentine's Celebrations and Mother's Day activities.

Christmas Lights

Orders would be placed for new Christmas lights in Ashton Square and the High Street in April.

4. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Committee was reminded that there were three strands to the HSHAZ scheme as follows:

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

The Committee was advised that the grant applications discussed at the Council meeting on 4 October had been supported pending Historic England's approval. It was noted none of the applicants had taken their applications any further. In respect of number 4 High Street South, Historic England were keen to support the identified work at a higher rate subject to completion by 17 March 2022. In relation to Priory House the works were subject to delay; it was now hoped that a planning application would be submitted by end of January 2022. Therefore, it was anticipated site work would commence in May 2022. The Committee was aware that the Cultural Programme was led by the Consortium and it had had a very positive start. The first major activity was The Dunstable in Winter Art Trail, which had been launched by the Town Mayor.

5. OLDER PEOPLE'S SERVICES

The Good Companions Club continued to do well. The Committee received a report on its activities and noted that arrangements for the postponed Christmas Lunch would be held as early as possible in 2022. The Creasey Park Community Football Centre lunch club continued to do well with a variety of events being held such as Hedgehog Rescue, music, quizzes and bingo.

Officers were working on the Big Lunch event to be held on Tuesday 31 May 2022, which would have a Platinum Jubilee theme.

6. GROVE CORNER AND COMMUNITY ENGAGEMENT

Grove Corner

Further to the last Committee report, Grove Corner had received 318 visits from young people between 18 October to 9 December. Pokémon was still popular and numbers continued to increase.

Youth Engagement

Junior Youth Group had received CPR training. The young people had also received presentations on sexual health and craft sessions. Also a silent disco Christmas Party had been held on Friday 3 December

School Engagement

Officers had been working in partnership with Central Bedfordshire College. Officers were also discussing introducing The Good, The Bad and The Ugly project at Priory Academy during the spring term. Following comments from Members of the Committee it was agreed all Members of the Council would be advised about the event.

Community Engagement

It was noted officers had worked with Friends of Dunstable Cemetery, which had seen an increase in numbers. Also arts, crafts and games had been organised at the Twilight Christmas market and a free family fun workshop on Friday 17 December at Creasey Park Community Football Centre with 20 children plus parents attending.

7. PRIORY HOUSE

Tourist Information Centre and Retail Outlet

The Committee received an update report on promotion of the gift shop. The Christmas stock sold very well. The Christmas pet stock had been very popular as well. To increase trade the gift shop was open late on Fridays in December.

The Jacobean Room

There were 12 confirmed weddings for 2022. Officers expected the numbers to increase. The wedding fayres had been successful in promoting the wedding arrangements.

Events

The Committee noted the wreath workshops were extremely successful. All tickets sold for both events. More workshops were planned all year round. The next one planned was for Mother's Day. The other craft events and Elf workshop were very successful.

8. EVENTS

Past Events

The Committee considered a report on the following events:

(i) Christmas Carols and Torchlight Procession - it was agreed this was a very successful event with attendances estimated at 1,500. The event was enhanced with the Christmas Market down Middle Row.

(ii) Winter Lights Festival - The feedback on social media had included a number of negative

comments. However, in evaluating the festival the Committee noted the requirements of the performances meant the bandstand and temporary staging would not have been appropriate. Also, since the launch event officers in Grove House have seen many members of the public visiting the Grove House Gardens to see the lights.

Event Review Committee

At the November Committee meeting it was agreed by the Committee that a Working Group be setup to review the events programme. The Working Group would evaluate the success and viability of the current events programme.

9. PERFORMANCE AREA REFURBISHMENT

The Committee considered a report on the possible refurbishment of the performance area in Grove House Gardens. It was noted the refurbishment plans were included in the Council's Corporate Plan 2020-2023 as a key objective. It was estimated the cost of works would be in the region of £34,000 with up to £29,000 being required from the General Reserve.

Following a discussion on the works required to refurbish the performance area it was noted that the proposed works was a key objective of the Corporate Plan to be completed by March 2022. However, it was also pointed out that while the condition of the structure could be better it was still in functional order and there were no health and safety implications that would make it a priority project at this time.

RESOLVED: That at this time no further action be taken to progress the refurbishment of the performance area in Grove House Gardens.

