

Paul Hodson **Town Clerk and Chief Executive**

Date: 23 September 2022

Dear Councillor,

A meeting of the Full Council will be held on **Monday 3 October 2022 at the Council Chamber, Grove House commencing at 7.00 PM**. Members of the public and press are welcome to attend, either online via Teams or in person. Anyone wishing to attend is asked to notify their intention to attend by emailing Ian.Reed@dunstable.gov.uk by 30 September 2022.

AGENDA

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 27 June 2022 (Minutes enclosed) (Page 1)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities. Attached is a summary of events the Mayor and Deputy Mayor attended from 19 June 2022 to end of September (Page 6)
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the following Committees:

| <u>Committee</u> | <u>Date</u> | <u>Page</u> |
|------------------------------------|----------------------------------|--------------------|
| Community Services | 5 September | 9 |
| Grounds and Environmental Services | 12 September (Meeting Cancelled) | |
| Finance and General Purposes | 26 September (To follow) | |

- 7.1 The Council is asked to receive and note the outcome of the External Audit for financial year 2021/2022 (attached – see page 17)

8 September (Meeting Cancelled)

8. Operation London Bridge – To receive a report on the actions taken by the Town Council to mark the death of Her Majesty Queen Elizabeth II (Page 33)
9. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Paul Hodson'.

Paul Hodson
Town Clerk and Chief Executive

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD ON MONDAY 27 JUNE 2022 COMMENCING AT 7.00 P.M.

Present: Councillor Liz Jones (Town Mayor); Councillor Lisa Bird (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, Phil Crawley, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Peter Hollick, Gloria Martin and Johnson Tamara, David Ashlee (Town Clerk and Chief Executive), Lisa Scheder (Finance and Procurement Manager) and Ian Reed (Democratic Services Manager).

In attendance: The Mayors' Chaplain
Members of the public; One

117 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alan Corkhill, Cameron Restall, Lee Roberts and Gladys Sanders

118 MINUTES

The minutes of the meeting of the Annual Council Meeting held on 16 May 2022 were approved as a correct record and signed by the Town Mayor.

119 DECLARATIONS

There were no specific declarations of interest.

120 CHAIRMAN'S REMARKS

The Mayor advised the Council that this was the final meeting Mr David Ashlee, Town Clerk and Chief Executive would attend before his retirement in August 2022. The Mayor observed that David had been in post for over fifteen years. Members noted that they would have the opportunity to say farewell to David at another time.

The Town Mayor spoke in support of a report relating to her activities from 16 May to 19 June. It was noted that between the Mayor and Deputy Mayor they had attended over 50 events in that period. She was particularly pleased that a recent charity coffee morning had raised over £610 for her charities. She also reminded Councillors that a charity lunch was being held at Vantage Indian Restaurant on 10 July and her charity Golf Day would be at Dunstable Downs Golf Club on 29 September 2022.

121 PUBLIC QUESTION TIME

There were no questions put to the meeting

122 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

123 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 6 June 2022 be received.

124 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 13 June 2022 be received.

125 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: (1) that the minutes of the meeting of the Finance and General Purposes Committee held on 20 June be received.

(2) That the Council approves the promotion of the Finance and Procurement Manager to Head of Finance and in doing so appoints her as the Council's Responsible Financial Officer from 1 August 2022 on the salary grade set out in the report

126 DUNSTABLE JOINT COMMITTEE

RESOLVED: that as the minutes of the meeting of the Dunstable Joint Committee held on 9 June had not yet been published by Central Bedfordshire Council they be considered at the next Council in October 2022.

127 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22

The Council meeting considered a report detailing the requirements for the submission of the Annual Governance and Accountability Return (AGAR) to the auditor in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015/234) for the year ended 31 March 2022.

The AGAR comprised four sections, namely, the Annual Internal Audit Report 2021/22; the Annual Governance Statement (Section 1); the Accounting Statements 2021/22 (Section 2) and the External Auditor Report and Certificate (Section 3).

The Council received an explanation on each of the four sections and Councillors were pleased to note that the Annual Accounts would be made available for inspection as required.

RESOLVED: i) that the Annual Internal Audit Report 2021/2022 be noted.

ii) that the Annual Governance Statement 2021/2022 at Section 1 of the Annual Return be completed in the affirmative and the Town Mayor and Town Clerk and Chief Executive be authorised to sign accordingly.

iii) that the Accounting Statements 2021/2022 at Section 2 of the Annual Return be approved, and the Town Mayor be authorised to sign accordingly.

iv) that the Annual Return for the year ended 31 March 2022 be approved for submission to the auditor.

128. ANNUAL REPORT 2021/22 AND REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS

The Town Clerk and Chief Executive presented the Annual Report for 2021/2022 which would be published on the Council's website and made available at other usual public distribution outlets. The document provided an evidence source to residents as to the quality of services provided by the Council, as well as being an important planning tool for the organisation to ensure it could demonstrate continuous service improvement.

The Annual Report included a summary of the Council's activities and achievements over the last year, illustrated as "A Year in Dunstable". Section 4 set out how the Council was performing in relation to its stated aims contained within the Corporate Plan, the objectives for which are from the Corporate Plan adopted January 2020. Also included was a report on the annual outturn for the Council's adopted performance indicators.

