

David Ashlee **Town Clerk and Chief Executive**

Date: 14 April 2022

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 25 April 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 22 April 2022.

A G E N D A

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 7 February 2022 (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	7 March 2022	7
Grounds and Environmental Services	14 March 2022	13
Finance and General Purposes	21 March 2022	17

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<u>Committee</u>	<u>Date</u>	<u>Page</u>
Dunstable Joint Committee	10 March 2022	19
Appeals and Appointments Sub - Committee	13 April 2022	25
8. Updates to the Councils' Code of Conduct, Financial Regulations and Standing Orders The Council is requested to approve updates report (Page 28)		
9. 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 ON MONDAY 7 FEBRUARY 2022 COMMENCING AT 7.00 P.M.

Present: Councillor Gloria Martin (Town Mayor); Councillor Liz Jones (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, Matt Brennan, Philip Crawley, Alan Corkhill, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Peter Hollick, and Gladys Sanders with Councillor Johnson Tamara (remotely), 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) and Ian Reed (Democratic Services Manager).

Apologies; Councillors Wendy Bater, Mark Cant, Cameron Restall and Johnson Tamara

Members of the public; One

27 MINUTES

The minutes of the meeting of the Council held on 6 December 2021 were approved as a correct record and signed by the Town Mayor.

28 DECLARATIONS

There were no specific declarations of interest.

29 CHAIRMAN'S REMARKS

The Town Mayor spoke in support of a report relating to her activities up to the beginning of January 2021.

The meeting was advised the Mayor had undertaken the following;

- visited the Salvation Army relating to the Christmas hamper service
- launched the Dunstable Consortium Winter Art Trail
- attended the Twilight Christmas Market
- attended the Leighton Linlade carol concert
- the deputy Mayor had attended the Houghton Regis Town Council carol concert
- attended the Special Needs Out of School Club - celebrating the fourth birthday of Minds2gether
- the Town Mayor and her Consort had attended a Burns Night hosted by the Mayor of Harpenden
- The Mayor was pleased to attend the Cultural Art Trail awards. It was gratifying the Consortium had received over 500 online votes

30 PUBLIC QUESTION TIME

There were no questions put to the meeting

31 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

32 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 10 January 2022 be received.

33 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 17 January 2022 be received.

34 FINANCE AND GENERAL PURPOSES COMMITTEE

Budget Proposals 2022/23 and Town Council Precept 2022/23 (Minute 23/2022)

Councillor Sid Abbott, Chairman of the Finance and General Purposes Committee was pleased to move that the budget recommendations be adopted. In proposing F&GP minute 23, Councillor Abbott made the following remarks.

In what he described as an extraordinary year he thanked all Council Committee Chairmen, the Mayor and all Councillors for their support and commitment shown to the Town Council over the past 12 months. He also thanked all officers of the Council for their endurance that had resulted in the Council ending the year in good shape despite all the issues faced as a result of the pandemic. He also reported that the Councils' finances, considering all the uncertainties still to be faced, were in good shape and the budget being recommended reflected a sensible approach and he was pleased to present a budget that meant the Council would be able to accommodate the potential for a larger than normal expected pay award for Council staff as well as recognising that income generation at Priory House was likely to be affected by the proposed refurbishment works.

The Band D council tax increase proposed of just eleven pence a week would ensure a full programme of services could be delivered in line with all Councillor expectations and those of the residents. This feat had been achieved as a result of the Councils' finances continuing to be well managed which was testament to the hard work and creativity of the Senior Management Team and finance team for their ongoing work in making sure that the Council continued to deliver high quality, value for money services for the residents of Dunstable. The Chairman in particular gave thanks to David Ashlee, Lisa Scheder, John Crawley, and Becky Wisbey for their contributions.

The Chairman further reported that despite the challenges posed during the past year, he was pleased to report that the Council had still achieved a great deal for Dunstable. Trading had recovered very well since the first quarter of the year; efficiency savings had been made from restructuring in the Town Clerk's Department and Community Services department; new rental agreements for the Grove House offices and Downside Community Centre had been negotiated; new broadcasting equipment had been installed in the Council Chamber; the Christmas programme of events and activities was very well received assisted by securing additional external funding through the Welcome Back Fund.

Although the Town Council had not been able to offer a full events programme, officers still delivered some very well attended events that received considerable praise on social media. The Chairman was particularly pleased to be at the opening of the new landscaped gardens at the Methodist Church and was equally pleased that the Cultural Consortium, through the HAZ programme, received nearly £100,000 worth of funding. He was looking forward to more success through the HAZ scheme, for the High Street improvements to be completed and he was hopeful that our recent IIP assessment will be successful.

The Meeting was reminded the Town Council cost most Dunstable ratepayers less than £3.60 a week and he believed that this demonstrated tremendous value for this charge. He was therefore pleased to recommend a precept to Central Bedfordshire Council of £2,480,490.

It was proposed, seconded and

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 24 January 2022 be received.

RESOLVED: (1) that the proposed budget for 2022/23 presented to Council be approved:
 (2) 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:
 (3) that the revised scale of fees and charges, set out in the report be approved with effect from 1 April 2022 or the start of the 2022/23 winter playing season, as appropriate;
 (4) 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 (Band D) council tax at the rate of £187.66 per annum.

Councillor Matt Brennan requested that his vote against agreeing to the proposed budget be recorded.

35 **DUNSTABLE JOINT COMMITTEE**

RESOLVED: that the minutes of the meeting of the Dunstable Joint Committee held on 9 December 2021 be received.

36 **APPEALS AND APPOINTMENTS SUB-COMMITTEE**

RESOLVED: that the recommendations of the Sub-Committee be approved as follows
 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
 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.