10. WELCOME SIGNS

The Committee considered a report inviting it to agree a design to replace the 'Welcome to Dunstable' gateway signs. It was noted there were four signs that had been repaired in 2015 at a cost of over £4,000. The signs were once again showing significant damage and disrepair. The Committee was presented with proposals to replace the signs with metal posts and a sheet metal sign. They were being recommended by officers as they were cost effective to purchase, durable and easy to clean. The Committee was presented with a number of design options. The Committee was in favour of the silhouette art of landmarks of the town. The Committee then discussed the symbols to be included on the signs.

RESOLVED: That the welcome signs be replaced as discussed by the Committee at a cost of approximately £2,308 and the final silhouette artwork be approved by the Chairman of the Committee in conjunction with the Head of Community Services.

11. BUDGET REPORT

The Town Clerk and Chief Executive presented the budget proposals for 2022/23. He explained that this had not changed significantly since the draft budget had been presented to Members and if the Community Services budget, as presented in the report, was adopted, it could be accommodated within the anticipated proposed increase in council tax charge.

RECOMMENDATION: The Committee recommend the draft Community Services budget as presented with no amendments or further recommendations to the Finance and General Purposes Committee.

12. REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin reported that the organisation was in good health financially. However, it was operationally under threat because its premises and hardstanding facilities at the Old Mill, Dunstable was under a Memorandum of Agreement with the Sea Cadets. Dial- a - ride had now received notice to quit because the Cadets had plans for the site. Although Dial-a Ride was not now required to move until April, there was still an immediacy to find suitable premises including secure parking for nine minibuses.

Dunstable Town Band:

No report.

Men in Sheds (MiS)

Councillor John Gurney made the following report;

Men in Sheds is in a state of transition because of the sudden resignation of Martin Young the founding chairman and a trustee. A week later he left as member altogether. I have been appointed Chairman by the remaining trustees because the Dunstable MiS constitution requires the three main officers to be trustees. The Trustees have set an immediate plan into action, which includes involving more members in the training on the various tools. Ideally, by the time of the AGM in the Spring a new chairman will be elected. There are currently 29 members. I am especially looking forward to the shed being refurbished in 2022. The bulk of the shed's funds, just over £10,000, will be spent on the refurbishment. The Christmas Market brought in £177.95.

The meeting closed at 20.36

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

ON MONDAY 17 JANUARY 2022

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird (Chairman), Matthew Brennan, Alan Corkhill, Philip Crawley Pamela Ghent, Gladys Sanders, and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager – via Teams), Ian Reed (Democratic Services Manager) Dimi Sopisz (Grounds Operations Manager – via Teams), Kathy Doyle, James Slack (Sports and Leisure Facilities Manager – via Teams), Kelley Hallam (Business Support Manager) and Jemma Candy (Corporate Marketing and Communications Officer).

Apologies: Councillors Greg George and Kenson Gurney

Public: None

13. MINUTES

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

14. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

15. PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 16 November, 7 December 2021 and 4 January 2022 be received.

16. CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK UPDATE

The Sports and Leisure Facilities Manager presented the report that had been circulated to the Committee.

The Committee noted with interest that leading up to the Christmas break Luton Town Youth section hired Creasey Park for 3 days of fixtures. In addition, Creasey Park was likely to be a training centre for the Women's Euro 2022 Championships commencing in July 2022 and could host either Germany, Spain or Denmark.

It was further reported that income was up by 69% compared with the same time last year. Furthermore, a recent brewery tendering process had resulted in an improved deal with Greene King for a further four-years.

Members congratulated officers on the report and the exciting news that Creasey Park could host an international football team in the Summer.

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

The Chairman welcomed the new Grounds Operations Manager, Dimitrisz Sopisz, to his first Committee meeting. The Committee received a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) Dunstable Cemetery

Members received the burial figures for November to December 2021 along with the profiled income and expenditure figures as at the end of November 2021. These indicated a positive variance of £19,714.

b) Allotments

Members were advised of the impact the Committee's decision to close the waiting list to non-residents had had on the waiting list. Furthermore, the Council had informed non-residents of the potential opportunity to secure a plot at the new Houghton Regis site.

c) Recreation Grounds

Since the last report there had been one incident of vandalism to play equipment. It was reported general wear and tear repairs have been carried out as part of general maintenance work.