The Corporate Risk Log had been updated and Members noted that the main identified areas of strategic risk remained as income generation and property management. Income generation had been identified as high risk because of the current economic downturn caused by the ongoing Covid-19 Pandemic and property management arrangements had been identified as high risk due to the high cost of maintaining Council property which included listed buildings.

Members noted the reviewed Council's Health and Safety and the Environment and Sustainability Policies.

RESOLVED: i) that the Annual Report 2021/2022 be approved.

ii) that the improvements to the Council's governance arrangements be noted.

iii) that the Corporate Risk Log be noted.

iv) that the Council's Health and Safety Policy be approved.

v) that the Council's Environment and Sustainability Policy be approved.

129 **APPLICATION TO THE PUBLIC WORKS LOAN BOARD FOR FUNDING TO COMPLETE RESTORATION WORKS TO PRIORY HOUSE**

The Town Council considered a report on making an application to the Public Works Loan Board (PWLb) for up to £215,000 to ensure there was sufficient budget to complete restoration works to Priory House in line with Corporate Plan aspirations and the High Street Heritage Action Zone scheme.

Council was advised that following the Council's successful bid for High Street Heritage Action Zone funding the officers with consultancy support had developed a specification for restoration works at Priory House. This was to ensure the works to the house removed it from Historic England's 'At Risk' register. It was further reported that following the tender process for necessary works at Priory House the preferred tenderer had priced the work at £789,807. The project fund provided by the Town Council and Historic England stood at £771,752. Already £178,548 had been allocated to fees, environmental monitoring, stone purchase and historic building recording. This left a sum of £596,205 leaving a shortfall of £212,507. The Council was advised that if it looked to use the General Reserve, which stood at £638,214 with £50,000 earmarked to fund an anticipated shortfall in Priory House income target for the current financial year income target, as a result of the impending building works, this would leave £588,214 in the General Reserve and the Councils' Financial Regulations stated £485,000 should always be maintained leaving only £103,214 available.

The Council was provided with a summary of the financial implications including seeking a loan through the Public Works Loan Board. The council was advised of the implications of borrowing through the PWLB.

RESOLVED: that the Council seeks the approval of the Secretary of State for Levelling Up, Housing and Communities to submit an application to the PWLB for a loan of up to £215,000 on the basis of an Equal Instalments of Principal (EIP) loan over a period of 20 years to complete the restoration works to Priory House. The total loan payments would be approximately £287,724 with repayments of the loan being budgeted for in the manner set out in the report from 2023/24 onwards. Members noted that taking out the loan and budgeting for subsequent loan repayments would not affect the Council's precept.

130 **CHANGES TO COMMITTEE MEMBERSHIP AND OUTSIDE BODIES REPRESENTATION**

The Council received a report recommending some amendments to committee and sub-committee membership, and representation on an outside body

RESOLVED:

- That Councillor Sid Abbott replaces Councillor Cameron Restall on the Community Services Committee
- That Councillor Cameron Restall replaces Councillor Sid Abbott on the Grounds and Environmental Services Committee
- That Councillor Greg George replaces Councillor Liz Jones on the Plans-Sub Committee

- That Councillor Gloria Martin replaces Councillor Cameron Restall as the Council's representative on the Dunstable District Scout Council Executive

131 :
REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL

The Council discussed the following questions and statements summarised below with Councillors Crawley and Tamara

1. What does CBC plan to do to tackle the ongoing problem of inappropriate parking across the town?
2. When will the parking charges on High Street North commence in the pull in spaces outside Subway? The parking meter is covered over and therefore vehicles are parking all day without charge stopping the intended short stay parking opportunities for both disabled and short-term customers.
3. The movement of the recycling facility to inside the Disabled car parking area has caused a reduction in disabled bays in the Ashton Square car park.
4. The amount of refuse sacks left on the high street between the planters near the main crossings is increasing once again. What is being done to improve refuse facilities for those living in converted retail units with no formal refuse collection points?

Councillors Crawley and Tamara agreed to raise the issues with the relevant officers and cabinet Members at Central Bedfordshire Council

The meeting closed at 8.15 p.m.