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

- 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

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

No report received

The meeting closed at 7.35 p.m.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 7 MARCH 2022

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

In Attendance: David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Michelle Collings (HSHAZ Manager, remotely), Gill Peck (Youth and Community Manager, remotely), Gina Thanky (Events Officer, remotely), Annette Clynes (Town Centre Services Officer, remotely) and Ian Reed (Democratic Services Manager)

Apologies: Councillor Cameron Restall

Public: One

38. MINUTES

The minutes of the meeting of the Community Services Committee held on 10 January 2022 were approved as a correct record and signed by the Chairman.

39. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

40. CRIME AND POLICE COMMISSIONER (PCC)

The Crime and Police Commissioner for Bedfordshire (PCC) attended the meeting via Teams. The PCC covered the following issues;

1. Bedfordshire being a net exporter of County Lines
2. Policing of County Lines is a severe drain on resources
3. Bedfordshire Police was funded as a rural Police Authority while the challenges of the main urban centres meant it faced issues of policing resources
4. Community policing
5. Introduction of schemes to address the exploitation of young people

Councillors raised the following issues:

- The need for interagency and inter faith working
- The need to support schools particularly after 2 years of Covid -19 lockdown
- Anti-bullying projects in schools
- Action needed to address drug culture on the streets

41. DUNSTABLE TOWN CENTRE SERVICES

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

Middle Row Markets would start again on 26 March 2022 with a Mother's Day Market. Middle Row Markets would then continue being held on the second and third Saturday of the month starting on Saturday 9 April 2022.

The repairs required at Ashton Square Toilets were noted. The Committee also noted with satisfaction that as well as receiving its Loo of the Year award it had received a platinum award for receiving maximum points in its category.

Town Centre

Events on the Square had been confirmed for Ashton Square Day – 6 August with an extra market on this date. Twilight Markets 9, 10 and 11 December (times to be confirmed). Shop Watch had a second meeting in January which had been well attended with those that could not make the meeting receiving notes of the meeting. All partners were present at the meeting to support local businesses and shops. A second meeting constituted with a Chairman and Secretary was held on 1 March 2022.

Welcome Back Fund

The Welcome Back Fund had provided the following for February half term activities; land train, illuminations and valentine's selfie area, bubble entertainment, walkabout entertainment and Love Match meter. It was unfortunate that this had coincided with the red weather warning, but despite this the feedback was positive.

A discussion took place on the feasibility of the land train returning to The Square. It was explained the costs were prohibitive but could be considered for future years.

Christmas Lights

The report on the Christmas lights was noted. The Committee was advised that a fixing for the Christmas tree was being installed.

42. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

Latest Updates

Two grant offers for physical works (to 2 Church Street and 9 High Street South) were issued on 27 October 2021 but had not progressed and were now void. In mid to later December 2021 four new grant offers were issued including a second grant offer for Number 4 High Street South which had been accepted. Three grant offers were made on 21 December 2021 in respect of 9 High Street South, 32 High Street South and 7 High Street South, only the latter of which had been accepted.

Since 13 December 2021 there had been four applications from the owners of 4 High Street South in respect of design work, survey work, scaffolding design and works and project management and Principal Designer/Construction Design Management (CDM) work.

To date there had been six grant applications from private property owners for initial work such as survey work and feasibility studies, these were in relation to the following properties:

- 4 High Street South (Pizza Roma/Tillys)
- 12-14 High Street South (Top Cut Barbers)

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- 20 and 22 High Street South (Coffee Pod and Celebrations)
- 24 High Street South (StudioJ)
- 26 High Street South (Beards and Barbers)
- 32 High Street South

The initial feasibility work in respect of 12-14, 20, 22, 24 and 26 High Street South had been completed and unfortunately these properties are not continuing to work with the HSHAZ.

In total six grants were offered in the period from October to December 2021 four of which had not progressed and were void including:

- 2 Church Street (former supermarket).
- 9 High Street South (former Co-op funeral directors)
- 32 High Street South (former Get Stuffed)

Two of the grants offered in the period from October to December 2021 had been accepted but there had been limited progress to date. This included:

- 4 High Street South (Pizza Roma/Tillys) Grant offer for Conception Architects Design Work for 4 High Street South
- 7 High Street South (Herringtons) Grant offer for shopfront scheme for 7 High Street South.

In respect of Number 4 High Street South (Pizza Roma/Tillys) Conception Architects provided details of the work required and costs for design work in December 2021 and a grant offer has been accepted. Since January 2022 the Conservation Accredited Structural Engineers, Conisbee provided details of the work required and costs for work up to RIBA (Royal Institute of British Architects) Stage 3, along with several specialist surveys and specialist work and scaffolding design and scaffolding works. In Mid-February 2022 Conception Architects provided costs for project managing the project and Principal Designer/Construction Design Management (CDM) work up to the end of March 2022. Historic England was keen to support this further work at a higher grant rate on the understanding that the work was completed before 31 March 2022 at the very latest and any associated invoices submitted before 17 March 2022 deadline.

Priory House

The Heritage Impact Assessment, which was required to aid and finalise decision-making was produced in January 2022. The Listed Building Consent application was submitted on 7 February 2022 under application reference PP-11020769. The application allowed for some flexibility during the works and decision making on site if required. Due to the delay in the application process officers were advised at the Priory House meeting on 17 January 2022 that the site work would possibly commence a couple of months later than previously hoped (i.e. early June) – subject to confirmation pending the tender process and contractors availability. It was now estimated that the start could be delayed until September 2022.

43. GROVE CORNER AND COMMUNITY ENGAGEMENT

Grove Corner

Further to the last Committee report, Grove Corner had received 438 visits from young people between 6 December to 18 February 2022. Due to the red weather warning Grove Corner was closed on Friday 18 February 2022. Pokémon was still popular and numbers continued to increase.