Discussion took place on various issues raised by Members relating to play area maintenance including the French's Avenue play area and the skate park. Site meetings would be arranged with Members where site maintenance concerns had been raised. The Committee also noted the reports on new woodland and tree planting. **In relation to the Luton Road bowling green, officers were asked to continue discussions with Dunstable Town Bowls Club on its possible relocation to Luton Road. It was noted that a detailed report on the proposal would be submitted to a future meeting. In addition, Members requested that the previous reports submitted to the Committee in September 2016 and January 2017 be circulated to all Members for information.**

d) Town Centre Area

The Committee noted a report embracing the designing of planting plans, winter works including grass edging abutting pathways and the submission of Green Flag applications for Priory and Grove House Gardens and Dunstable Cemetery.

e) Dunstable in Bloom

The Committee was informed that the Council had been contacted by Anglia in Bloom asking if Dunstable would represent the Anglia region in the Britain in Bloom finals

2022. The Council along with Dunstable in Bloom had been delighted to advise the organisers that they would be honoured to do so.

Members were very impressed with the completion of phase 1 of The Square Methodist Garden Project, the Committee was further advised about Phase 2 of the project and that the Council would assist the Church in applying for further CBC Ward Councillor grant funding.

f) **Town Ranger Service**

The Committee noted that over the next few months the Rangers would be cleaning litter bins and pressure washing pavements and other routine maintenance works. Members noted that the Ranger team was in the process of purchasing a new electric utility vehicle using funding from the CBC Public Realm Scheme grant.

18. **PURCHASE OF REPLACEMENT MOWING EQUIPMENT**

The Committee considered a report that recommended the replacement of the ageing ride on mower with a multi-cut mower attachment. It was noted the new equipment would be pulled and operated by the recently purchased tractor. It was further noted that the ride on mower was worth £3,250 as a trade-in against the cost of the Wessex CRX multi-cut mower. Members noted the balance of funding available from the Vehicle and Equipment Reserve currently at £34,874.

RESOLVED: That the Committee recommends to Finance and General Purposes Committee the release of up to £14,870 from the earmarked Vehicle and Equipment Reserve to purchase the equipment detailed in the report.

19. **BUDGET PROPOSALS FOR 2022/23**

The Town Clerk and Chief Executive presented the budget proposals for 2022/23. He explained that this had not changed significantly since the draft budget had been presented to Members and if the Grounds and Environmental Services budget, as presented in the report, was adopted, it could be accommodated within the anticipated proposed increase in council tax charge.

RECOMMENDATION: The Committee recommends the draft Grounds and Environmental Services budget as presented with no amendments or further recommendations to the Finance and General Purposes Committee

20. **REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:
No report.

The meeting closed at 20.00

DUNSTABLE TOWN COUNCIL**MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE****ON MONDAY 24 JANUARY 2022**

Present: Councillor Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Philip Crawley (Vice-Chairman), Wendy Bater, Lisa Bird, Matthew Brennan, Peter Hollick, and Johnson Tamara

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

Apologies for Absence: Councillors Sid Abbott, Mark Cant, John Gurney, Kenson Gurney, and Cameron Restall

Public Attendance: One

21. MINUTES

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

22. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

23. BUDGET PROPOSALS FOR 2022/23

The Town Clerk and Chief Executive presented the report detailing the Council's Budget proposals for 2022/23 including the draft budget recommendations of the Community and Grounds and Environmental Services Committees. Members raised a number of issues.

- Supporting a Beacon Lighting event on Dunstable Downs to celebrate the Queen's Platinum Jubilee by way of giving a £4,000 grant to the National Trust.
- Reviewing the original draft budget proposals agreed at the Council meeting held on 6 December 2021.

Following a full discussion, it was

RESOLVED: That authorisation be delegated to the Chairman of this Committee, in liaison with the Town Clerk and Chief Executive, to determine the detail of the National Trusts request for a £4,000 contribution to their Jubilee Beacon Lighting event and decide upon whether to financially assist this event (or not) accordingly.

RECOMMENDED:

i) that the proposed budget for 2022/23 be presented to Council for approval (as previously circulated).

ii) that the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations.

iii) that the revised scale of fees and charges, set out in the report, be approved with effect from 1st April 2022 or the start of the 2022/23 winter playing season, as appropriate.

iv) that in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,480,490, resulting in a Dunstable Town Council Tax (Band D) at the rate of £187.66.