| AGENDA ITEM 4 | | | |
|---------------|---|---------|--|
| 05/07/2022 | Bedfordshire Games | M | A wonderful inspiring day watching disabled adults overcome many hurdles both physically and mentally. It was a real pleasure to give out the medals. Oh and I won the chain-gang race ! |
| 09/07/2022 | Consortium Art Exhibition | M | A great exhibition of some very talented artists. |
| 09/07/2022 | Party in the Park | M & DM | Wow! What a day ...great entertainment and brilliant music acts. Bangra Smash Up what can I say other than my hand still hurts |
| 10/07/2022 | Vantage Sunday Lunch | M & DM | A fantastic event with over 50 people coming to lunch at Vantage helping to raise over £800 for my charities. |
| 13/07/2022 | All Saints Academy Awards | M | A good evening celebrating the achievements of students and reflecting on how they have managed to overcome the hurdles thrown at them during the pandemic. |
| 16/07/2022 | 100th Birthday Celebrations - Dukeminster | DM | A lovely opportunity to celebrate a lovely ladies 100th birthday.. |
| 16/07/2022 | Fun day on the High Street | DM | Good to be part of the celebration event of CBCs town centre regeneration |
| 22/07/2022 | University of Bedfordshire Graduation Service | M & IPM | A lovely opportunity to celebrate the success of students and to meet with University principal. |
| 23/07/2022 | Roar into Archaeology | M | A fantastic event in the Quadrant with great attendance and engagement from retail owners as well. |
| 23/07/2022 | Croquet Awards | M | An interesting and tightly contested final match. Good to see the club continue to grow in number |
| 24/07/2022 | Meet the Wombles | M | An opportunity to present the new equipment that the Town Council funded through their seed-corn grant scheme. |
| 24/07/2022 | Bedford River Festival | M | A warm afternoon on the river in Bedford at the festival. Fabulous atmosphere with thousands of people attending and supporting the event. Good to see some local traders on site over the weekend. |
| 29/07/2022 | Britain in Bloom Judging Day | M | What an amazing day, an experience that will never be forgotten for so many reasons. So proud to have been part of the "team" this year and my contribution towards our town entries. The judges were very positive in their feedback on the day and had been shown around our projects and open spaces. |
| 29/07/2022 | President's Day Dunstable Town Cricket Club | M & DM | A beautiful afternoon watching cricket, enjoying the hospitality and presenting man of the match. |
| 30/07/2022 | Around the World including Flint Napping | M | A great event by the town council with a varied selection of attractions to ensure everyone accommodated |

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| 04/08/2022 | Food-bank Visit | M & DM | An interesting morning spent at the distribution centre at St Augustines, then at the depot to see how the Food-bank operation works |
| 07/08/2022 | 12pm Band Concert | M | A very hot day to enjoy the penultimate band concert. Lovely to talk to residents and to receive feedback on the work of the council. |
| 07/08/1932 | 2.45pm Band Concert | M | Final band concert opened in glorious sunshine, a good crowd gathered to enjoy the music |
| 11/08/2022 | Long Service Award | M | 20 year service award for Graham on the grounds team, also an opportunity to thank the team for all their hard work |
| 16/08/2022 | Rotary Lunch Presentation | M | Attended a lovely lunch as guest of Dunstable Rotary Club along with Paul. Between us we outlined our plans for the next 12 months and acknowledged the need for strong links to our community and businesses |
| 18/08/2022 | Chums & Crumbs | M | An opportunity to participate in chair yoga with the Chums and Crumbs team, led by the NHS Titan team and Dunstable Town Football Club. A group that provides opportunity for those have suffered from isolation and need to build on their social interactions in a very informal way. |
| 20/08/2022 | Starbucks Opening | M | A warm welcome from the Starbucks team on Luton Road and interesting to hear about the progression within their company to nurture young talent. |
| 25/08/2022 | Lunch at the Palace | M | Weather stopped it from being an outdoor event however the fun continued with a lovely lunch and great entertainment from Last of the Summer Ukulele group raising £1200 for my charities. |
| 28/08/2022 | Fire Station Open Day | M | A busy open day that demonstrated the true feeling of the community and the support they give to our 999 teams. |
| 01/09/2022 | 999 Day Recording | M | Recognising the 999 teams across Dunstable for the tremendous work they do each and every day. This was subsequently not released on 09/09/2022 due to the passing of HM The Queen. |
| 04/09/2022 | Service of Thanksgiving | DM | An honour to attend this thanksgiving service on behalf of the mayor, to acknowledge the work that Helen Nellis has done over the 11 years in her role as lord-lieutenant of Bedfordshire. |
| 07/09/2022 | Anglia in Bloom Awards | M | A truly magnificent day for Dunstable,11 awards well deserved across our town. Community groups, schools and businesses all involved to make Dunstable a special place to live. |
| 09/09/2022 | HM The Queen, Signing of Condolence Book, Lighting of Candle and Laying of Flowers | M & DM | Due to sad loss of HM The Queen both myself and the Deputy led the opening of the Book of Condolence at Grove House. From there, we went to the Meadow in Priory Gardens to lay a personal tribute before spending time in the Priory Church lighting a candle and saying prayers, a period of reflection of the Queens life. Joined by the Deputy Lord Lieutenant for the lighting of the candles. |

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| 09/09/2022 | Workhouse Exhibition launch | M & DM | A nice event showcasing the art work of several local artists. As Mayor and Deputy we went along "chain free" as a sign of respect due to the loss of HM The Queen |
| 10/09/2022 | Proclamation | M | Alongside the Deputy Lord-Lieutenant the Proclamation was read in Grove House Gardens at 2pm. Residents, fellow councillors, past Mayors gathered for this historic event which was followed by the laying of a wreath of flowers at Priory Meadow on behalf of the Towns People.DTC Cllr's Bird, Hollick, Martin, Corkhill, Abbot, Roberts, George, Crawley, Tamara, Sanders, John Gurney and CBC Cllr's McVicar, Hegley |
| 16/09/2022 | Service of Thanksgiving for HM The Queen | M & DM | Reflection to follow |
| 18/09/2022 | Service of Thanksgiving HM The Queen | M & DM | Reflection to follow |
| 18/09/2022 | Coconut Garden 30th Birthday Charity Fundraiser | M | Reflection to follow |
| 19/09/2022 | National 2 Minutes Silence for HM The Queen | M | Reflection to follow |

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 5 SEPTEMBER 2022

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

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Lisa Stephens (Cultural Services Manager), 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

132. MINUTES

The minutes of the meeting of the Community Services Committee held on 6 June 2022 were approved as a correct record and signed by the Chairman.