Youth Engagement

Officers had delivered informal discussions and activities during the drop-in session on Monday evenings. At the request of the young people they had covered discussion areas such as confidence, coping strategies, anxiety and stress and motivation. On 25 February another silent disco was held on Friday 25 February which had once again been a success.

School Engagement

Officers continued to work with Ringcraft Boxing and St Augustine's Academy. The project would end on 17 March with the Mayor visiting St Augustine's Academy. Officers hoped to reintroduce The Good, The Bad and the Ugly project at a date to be agreed. The same project could be introduced 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. Updates were also provided on the Young Guardians and Junior Wardens.

Community Engagement

Officers were working with local businesses and community groups to discuss the High Street Heritage Action Zone. As part of the engagement process the Good, the Bad and the Ugly was to be held in March.

It was noted a community litter pick had been held on 15 February at Katherine Drive with Councillor Liz Jones attending. Six bags of litter were collected. It was noted officers would be running a Family Fun Event on 7 April from 10 am to 12 noon. There would be 50 free art and craft bags available on a first come first served basis. Councillors discussed various issues including welcoming activities organised at various venues including the punch bags.

44. OLDER PEOPLE'S SERVICES

The Good Companions Club continued to do well. The Committee received a report on its activities and noted that the postponed Christmas Lunch was now changed to a music event held on 16 February 2022 with local music talent Joe Corrigan, which was enjoyed by all those attending. Creasey Park Community Football Centre lunch club continued to do well. Since the last meeting it had hosted a visit from the Cinnamon Trust which looks after animals when their owners were ill or had passed away.

Coffee Morning

Officers held a coffee morning on 15 February at the Beecroft Community Centre which was supported by Age UK and SSAFA.

Rock and a Roll

Officers reported that the next event would be held on 15 March at Creasey Park Community Football Centre, the Committee noted it was sold out.

Big Lunch

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

Councillor Gloria Martin had received feedback from members of the Good Companions Club who had requested that publicity for events be produced in larger print. The officers confirmed that this would be done.

45. EVENTSFuture Events

The Committee considered a report on the following events:

- (i) St George's Day – to take place on Saturday 23 April at Priory Gardens. The event to be promoted via leaflets, posters, DTC noticeboards, website and social media
- (ii) Classic Motor Rally
- (iii) Queen's Jubilee Concert – Saturday 4 June
- (iv) Sunday Band Concerts – through the summer months
- (v) Dunstable Live - more information would be provided on 31 March
- (vi) Party in the Park
- (vii) Around the World
- (viii) Priory Pictures

Event Review Working Group

At the November 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. The Committee was reminded that the Events Review Working Group met in January and had reviewed the 2021 programme, the methodology for the review of past events and the evaluation of 2022 events. It was further noted that a number of public feedback exercises would be undertaken via Survey Monkey, Talk of the Town Facebook and surveys undertaken on the day of the events. These results would be considered by the Working Group in June where it would review St George's Day, Motor Rally and Dunstable Live. Councillor Liz Jones encouraged all members to attend the events provided by the Town Council and she advised officers that councillors were happy to assist with events if required.

46. PRIORY HOUSE INFORMATION REPORTOperational Issues

The Committee was advised that the lift was working. It was noted that on Friday 18 February Priory House was closed. All bookings made for that day had been rearranged.

Tourist Information Centre and Retail Outlet

It was noted it was trading well.

The Jacobean Room

There were 21 confirmed weddings for 2022. The first wedding open day was held in February.

Events

The Committee noted the cheese and wine evening had been rescheduled for Saturday 7 May. The first Sunday afternoon tea session had sold out.

Priory House Tea Rooms

It was noted that the tea rooms were trading well.

47. PRIORY HOUSE RECONFIGURATION OF THE GROUND FLOOR

The Committee considered a report on an officer proposal to scope the reconfiguration of the Priory House Gift Shop in order to generate additional income for the House. This was considered essential as the operations of the House would be affected by the planned major repairs to the Undercroft. Members welcomed the opportunity to review the trading

opportunities at Priory House and made a number of suggestions to be included in the scoping report such as maximising the offer in the Tea Rooms and new food offers in the Gift Shop.

RESOLVED: That the Council provides in principle support for officers to scope the reconfiguration of the Priory House Gift Shop in order to generate additional income for the House and the Committee will welcome a summary of the financial implications of the reconfiguration at its June meeting.

48. REQUEST FOR FREE USE OF GROVE THEATRE

The Committee considered an additional report about the possible staging of a charity music event in aid of Ukraine. To achieve this, it was suggested one of the Town Councils' free uses of Grove Theatre was given to local musicians to organise a charity music event. It was reported the music event could be held by 31 March. The Committee was keen to support this local initiative and would assist in publicising the event.

RESOLVED: That the Council supports the local initiative to organise a charity music event for Ukraine and agrees to offer one of its free uses of Grove Theatre to the music initiative.

49. REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin reported that the organisation was in good health financially. However, it had been under threat operationally because its premises and hardstanding facilities at the Old Mill, Dunstable had been subject to a notice to quit. She was pleased to report that Dial a Ride now had permanent and secure premises.

Dunstable Town Band:

No report.

Men in Sheds (MiS)

Councillor John Gurney reported that all members of MIS were now subject to a training arrangement to ensure they were all trained on the use of hand tools and machinery.

The meeting closed at 20.45

DUNSTABLE TOWN COUNCIL

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

ON MONDAY 14 MARCH 2022

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird (Chairman), Alan Corkhill, Philip Crawley, Greg George, Pamela Ghent, Kenson Gurney and Gladys Sanders

In Attendance: Councillor Peter Hollick, John Crawley (Head of Grounds and Environmental Services), Ian Reed (Democratic Services Manager), Mary Dobbs (Cemetery Manager), Dimitrisz Sopisz (Grounds Operations Manager), James Slack (Sports and Leisure Facilities Manager – via Teams) and Jemma Candy (Corporate Marketing and Communications Officer).