Councillor Matt Brennan requested that his vote against the recommendations was recorded.

24. FINANCIAL MONITORING REPORT

The Town Clerk and Chief Executive and the Finance and Procurement Manager and Deputy RFO presented the financial monitoring report. It was noted that at the end of November 2021 the Council's financial position had improved to a level that the revenue budget was forecast to be underspent by £56,124 at the end of the financial year. This was primarily due to improved trading at Creasey Park Community Football Centre and savings accrued as a result of staff vacancies as detailed in the report. The Town Clerk and Chief Executive gave a detailed further update that at the end of December 2021, the Council's financial position had improved further which would be fully reported on in the March financial monitoring report.

The Committee noted the current balance of the Council's earmarked reserves as of 31 December 2021 and known commitments in the current financial year. The Committee had been circulated with the first interim 2021/2022 internal audit report. Members noted that the report had been given the Council a clean bill of health and thanked officers accordingly.

RESOLVED: that the above reports be noted, and the finance staff be congratulated on their work

25. ARRANGEMENTS FOR THE TOWN MEETING 2022

The Committee considered a report on arrangements for the holding of the Town Meeting on 28 March 2022 at the Council Chamber, Grove House. The Committee was asked to determine whether the Town Meeting should adopt a topic for a presentation

RESOLVED: that the Town Council take the opportunity of the Town Meeting to launch their promotional video if it was ready for viewing.

26. MARKETING AND COMMUNICATIONS

The Committee considered a report on arrangements for the developing of marketing plans with the Heads of Service. These would be drafted in February and final drafts completed by the end of March. It was also noted that goals for the year and desired marketing channels would be determined at those meetings. It was likely that social media marketing would be prioritised in most service areas as well as website promotions and Talk of the Town.

RESOLVED: that the report be welcomed, and the Corporate Marketing and Communications Officer be congratulated for her first report.

27. REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – no report.
- b) DITA – Councillor Gloria Martin reported that DITA were organising a series of meetings with Town Council representatives in relation to a possible twinning visit in June. Further information would be provided at the next meeting.
- c) Hospice at Home Management Committee – Councillor Jones reported that a new Treasurer had been recruited. New volunteers were receiving training.
- d) Ashton Alms-houses Charity – Councillor Hollick gave an update report on the installation of a new boiler and central heating. Plans were in place to organise a Jubilee event.

The meeting closed at 19.58.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF APPEALS AND APPOINTMENTS SUB-COMMITTEE

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

ON MONDAY 24 JANUARY 2022

- Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor)
Lisa Bird, Phil Crawley, and Peter Hollick
- Apology: An apology for absence was received from Councillor Sid Abbott
- In Attendance: Councillor Matt Brennan, David Ashlee (Town Clerk and Chief Executive)
and Ian Reed (Democratic Services Manager)

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED: that, Councillor Sid Abbott be elected Chairman of the Sub-Committee for the remainder of the Council year and Councillor Liz Jones be appointed Vice-Chairman

(Councillor Liz Jones assumed the Chair for this meeting)

2. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

3. RECRUITMENT PROCESS FOR THE ROLE OF TOWN CLERK AND CHIEF EXECUTIVE

The Sub-Committee considered a report on recommendations concerning the arrangements for the recruitment process for the role of Town Clerk and Chief Executive. It was noted the report also made recommendations on the main terms and conditions of employment for the role.

The Sub-Committee discussed the report in some detail. It was noted that the recommendations of the Sub-Committee would be submitted to the Full Council meeting to be held on 7 February 2022.

RECOMMENDED: that the following recommendations be made to the next full Council meeting;

- i) the job title of 'Town Clerk and Chief Executive' be retained
- ii) the job description as submitted at appendix 1 be agreed
- iii) the salary for the post be advertised at £75,296 - £81,066¹

¹ This salary range includes the 1.75% pay award currently being negotiated for 2021/22. The job will be advertised as pay award pending for 2022/23

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iv) the post be designated as politically restricted under the *Local Government Officers (Political Restrictions) Regulations 1990* which will be referenced in the Contract of Employment.

v) the salary package for the job be advertised as including a relocation allowance of up to £5,000

vi) the Council appoints recruitment consultants to support the recruitment process to a cost not exceeding £16,000

vii) the contract of employment for the role be prepared in accordance with all other normal Council conditions of employment

The meeting ended at 18.10