133. SPECIFIC DECLARATIONS OF INTEREST

None received.

134. DUNSTABLE TOWN CENTRE SERVICES

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

Middle Row Markets had been entered into the National Association of British Markets (NABMA) Market Achievement of the year competition. A summary of achievements had been sent to NABMA. The markets were still popular with traders with 30 stalls booked on 16 July, the most stalls ever booked for a summer market. New traders were joining each month and Officers were expecting a very busy Christmas.

The repairs completed at Ashton Square Toilets were noted. The Committee noted once again the toilets had been entered into the Loo of the Year competition for 2022.

Town Centre

The Committee noted the vacancy rates. Five new shops had opened recently. Events on the Square were set out in the report. The Committee particularly noted the Dunstable High Street Fun Day and Middle Row markets on 16 July; 35 stalls were booked and this successful day was a result of partnership working with Central Bedfordshire Council. The Ashton Square Day 6 August had been set up to celebrate the past, present and future of the Square. The public feedback on the event was very good. Twilight Markets were set for 9, 10 and 11 December (3 pm to 6 pm Friday and Saturday and 10 am to 3 pm Sunday. The last Market for 2022 was 17 December with Christmas activities. It was further noted

the plans for the Twilight Market would include children's carousel, crafts, snowboard simulator with extra Christmas lights in the area and music.

Partnership Working

Shop Watch continued to meet and it was noted there was a meeting that the Town Centre Services Officer would attend on 6 September.

A new scheme was noted: 'Random Act of Kindness' which promoted Dunstable as a town of giving and kindness. The Town Council was also preparing a leaflet guiding businesses in the town as to what was and was not allowed in the conservation area. The Community Window in West Street had a 62 inch digital display screen which would carry details of community events.

Christmas Lights

The safety improvements to the hole for installation of the Christmas tree had been completed. New Christmas decorations were on order for the High Street and West Street which would be part of this year's display. It was noted festoons in Grove Gardens would replace the old decorations for this Christmas. Currently, it had not been possible to secure sponsorship of the Christmas tree. The Mayor of Dunstable advised the officers of possible opportunities to secure sponsorship.

It was agreed to thank the Town Centre Manager and her colleagues for her efforts and to request all Town Councillors to attend the events and markets organised by the Town Council.

135. OLDER PEOPLE'S SERVICES

The Good Companions Club had twenty four members. The Creasey Park Community Football Centre Lunch Club currently had thirty members. There was currently a waiting list with nine people waiting to join. The Committee received a report on the activities of the two groups.

Good Companions' Club

In June, the group received visits from Bedfordshire Fire Service and Central Bedfordshire Council Safer Communities team. Both visits offered valuable support and advice, which was well received by the groups. Following the visits 10 people requested Safe & Well visits which are in the process of being carried out. Members also received a visit from the Health and Fitness Manager from the Leisure Centre to talk about the free sessions they hold for older people to help prevent falls and promote wellness. The Good Companions Club annual summer outing took place in July. This trip was supported by four regular volunteers. This day out was appreciated by everyone. In August, the group were visited by a representative from the East Anglian Air Ambulance Service.

Creasey Park Community Football Centre Lunch Club

Since the last report, members had enjoyed several visits and activities including celebrations for the Platinum Jubilee, a sightseeing day trip to London followed by lunch in a restaurant, a summer party with a buffet lunch and entertainment as well as quizzes and music bingo led by one of the members. Visits included Dunstable Leisure Centre, where a member of Bedfordshire Police attended about scam awareness.

136. GROVE CORNER AND COMMUNITY ENGAGEMENT

Grove Corner

Grove Corner had received 779 visits from young people between 2 May and 17 August 2022. Pokémon was still popular, and numbers continued to increase.

Youth Engagement

A summer party was held on 23 July. A total of 47 young people attended and enjoyed karaoke, mocktails, sweets and pizza. On 29 July Prehistoric Experiences attended and the young people learned how to make their own string, facial reconstruction, and cave art and learned about caving times. A Lego workshop was held on Friday 5 August. Officers had delivered informal discussions and activities during the drop-in session on Monday evenings. A karaoke and disco event was held on 1 April 2022.

School Engagement

Officers facilitated a litter pick in Downside. Officers were liaising with Queensbury Academy to help set up 'Wellbeing Warriors' at the school in the autumn term. The project would be known as 'Taking charge of your wellbeing' and would run in the autumn term.