Apologies: Councillor Matt Brennan

Public: None

50. MINUTES

The Minutes of the meeting of Grounds and Environmental Services Committee held on 17 January 2022 were approved as a correct record and signed by the Chairman.

51. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

52. PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 25 January and 15 February 2022 be received.

**53. CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK
UPDATE**

The Sports and Leisure Facilities Manager presented the report that had been circulated separately to the Committee. The Committee noted with interest that due to the very wet February, numerous games had been called off on the main pitch which resulted in a congested March. The February half term week had been very busy with holiday camps festivals and pay and play. The Committee noted that Creasey Park would not be a main training hub for the Women's Euro 2022 championships. However, Creasey Park had been selected as a training centre for the semi-final stages of the competition. The Committee also noted the average monthly attendance for AFC Dunstable and Dunstable Town FC. The Committee also noted the average monthly ATP player usage and total monthly usage in hours.

It was further noted that secondary spend continued to perform very well. February was particularly high due to the very busy school half term events. Creasey Park was

potentially forecasting a very healthy £30,502 year end surplus as reported. The recent high winds had not affected Creasey Park.

The contract talks with Central Bedfordshire Council (CBC) had stalled because of CBCs proposals to impose financial implications which were not in the best interests of the Town Council. As a result, and in order to allow for negotiations to continue a one-year extension of the current contract had been proposed and was awaiting confirmation from CBC.

In relation to Bennett's Splash and Splash Side Café it was noted the operation would open on Bank Holiday Monday 2 May 2022 seven days a week until Sunday 11 September 2022. Meetings with the Splash Park contractors had been held to ensure the Splash Park operated with no issues at peak times. The Committee discussed the parking issues at Bennetts that were an issue in previous seasons. The Officer agreed to prepare media and signage that provided visitors with information on car parking and car parking enforcement. **It was agreed that the Committees' appreciation of the services at Creasey Park be passed on to officers and all the staff based at Creasey Park.**

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

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 January to February 2022 compared for the same period in 2021. It was noted that the lawn section of the cemetery extension had been used for 336 burials since February 2016. It was also noted that the Cemetery Chapel was now once again available for hire. The wooden fence at the entrance to the cemetery had been severely damaged in the recent storms and a temporary fence had been put in place until a new wooden fence was erected. The Committee further noted that DTC was likely to be working with other local burial authorities to discuss best practice and adopt a strategic approach to future burial provision. A new flora and fauna information lectern had been installed in the cemetery. Its installation was in line with actions contained within the Green Flag management plan for the site. As a result of the mild weather grass cutting operations were underway, the yew trees were being shaped and the spring floral displays looked impressive. The general view of Members and Officers was the cemetery was looking in very good condition.

b) Allotments

Members noted the waiting list. 118 non-residents had been removed from the waiting list leaving only 10 non-resident names on the list. **The Members wished to recognise and thank staff for the work involved in reducing the waiting list.** The Cemetery Manager also reported an arson incident and criminal damage that occurred that morning at Catchacre Allotments which affected three tenants.

c) Recreation Grounds

Since the last report there had been no reports of vandalism to play equipment. It was reported general wear and tear repairs had been carried out and the balancing beam had been replaced at Mentmore Recreation Ground. Further to discussions at the last Committee meeting about Frenchs Avenue play area officers and a ward councillor had undertaken a site visit. Following the visit, it had been agreed that the existing grass matting would be lifted again in a few places and re-laid as the weather improved. Following on from the receipt of requests for benches at Mentmore Recreation Ground the Committee was advised that it was likely a couple of benches would be installed towards the end of the current financial year. Hedge cutting had almost been completed and preparations were in hand for the 2022 grass cutting season.

d) New Woodland and Tree Planting

The Committee received a report on the successful planting of 20 trees at Mentmore Recreation Ground as part of the Queens Platinum Jubilee Green Canopy initiative. **The Mayor, Councillor Gloria Martin, wished to record her thanks to the officers and staff involved, for the way the event had been organised.**

e) Multiple Use Games Area (MUGA)

The Committee was advised that the working group had looked at two potential sites and it was the view of the group that the Luton Road Recreation Ground was the preferred site for a kickabout style MUGA adjacent to the existing play area. Further research, costings and funding opportunities would be ascertained so that a comprehensive report could be submitted to a future meeting of the Committee.

f) Town Ranger Service

The Committee noted that the Rangers were continuing with good works across the town and would soon be starting the periodic pressure washing of pavements as well as other routine maintenance works. It was further reported that the Rangers had now taken delivery of a new electric utility vehicle and would also be obtaining various battery-operated equipment secured from the CBC Public Realm Scheme grant. The Ashton Square toilets cleaned by the Ranger Service had been awarded Platinum standard in the National Loo of the Year Awards.

g) Priory and Grove House Gardens and the Town Centre

Bedding plants and floral displays had been ordered for summer 2022. Winter works had been completed in Priory and Grove House Gardens in preparation for the spring and future Green Flag and In Bloom judging.

h) Dunstable in Bloom

The Committee was informed that the Council had been selected to participate in the Royal Horticultural Society (RHS) Britain in Bloom Competition 2022 in the Large Town Category. The Town Council and Dunstable in Bloom were meeting regularly

to plan the activities and the campaign. It was further noted that Dunstable would also compete in the Anglia in Bloom competition in 2022.

In recognition of the very busy summer being faced by everyone involved in the competitions Officers were invited to call upon Members if they needed assistance.

i) Elephant Sculpture Donation

Officers verbally updated the Committee on the elephant sculpture, Flame, donated by Councillor Alan Corkhill stating that it would be installed on a plinth in Grove House Gardens in the coming weeks and details would be included in the next information report to this Committee.

It was agreed that the Committees' appreciation of all the services listed in the report be passed on to officers and all the staff involved

55. REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
No report.

The meeting closed at 19.37

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

ON MONDAY 21 MARCH 2022

- Present: Councillor Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Sid Abbott, Philip Crawley (Vice-Chairman), Wendy Bater, Lisa Bird, Matthew Brennan and Peter Hollick
- In Attendance: David Ashlee (Town Clerk and Chief Executive), Lisa Scheder (Finance and Procurement Manager) and Ian Reed (Democratic Services Manager)
- Apologies: Councillors Matt Brennan, John Gurney, Gloria Martin Lee Roberts and Cameron Restall
- Public Attendance: One

56. MEETING DECLARED INQUORATE

The meeting was inquorate there being insufficient Members to constitute a quorum .Although the Chairman advised that the Committee could not make any decisions the Committee decided to consider the agenda items

57. MINUTES

The Committee was advised that minutes of the meeting of Finance and General Purposes Committee held on 24 January 2022 would be submitted for approval at the next meeting of the Committee.

58. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

59. PROVISION OF HONOUR BOARDS TO RECORD THE DATES OF MAYORS AND TOWN CLERKS

The Committee had been circulated with a report promoting the purchase of honour boards to record the names of the Mayors of Dunstable and the Town Clerks for Dunstable Town Council.. The proposal was welcomed. It was requested that the boards selected should fit in with the décor at Grove House. The Committee was advised that the purchase of the boards was already provided for in existing budgets

60. REFERRAL REPORTS -

The Committee was informed that the referral from the Grounds and Environmental Services Committee relating to the release of up to £14,870 from the earmarked Vehicle and Equipment Reserve to purchase a gang mower would be submitted to the next meeting of this Committee for consideration.

61. FINANCIAL MONITORING REPORT

The revenue budget position for the period 1 April 2021 to 31 January 2022 was noted. The summary showed a potential net revenue overspend at end of financial year of £8,554..This figure included £82,551 of previously approved commitments from the General Reserve that could be met from in year forecasted revenue savings mainly due to increased trading at Creasey Park Community Football Centre and savings accrued as a result of staff vacancies as detailed in the report..

The Committee noted the current balance of the Council's earmarked reserves as of 28 February 2022. The Committee had been circulated with the second interim 2021/2022 internal audit report. which once again gave the Town Council a clean bill of health

62. MARKETING AND COMMUNICATIONS

The Committee considered a report on the Town Councils 'marketing and communications plans and It was noted the website was continuing to see more visitors. The noticeboards were being used more. For example, all ward councillors contact details would be included in the appropriate notice boards.

63. DOMESTIC ABUSE POLICY

The Committee at its next meeting would consider the adoption of a Domestic Abuse Policy

64. REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee - no report. (IR to again contact CAB to ensure they had Councillor Wendy Baters contact details
- b) DITA - Councillor Sid Abbott reported that DITA had held a series of meetings with the Town Council to make arrangements for Town Twinning visitors from Germany to visit the town during the Jubilee weekend. There would be a reception held on 4 June and they would be invited to watch the Queens Jubilee Concert being screened in Priory Gardens
- c) Hospice at Home Management Committee – Councillor Jones reported that its Annual General Meeting would be held soon. Volunteers were busy fundraising and identifying funding sources
- d) Ashton Alms-houses Charity – Councillor Hollick reported the charity had a meeting set for 7 April. He advised he would make a full report at the next Committee meeting
- e) The Committee was assured that for future meetings all the charities appointed at the Annual Council Meeting with councillor representation would be listed for report

The meeting closed at 19.20.

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE
HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE
ON 10 MARCH 2022**

Present: Central Bedfordshire Councillors: Cllr Hegley, Cllr Chatterley,
Cllr Ghent, Cllr Young

Dunstable Town Councilors: Cllr Abbot, Cllr Hollick, Cllr Jones, Cllr Bird

In Attendance: Cllr G Sanders (Central Bedfordshire Council)

Central Bedfordshire Council Officers; P Coker, S Sherwood,
S Hughes, S Caldbeck, V Smith, T Price

Dunstable Town Council Officers; B Wisbey

Outside Body Representatives; A Sparrow, S Warboys, H Garrod
Officer G Twyford

Apologies: Officer C Gurr, Cllr G Martin, Cllr J Tamara

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

SPECIFIC DECLARATIONS OF INTEREST

Cllr Hegley's husband has a street traders licence.
Cllr Bird's family has street traders licence.

PUBLIC QUESTION TIME

There were no Members of the public in attendance and no questions had been submitted in advance of the meeting.

CHAIRMAN'S ANNOUNCEMENTS

Enquiries were made about the meeting being virtual, it has been confirmed that the Members must be in attendance in the room.

MINUTES OF THE MEETING HELD ON 9 DECEMBER 2021

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

POLICE REPORT

Officer Twyford gave an update on Dunstable crime figures in comparison to last year's figures. Members noted this and asked if the outcome rates were available on the reported crimes, in reply Officer Twyford stated the data was available and he would look at bringing a report to the next meeting.

Members asked if the crime figures for vehicle theft included details relating to thefts with 'keyless entry'. In reply it was stated, in terms of method of offence (MO) that was not an issue in Dunstable at the time.

When asked about street safety, it was noted that the violence against a person did include all types of assaults and there was no breakdown available and arrest data would be presented at the next meeting.

It was asked if the Police were going to be visiting schools or carrying out any active community policing. It was stated there is an Education and Diversion Service within the Police which covers attendance at schools in Dunstable and Luton.

Officer Twyford gave an update on progress of community priorities which were obstructive parking and drug dealing in High Street North. The parking issue has been challenging and Officers have had training and parking enforcement books issued to them, so they are able to ticket vehicles. High Street North has been dealt with by high visible policing and targeted patrols and enforcement. It was stated there had been some recent successes with community behavioural orders.