Community Engagement

Officers met with Dunstable Wombles to support the group to create a safeguarding policy and put procedures in place before they received the equipment from the seed corn grant. Officers were supporting Friends of Dunstable Cemetery. The officers also facilitated a community version of the Good, Bad, Ugly. The Committee discussed Love Parks Week which ran from 11 July to 15 July;

11 July – 29 people attended games and a trail in Grove House Gardens

12 July – 72 people attended an Older People's Wellbeing Day in Priory Gardens

13 July – approximately 25 people attended an obstacle course and boxing taster session at Downside Recreation Ground

14 July – 34 children and 30 adults attended a picnic in the park at Bennett Memorial Recreation Ground

15 July – approximately 120 people attended Gin and Tea event at Priory Gardens

Officers had facilitated the summer activities programme. This included small scale workshops as well as bigger events such as Inflatable Day, Let's get Creative and a Big Top Circus activity. A total of 1,006 people took part in the programme. Officers would be holding a wellbeing walk as part of Bedfordshire Walking Festival on 12 September in partnership with the Wildlife Trust. Refreshments will be provided at Ringcraft Boxing.

Recruitment

Vacancies had been advertised for Community and Youth Casual Sessional Workers.

It was agreed to thank The Youth and Community Manager and her colleagues for organising the summer events. The Committee was particularly impressed with the organisation of Love Parks Week.

137. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Committee considered the latest update report on the High Street Heritage Action Zone.

Latest Updates

- Number 4 High Street South

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 work. Officers were awaiting confirmation that the owner would support the works.

- Number 7 High Street South

An application for a new shop front was submitted in late March but was not approved until July 2022. Conception Architects were managing the tender process for the building work. The closing date for receipt of tenders was 7 September. However, it was now reported there was a possibility that if the tenders were high it would not be possible for the project to progress

- Number 18 High Street South

Repair works funded through HSHAZ have been completed; other works not funded by HSHAZ were continuing. The owners were hoping to rent the property out once the works were completed.

- Number 21-23 High Street South

Dialogue with the owner has been ongoing. The member decision group has agreed upon a potential grant amount should an application be received. However, to date the owner has not submitted the necessary paperwork.

- Number 2 Church Street

There was no expectation that an application would be pursued.

Priory House (See also Minute)

The Priory House project was likely to commence in mid September 2022 and it was estimated the works would take approximately 40 weeks taking the project to June 2023.

Community Engagement

In summary, the summer programme of engagement has included Priory Rocks, held in Priory House and Priory Church, Festival of Archaeology, HSHAZ Roar into Archaeology on 23 June at the Quadrant Shopping Centre and Ashton Square Day on 6 August.

There had been various other HSHAZ activities at several events and standalone activities since 6 June including: HSHAZ themed crazy golf at the Jubilee Market on 11 June, HSHAZ activities including Digging for Stories trail, the Mulberry Dyer, the Longthorpe Legion, Paul Vitty and the History Knights at Party in the Park on 9 July. Activities included a Memory Workshop with the Dunstable Cultural Consortium at Love Parks Week with a free Older People's Wellbeing Day on 12 July. HSHAZ Activity comprising caricature artist to create historical themed portraits at Love Parks Gin and Tea on 15 July. Cave people from Prehistoric Experiences www.prehistoricexperiences.com/ on 29 July at Grove Corner. Bricks McGee Local Landmarks Lego Workshops on 5 August at Grove Corner comprising

a number of timed sessions with up to 30 participants per session. HSHAZ activities at Summer Activities Arts and Crafts on 11 August. The Adventure Out Games new puzzle trail game only ran for a short period of time in later May and earlier July.

It was agreed to thank The HSHAZ Manager for her efforts to deliver the programme.

138. EVENTS

Events Programme 2022 Review

The Committee considered a report on the following events:

- (i) St George's Day
- (ii) Motor Rally
- (iii) Queen's Jubilee Concert
- (iv) Dunstable Live
- (v) Party in the Park
- (vi) Band Concerts - they had been well received and had been hosted by the Town Mayor, the Deputy Mayor and Councillor Greg George.
- (vii) Around the World featuring the Dunstable Festival of Archaeology - went very well with an attendance of 4,000 across the day.
- (viii) Priory Pictures - this rescheduled event on Saturday 20 August achieved an attendance of 1,000 across the day.
- (ix) Priory Proms - the Committee noted this would be held on 10 September.
- (x) Christmas Carols and Torchlight Procession commencing 25 November. The Town Mayor advised she was organising a free Christmas Carol event around the Christmas Tree in Priory Gardens on Sunday 27 November which she hoped Priory House would benefit from refreshment sales.

Event Review Working Group

The Working Group would meet in September to review the above events and a report would be considered at the next meeting of the Committee to allow it to determine the programme for 2023. It was agreed to thank The Events Officer, her colleagues and the Town Councils' main contractor for organising and delivering the summer events to such a high standard

139. PRIORY HOUSE INFORMATION REPORT

Operational Issues

The Committee was advised that there had been some staff shortages over the last three months due to sickness and resignations. The issue had been addressed by employing casual staff and existing staff taking on additional hours. Staff were prepared for the refurbishment works commencing on 12 September.

Tourist Information Centre and Retail Outlet

Trading was going well. Pet and garden stock was popular with customers. Frenchic paint continued to sell well and was attracting new customers.

The Jacobean Room

There were eleven weddings and one vows renewal booked for the rest of the year. There were already four weddings confirmed and paid for in 2023. The first outdoor wedding had

been a success and another two were booked for this year. The Committee was advised of all the bookings for the Jacobean Room which included 64 paid functions.

Events

The Committee noted the events programme with satisfaction.

Priory House Tea Rooms

The tea rooms were trading extremely well; total income including additional income 2022/23 was £51,437.04.

Ground Floor Reconfiguration

Further to the decision of the Finance and General Purposes Committee on June 2022 (minute refers not to support reserve monies to be spent on improvements to the shop area of the house), officers had looked to see how the ground floor could be better utilised with an investment of up to £10,000 as approved by the chair.

Since August new tables, chairs and a 'bean to cup' coffee machine had been in place. These had been used regularly and a secondary spend on gift shop items from those sat at the table and chairs had been noted by staff. This addition to the offer meant Priory House is able to offer a quicker takeaway service. This had already proved very popular, especially on Saturdays and market and event days. In the Tea Rooms there had been additional point of sale opportunities, which had a similar result.

Officers requested further clarification regarding how to reduce the loss of income from the 9-month closure of the Undercroft, how to reduce the overall subsidy for Priory House and how best to use staff at Priory House. The following suggestions from Members had been received which officers continued to investigate:

- Removal of cube display boxes in current shop area, making more use of all shelving and add additional cafe seating.
 - *Officers will investigate with contractor.*
- For duration of works remove the "lounge" furniture and put in Undercroft tearoom tables and chairs to maximise covers.
 - *This is already planned for the beginning of works*
- For duration of works remove in tearoom area near till, the dresser and barrow and maximise space with seating.
 - *Officers have considered this option and still need to resolve where to store the dresser during the works and also where to store its contents (e.g. coffee beans, sugars menus etc).*
- For the duration of the works erect a temporary structure outside Priory House linked to the main building and heated to give some extra tables.
 - *With it being an open public park there would need to be security during the evening to ensure that the structure was safe and secure. The additional cost means that there is no financial benefit to this option.*
- Maximise on marketing opportunities
 - *Officers are already undertaking this including use of social media, website, ToTT, showcase window etc.*

AGENDA ITEM 7

- Offer Priory House 'goods and services' at other DTC sites e.g. Creasey Park Community Football Centre.
 - *Some goods are now being trialled for sale at Creasey Park.*
- Reduce the size of the till area in the shop, providing space for more covers and/or display areas.
 - *This is what was proposed in June as it is believed by officers that this part of the shop could be better configured to ensure that space is used more efficiently.*
- Introduce new lines of stock which are Dunstable branded e.g. confectionary, biscuits, dog treats.
 - *Officers are investigating available products.*
- Extend the alcohol offer e.g. not just one off G&T events with regularly opening to make the use of the building of an evening.
 - *Officers are considering future events and will now also consider staffing and opening options to maximise use of the building when it is currently closed.*
- Lease the space to a third party.
 - *This brings several options e.g., whole building or all the ground floor (both of which would bring significant staffing implications and the grant may prohibit this anyway) or just the shop space (which would have less of a staffing implication). Officers would need further time to scope out the full costs and detail of these options should this be something the committee would like explored. These options could only be facilitated post works due to the unknown operational disruption.*

140. SERVICE LEVEL AGREEMENT APPLICATIONS

The Committee considered a report on two four-year Service Level Agreement applications. The Committee was also advised of the BRCC decision not to sign the revised SLA approved at the last meeting to increase its SLA grant. BRCC had concerns regarding the original details in the SLA. Until the matter was resolved the additional SLA grant would not be released.

RESOLVED: That the application received from SORTED be approved and the Keech Hospice application be not approved at this time.

141. REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride

Councillor Gloria Martin provided an update on the operation of the service. It was noted that a new General Manager had been appointed.

Dunstable Town Band

Councillor Martin had not been invited to any meetings since the last meeting.

Men in Sheds (MiS)

Councillor John Gurney reported that:

In August, DTC finally received the updated price for refurbishing the Shed (former Grounds Store) in Meadway by the entrance to the allotments. Due to the shortfall between the original pre-pandemic price discussions were held between the DMiS Board of Trustees and the Town Council to discuss how Men in Sheds met the new price. The final totals of how much DMiS can contribute from its own savings and various grants they have been offered by CBC are shown in a report for the Grounds and Environment Committee to be discussed next Monday 12 September.

Over the summer months, DMiS' income had been generated from market stalls, events such as Around the World, Luton Transport festival and Edlesborough fete, plus monthly subscriptions and donations. Expenses included a £120 a month for an outside port-a-loo. The refurbishment would include an internal toilet.