Members asked if the 'Parking Issues Report' to the town council be extended so it would include at least a full quarter of data. This was agreed but Officer Twyford did note that it may be difficult to focus on obstructive parking with the limited number of Police resources as PCSO's cannot currently issue parking tickets. Members noted that the Council's Civil Enforcement Officers can deal with day-to-day parking issues, but it is within the Police remit to deal with pavement obstruction by vehicles which was happening frequently. It was asked that the Police focus on wilful obstruction of pedestrian pathways. This was agreed with Officer Twyford responding it would be dealt with.

PLACE DELIVERY

A presentation on Dunstable Health Hub, High Street Works, Estates Regeneration, EV Charging Points was given. A Parking Enforcement Report was included in the papers. Presentations were given by Patricia Coker - Head of Partnerships and Performance & Sam Caldbeck, Place Programme Manager - Central Bedfordshire Council and Tom Price, Senior Sustainable Transport Officer, Central Bedfordshire Council.

Health Hub

- A presentation was given by Patricia Coker which included a progress report, what is next for the hub and Community Involvement. These slides are published alongside the Minutes as Appendix A.

Members commented on the following:

- Members were pleased with the progress - with the hub nearing watertight condition and the older persons' apartments also taking shape. It was noted that there is a four week delay but the developers are hoping to make this up by adding more labour once the building is watertight.
- Members asked if more information could be included on the website detailing the hub services and asked if there was going to be publicity to residents on the services available including how to access services, especially to those whose GP is not within the hub. Patricia would bring an update on this to a future meeting. It was noted that the Council would be providing some communications on this which will feature a more user-friendly breakdown of what will be offered.
- It was noted that Dunstable in Bloom would be delighted to be involved in the project as the developer has promised funds to the organisation.
- Clarity on business initiatives, and how and who would benefit from this, it was noted that it was for local people, apprentice and employment opportunities and businesses being employed and hired for the build process.
- Queries about service occupancy and capacity were raised. It was noted that all of the building will be occupied with services and there is no spare accommodation available. It was asked if other surgeries could join the hub, it was stated as the way services are used change over time, the building will be able to be flexible to meet need.

High Street Update

- A update was given by Sam Caldbeck which included the progress of works and an update on works still to be done. These slides are published alongside the Minutes as Appendix B.
- It was noted that an official opening event is something being planned in future via a joint working group with CBC and DTC. Details of plans and ideas will be shared with Members.
- Budgets for the works were discussed and Sam agreed to circulate this by email.

Members asked for clarification on the following:

- Members asked about the TRO delay for the works that will happen in the middle of April. Sam noted some were outstanding and awaiting sealing and approval. The full list will be circulated to Members.
- Members noted there had been a previous issue with traffic lights installed and not turned on for a month elsewhere in the town, it was asked that the new ones be installed and turned on as soon as possible.
- It was asked if there would be a diagonal crossing at the crossroads. It was noted that there would be by Cllr Young and that they would be disabled compliant.

Estates Regeneration Update

- An update was given by Sam Caldbeck which included details of current funding and initial projects within the Manshead and Northfields Wards. These slides are published alongside the Minutes as Appendix B
- It was stated that against planned project spend, there was some residual budget for Northfields of £20 -25k some will be for additional projects and an update given at the next meeting.

EV Charging Points Update

A presentation was given by Tom Price. The slides are published alongside the minutes as Appendix C.

Members asked for clarification on the following:

- Members asked about the trial charging cable in certain streets, it was noted that the streets were very pressured for car parking spaces in these areas. It was asked what the approach will be to manage resident expectations to access the charging if they could not be assured of parking nearby. It was stated as it was a pilot scheme it will be monitored, and feedback will be taken into account.
- Members asked about the management of the installation rollout. It was stated that the focus will be on the larger settlements first, but this will be largely guided by BP. The rollout is planned to start in Quarter two of 22/23 as funding will need to be secured.
- Members asked what voltage the chargers will be, it was stated it would be dependent on the location of the charger, in some locations there will be 7kw but others will be higher for faster charging or rapid 50kw chargers. The 7kw chargers are looking to possibly be upgraded to at least 22kw.

Parking Enforcement

Members received a report on Parking Enforcement in residential areas in Dunstable.

- Members commented that enforcement needed to be consistent in their approach to issuing tickets. The current resources are not enough to be able to address issues in the area and be effective.
- Members commented there is still a high degree of frustration with residents on parking issues and the level of patrol and enforcement is not adequate.
- Members wanted to know what constitutes a 'visit' within the report and wanted more detail on the areas visited.
- Sarah Hughes will take this up with relevant officers and ask them to come to the next meeting.

REPORTS FROM CO-OPTED OUTSIDE BODIES

Members noted the following report:

A report was submitted by Ann Sparrow, Dunstable in Bloom.

- Members noted the report and Cllr Hegley stated that CBC Dunstable Councillors are supporting a grant for Dunstable in Bloom which has been agreed.
- Members wished the in Bloom Team the very best with their continued work.
- Cllr Hegley gave an update on two proposed residential bin housings in the town which In Bloom are helping with.
- Ann noted that the judges will be looking for locally grown perennial plants that will last more than a year and the team are meeting with local growers.

DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES

A report was presented by Becky Wisbey, Dunstable Town Council

Becky Wisbey asked for questions on the highlights of the report.

- An update was given on the HSAZ progress and DTC has had some very positive conversations with property owners.
- Councillor Community Grants were discussed, it was noted there was money to allocate from the collective fund of £2-2.5k for match funding. Cllr Hollick suggested that the Community Window maybe a suitable project. Becky Wisbey agreed to liaise on this project with Cllrs Hegley and Hollick.