£959 Gross Income

£691 Expenses

£268 Net Income

The meeting closed at 20.45

The Corner
Bank Chambers
26 Mosley Street
Newcastle upon Tyne
NE1 1DF
Tel: +44 (0)191 383 6300
www.mazars.co.uk

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

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 17 August 2022

Dear Mrs Scheder

Completion of the audit for the year ended 31 March 2022

We have completed our audit for the year ended 31 March 2022 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2022/23

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell

Partner

For and on behalf of Mazars LLP

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2022.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2022. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4
- Section 2 - Accounting Statements 2021/22, approved and signed, page 5

Not later than 30 September 2022 authorities must publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority must publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2022.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|---|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | ✓ | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations been published where required? | ✓ | |
| | Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | ✓ |

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

Annual Internal Audit Report 2021/22

DUNSTABLE TOWN COUNCIL

www.dunstable.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No | Not covered** |
|--|-----|----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered") | | | ✓ |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | ✓ | | |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

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

Date(s) internal audit undertaken

17/11/2021

08/03/2022

07/06/2022

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SF Christopher

Date

07/06/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

27/06/2022

and recorded as minute reference:

127

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

Chairman

Clerk

www.dunstable.gov.uk

Section 2 – Accounting Statements 2021/22 for

DUNSTABLE TOWN COUNCIL

| | Year ending | | Notes and guidance |
|--|--------------------|--------------------|---|
| | 31 March 2021 £ | 31 March 2022 £ | |
| 1. Balances brought forward | 1,723,714 | 1,866,332 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 2,369,323 | 2,393,969 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 725,446 | 1,579,975 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 1,687,643 | 1,832,647 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 111,553 | 108,426 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 1,152,955 | 1,702,431 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 1,866,332 | 2,196,772 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 2,013,545 | 2,302,961 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 7,837,531 | 7,873,739 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 917,154 | 850,443 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A |
| | | | <input checked="" type="checkbox"/> |
| | | | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

20/06/2022

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

27/06/2022

as recorded in minute reference:

127

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



Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Dunstable Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

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

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

The Council acknowledged that it did not receive the audited 2020/21 AGAR back in time to publish by the statutory deadline of 30 September 2021 by answering no to assertion 4 of its Annual Governance Statement. The Council needs to ensure that the 2021/22 AGAR is published by 30 September 2022.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

16 August 2022

Dunstable

Joint Committee

Secretariat: Sandra Hobbs, 0300 300 5257
sandra.hobbs@centralbedfordshire.gov.uk

MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE ON 9 JUNE 2022

Present: Central Bedfordshire Councillors: E Ghent, Hegley and Tamara
 Dunstable Town Councillors: George, Hollick and Martin

Substitutes Dunstable Town Councillor P Ghent for Councillor Jones

In Attendance: Central Bedfordshire Council Officers: C Martin and S Hobbs (notes)
 Outside Body Representatives: S Knott and S Warboys

Present Virtually Central Bedfordshire Councillor: Young
 Central Bedfordshire Council Officers: L Carver, S Caldbeck, P Coker and S Hughes
 Dunstable Town Council Officers: B Wisbey
 Outside Body Representatives: A Sparrow and G Twyford
 BRCC: C Andrew

Apologies: Councillors Chatterley (CBC), Bird (DTC) and Jones (DTC) and Mr Garrod.

It was noted that Cllr Young would be late.

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

1. TO ELECT A CHAIR & VICE CHAIR

Cllr Carole Hegley was unanimously elected as Chair.

Cllr Gloria Martin was unanimously elected as Vice Chair.

2. TO CONFIRM SECRETARIAT

It was confirmed that Central Bedfordshire Council would continue to provide the secretariat function.

3. SPECIFIC DECLARATIONS OF INTEREST

Cllr Hegley declared that her husband had a street traders' licence.

4. PUBLIC QUESTION TIME

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

5. CHAIR'S ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and took the opportunity to thank Ms S Sherwood, Committee Services Officer for administering the previous meetings, as she no longer worked for Central Bedfordshire Council.

The Chair also thanked Mr D Ashlee, Town Clerk and Chief Executive, Dunstable Town Council as he was due to leave before the next meeting of the committee. A new appointment had been made to this post.

6. MINUTES OF THE MEETING HELD ON 10 MARCH 2022

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

7. POLICE REPORT

Officer Twyford gave an update on Dunstable crime figures in comparison to last year's figures:

- The latest crime figures for April 2022 showed 243 offences compared to 224 offences in April 2021.
- Theft relating to motor vehicles and anti-social behaviour (ASB) was showing an upward trend.

The committee noted/commented:

- The trend of theft relating to motor vehicles had gone up and down over the years.
- Police focused their resources on the areas in the town where crime was higher.
- Officers from the Police were ensuring that the pubs were fit for purpose in relation to the strategy to end violence against women and girls.
- The Community Policing Team were on duty until 11pm until the Police Response team took over. A full debrief took place between the Community Policing Team and the Police Response team at 11pm.
- The Community Policing Team and the Council's Community Safety Team were working in partnership to address areas of ASB in the town. A query was raised if there was any intelligence to assess if this was being successful.
- There would be more visible policing around the summer months.
- The Community Priority Assessment meeting would be organised by the Police and invitations to this meeting would be sent to the clerk at Dunstable Town Council as the distribution lists were out of date.
- The Police were also working closely with the Council on the problem of cars causing obstruction, parking on the pavements and there would be a joint enforcement programme being undertaken over the next few months, cars parking in the bus lane should also be considered.