Members noted the content of the report.

CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES

A report was given by Sarah Hughes, Central Bedfordshire Council

Sarah Hughes took any questions on the report. Members asked for clarification on the following:

- Councillor Grants and S106 for community facilities were discussed. Sarah will bring a report to show what the grants have achieved to the next meeting.
- It was noted that there has been some more S106 funds to spend and Sarah will bring a more detailed report to the next meeting.
- It was noted that there are 2 projects outstanding; the Methodist Church phase 2 which has £2800, which is hoped to incorporate the renovation of railings and to help Incredible Edibles as they had some major damage to a mature tree and a circular tree bench in the recent high winds. Members would like to secure some money for a new bench up to £1800, which would include a top up from the match funding grants. It was agreed to fund both through Ward Councillor Grant Scheme match-funded and non-match funded allowances. The match funding would be allocated through Dunstable S106, with any remaining WCGS match-funded allowance to be allocated to Dunstable Community Show Case window for a new information display screen, DTC would look into what is required.
- Members discussed a landscape project to the waste team to plant out an area behind the Ashton Square care park, as its CBC land, could there be any funding

from the Councillor grant to help with this? Sarah Hughes indicated there may be some local funding for community projects such as this and would investigate.

Members noted the content of the report.

COMMITTEE WORK PLAN

Members noted the content of the work plan

- It was noted by Members.

DATE OF NEXT MEETING

Members noted the date of the next meeting on **9 June 2022 at 19.00**, which would take place in Committee Room 1, Watling House, Dunstable for Committee Members only and virtually for all other attendees.

Dates of future meetings are below:

Thursday 8 September 2022

Thursday 1 December 2022

The Chairman closed the meeting at 21.15

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 WEDNESDAY 13 APRIL 2022

Present: Councillors Sid Abbott (Chairman), Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird, and Peter Hollick

Apologies: Councillor Philip Crawley

In Attendance: Joshua Bembridge (recruitment consultant, Penna)

1. APOLOGIES

Councillor Philip Crawley

2. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

3. APPOINTMENT OF NEW TOWN CLERK AND CHIEF EXECUTIVE

Having fully considered the original thirteen applications for the role of Town Clerk and Chief Executive and considered the outcomes of a long-listing process and short-listing process as set out in the adjoining report, it was unanimously agreed to recommend the following:

RECOMMENDED: That Paul Hodson, currently serving as Town Clerk to Buckingham Town Council, be appointed as the Town Clerk and Chief Executive of Dunstable Town Council at spinal column point 60 of the agreed salary band.

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

25 APRIL 2022

**UPDATES TO THE COUNCIL'S CODE OF CONDUCT, FINANCIAL REGULATIONS
AND STANDING ORDERS**

Purpose of Report:	The purpose of this report is to recommend that the Council agrees updates to its Code of Conduct, Financial Regulations and Standing Orders.
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1. ACTION RECOMMENDED

- 1.1 That the Council agree the amendments made to the Financial Regulations and Standing Orders and adopts the new Model Councillors Code of Conduct as set out in the appendices to this report.

2. INTRODUCTION

- 2.1 Members will be aware that the Council operates to a number of key governance documents, all of which need reviewing from time to time.
- 2.2 This report recommends minor amendments to the Council's Financial Regulations and Standing Orders (submitted at appendix 2 and 3) and a more widespread change to the Council's Code of Conduct.

3. CODE OF CONDUCT

- 3.1 All councils are required to have adopted a Code of Conduct. The Council adopted the current Code of Conduct in June 2012.
- 3.2 More recently the Local Government Association has developed a new Model Councillor Code of Conduct (submitted at appendix 1) following extensive consultation with the local government sector (including the National Association of Local Councils).
- 3.3 Whilst not fundamentally changing the sentiments of the existing Code of Conduct, the new Model Code is more comprehensive and is a more useful document to councillors with greater explanation of principles of expected behaviour.
- 3.4 If members agree to adopt the new Model Code it will be made into a Dunstable Town Council document as opposed to looking like a document from the Local Government Association.

4. FINANCIAL REGULATIONS AND STANDING ORDERS

- 4.1 The changes being recommended to the Financial Regulations and Standing Orders are minor. Both documents now reference authority for the Town Clerk and Chief Executive to sign contract documentation (both documents were silent on this

before) and the Standing Orders have been changed to allow for any Vice-Chairman to be nominated to be part of the Appeals and Appointments Committee to allow for occasions when a single member might hold a dual role such as being Deputy Mayor and a Committee Chairman.

5. FINANCIAL IMPLICATIONS

5.1 None

6. POLICY AND CORPORATE PLAN IMPLICATIONS

6.1 The recommended changes accord with the Council's corporate priority of *'continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council'*.

7. HEALTH AND SAFETY IMPLICATIONS

7.1 None

8. HUMAN RESOURCE IMPLICATIONS

8.1 None

9. LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS

9.1 The Localism Act 2011 requires all councils to have a Code of Conduct. It is good practice to have Standing Orders and Financial Regulations as long as they do not conflict with the law.

10. APPENDICES

10.1 Appendix 1 - LGA Model Councillor Code of Conduct

Appendix 2 – Summary of recommended amendments to the Financial Regulations

Appendix 3 – Summary of recommended amendments to the Standing Orders

11. AUTHOR

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



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Summary of amendments made to the Council Financial Regulations, April

4. **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1 The **Town Clerk and Chief Executive**/RFO/Deputy RFO may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency, that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Chairman of Finance and General Purposes Committee and the Chairman of one other Standing Committee. The Town Clerk and Chief Executive shall report the action to the Council as soon as practicable thereafter.
- 4.2 The **Town Clerk and Chief Executive**/RFO/Deputy RFO and Heads of Service are authorised to incur expenditure on the Council's annually agreed capital/revenue reserve programme on transactions of £10,000 or less having discussed the issue first with the appropriate standing Committee Chairman. Any proposed expenditure above £10,000 from allocated reserves; any expenditure from the General Reserve; or any other reserves expenditure determined by the standing Committee's Chairman as needing prior Committee approval, must first be approved by the relevant standing Committee.

11. **CONTRACTS**

- (o) **The Town Clerk and Chief Executive or his nominated representative shall have authority to sign all contract documentation.**

Summary of amendments to the Council's Standing Orders, April 2022

23. Conduct of Members

- (a) No Member shall misconduct himself at a meeting by persistently disregarding the ruling of the Town Mayor, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule. Members must always abide by the principle of transparency and openness as set out in the Council's Code of Conduct.
- (b) If, in the opinion of the Town Mayor, a Member has acted in a manner contrary to that required, the Town Mayor shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a Member reasonably believes another Member is in breach of the Code of Conduct, that Member is under a duty to report the breach to the Monitoring Officer of Central Bedfordshire Council.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed the Town Mayor may suspend the meeting or take such further action as may reasonably be necessary to enforce them.
- (d) All Members must observe the Code of Conduct which was adopted by the Council on **25 April 2022**, a copy of which is annexed to these Standing Orders.

32. Interests – Members

- (a) If a Member has a non-pecuniary interest as defined by the Code of Conduct adopted by the Council on **25 April 2022** then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- (b) If a Member has a pecuniary interest, Standing Order 37(f) refers.
- (c) The Town Clerk and Chief Executive shall record in a book to be kept for the purpose, particulars of any notice given by any Member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection by any Member and the public.

35. Standing Orders on Contracts

- (a) When it is intended to enter into a contract exceeding £5,000 but not exceeding £40,000 in value for the supply of goods or materials or for the

execution of works, the Town Clerk and Chief Executive shall where practicable obtain at least three competitive quotations.

- (b) Where the estimated value of a contract is over £25,000 invitations to submit quotations shall be in accordance with the Public Contracts Regulations 2015.
- (c) Where the value of the intended contract exceeds £40,000 sealed tenders shall be invited from a minimum of 4 firms. The Council does not hold a standing list of contractors but the officers may seek advice from a relevant consultant.
- (d) Notice of a contract exceeding £40,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which the tenders should reach that person in the ordinary course of post.
- (e) If no tenders are received or if all tenders are identical the Council may take such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (f) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders 32 and 33.
- (g) The Town Clerk and Chief Executive together with the Chairman of the relevant Committee (or other officer or member nominated by them) shall open all tenders immediately after the closing date for submission and record the name and price of each tender and sign each entry.
- (h) The Town Clerk and Chief Executive shall not accept other than the lowest tender without the consent of the appropriate Committee of the Council.
- (i) The Town Clerk and Chief Executive shall be authorised to accept the lowest tender provided it does not exceed the estimated value of the work as indicated in the relevant approved revenue or capital budget.
- (j) Where the value of a contract is likely to exceed the threshold specified by the Crown Commercial Service from time to time, the Council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, must comply with the European Union Procurement directive.
- (k) The Town Clerk and Chief Executive or his nominated representative shall have authority to sign all contract documentation.

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

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

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

- (b) The Town Clerk and Chief Executive shall afford to the press and public reasonable facilities for taking their report of any proceedings at which they are entitled to be present¹.
- (c) For the purposes of reporting, members of the press and public will be permitted to record the proceedings of any Council or Committee meetings that they are permitted to attend. This includes the use of any communication method including the internet to publish, post or otherwise share the results of the person's recording activities. Publication and dissemination of recording activity may take place at the time of the meeting or occur after the meeting.
- (d) For the purpose of 37 (c) above, any person attending the Council meeting or relevant Committee meeting, in the interests of courtesy, are required to inform the Chairman of the meeting if they intend to record the meetings proceedings.
- (e) Questions and representations from the public at all meetings of the Council or its Committees should be received by the Town Clerk and Chief Executive in writing a minimum of three working days prior to the date of the meeting. Representations from the public at Committee meetings will only be accepted if the representations are relevant to specific agenda items or at the discretion of the Chairman of the Committee meeting. All questions shall be put and answered without discussion. No supplementary questions shall be permitted.
- (f) At all meetings of the Council, the Chairman may permit members of the Council (including co-opted members as defined by s.49 (7) Local Government Act 2000) who have a pecuniary interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. The Code of Conduct which was adopted by the Council on **25 April 2022** shall apply to members of the Council in respect of the entire meeting.
- (g) Representations by members of the Council with a pecuniary interest or by or on behalf of the public shall be restricted to a maximum time of three

¹ As of November 2021, the Council records and publishes the recordings of all Council and Committee Meetings on its website

minutes per person up to a maximum total time of fifteen minutes. Where more than three people wish to make representations the time allocated to each person shall be determined and declared by the Chairman. Where the representations relate to an item on the agenda the Chairman may defer the hearing or adjust the order of the Agenda as he may decide.

- (h) If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that part of the Chamber open to the public be cleared.
- (i) **Petitions** from Councillors and members of the public will be accepted and considered by the most appropriate Committee. When considering each petition Members of the Committee will determine a relevant course of action which will be clearly minuted. All petitions will be presented to the next available Committee and will be made a separate agenda item. Petitions should therefore be submitted at least 7 days prior to the appropriate Committee.

(c) **Appeals and Appointments Committee**

This Sub-Committee will report directly to the Finance and General Purposes Committee for the purposes of (i) below and will have full decision-making powers for the purposes of (ii) below. The Sub-Committee will comprise 6 Members consisting of the 3 standing committee chairmen, the Town Mayor, the Deputy Mayor and a Vice-Chairman (Chairmen if roles are duplicated) from one or more of the other standing committees.

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