AGREED to bring to the next meeting further intelligence on ASB and whether the involvement of the Council's Community Safety Team was having a positive impact.

8. PLACE DELIVERY

The Committee was provided an update on the following areas:

Grove View Integrated Health and Care Hub and Housing

A presentation was given by Patricia Coker which provided an update on progress of the Grove View Integrated Health and Care Hub and Housing. These slides are published alongside the Minutes as Appendix A.

Members commented/noted the following:

- The facilities that would be on offer at the Health and Care Hub and it was noted that there would not be any x-ray or ultrasound facilities available.
- There was access for the NHS mobile diagnostic lorries to park at the hub.
- There would be child health clinics as well as a touch down base for Children's Services.
- There was a webpage dedicated to the hub which gave an overview of the build and additional information would be added as the development increased.
- A suggestion was made that the building should have sensory walls to help those with autism feel relaxed as they are walking through the building.

- GPs work closely with the consultants at the Luton and Dunstable Hospital, it was unclear at this stage if the consultants would hold clinics at the hub.

AGREED that the newsletter from Willmott Dixon be circulated to the Committee (attached at Appendix B to the minutes).

Town Centre Benchmarking Report

An update was given by Sam Caldbeck regarding the town centre benchmarking studies that had been undertaken looking at footfall, vacancy rates, how often people were coming into the towns and car parking. This data could be compared to the benchmarking data pre-covid. The benchmarking data is attached at Appendix C.

AGREED that Members review the data circulated with the minutes and any queries can be raised at the next meeting.

Estates Regeneration Update

An update was given by Sam Caldbeck on the regeneration of the Northfields and Manshead wards.

Following the receipt of funding for estate regeneration work had been undertaken in the Northfields ward outside Houghton Parade to remove the derelict toilets. This area had been resurfaced and trees had been planted on the raised grassed bank. This work still needed to be completed as there was an area around the grass bank that needed replacing. Officers would be liaising with ward Councillors to pull together plans for the Manshead ward.

Members commented/noted the following:

- Councillors from adjoining wards had positively commented on the improvements that had been made to Houghton Parade.

High Street – end of works community event

Sam Caldbeck notified Members that the Dunstable High Street celebration event would be held on 16 July 2022.

Members commented/noted the following:

- That this was a busy time for the Town Centre, but it was acknowledged that the date would not suit everyone.
- This event had been advertised in The Vine, May edition as being a family fun event.

9. COMMUNITY FACILITY GRANTS

The Committee received a presentation from Sarah Hughes that provided an update on the:

- Section 106 for Dunstable (secured for community facilities)
- Community Asset Grant Scheme
- Ward Councillor Grant Scheme
- Dunstable Men in Sheds

The bidding round for the Community Asset Grant Scheme was open until the end of July.

A copy of the presentation is attached at Appendix D.

The Committee welcomed Mr Andrew from the Bedfordshire Rural Communities Charity (BRCC) who gave a presentation on the Community Halls, Manchester Place as they were now managing the facilities and had staff based there. The venue was being refurbished and there would be many community activities being run from there, including having rooms for hire. The venue would be renamed to Dunstable Community Halls. The BRCC was seeking additional funding to further enhance the building to make it more sustainable.

Members commented/noted the following:

- The bids for the Community Asset Grants were considered against published criteria and scored. Ward Councillors were given an opportunity to comment before the Director of Resources made any decisions.
- A suggestion was made that the Community Halls in Manchester Place could be called Pioneer Dunstable Community Halls due to the history of the building.
- There were different funding streams and an enquiry was made as to what other funding was coming through and how the pots of money would be managed.

10. REPORTS FROM CO-OPTED OUTSIDE BODIES

Members noted the following verbal updates:

- Dunstable in Bloom by Ann Sparrow
Delivery of the barrels and planters were due to arrive on 10 June, no date had been set to start planting them. Anglia in Bloom judging would take place on the 15 July and Britain in Bloom judging would take place on 29 July. Leaflets to advertise the events had been created and would be circulated to shops in the town.
- Don't Let Dunstable Die including an update on the HM The Queens Green Canopy for the Platinum Jubilee by Sharon Warboys

29

32 trees had been planted in schools with 2 trees going to each school. The trees were sourced from a local nursery.

AGREED that the Chair seek confirmation that the High Street Celebrations on 16 July would not have an impact on the visit for Anglia in Bloom on 15 July.

11. DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES

A report was presented by Becky Wisbey, Dunstable Town Council:

- DTC was aware of the Dunstable High Street celebration taking place on 16 July and were part of the project working group.
- Central Bedfordshire Council commissioned the Youth and Community Services, Groundwork. Dunstable had not received any youth provision since September 2021 and following meetings with the Council no assurances had been received that this provision would continue.
- Key developments with the High Street Heritage Action Zone were highlighted.
- The Town Council had requested that the £8,765.99 left from the Section 106 payments from Asda be used to part fund two events on The Square: Ashton Square Day and Twilight Market.
- At the end of May 2022, the Committee was due to be in receipt of £50,000 from the sale of land. It was proposed that this funding be considered at the next meeting.

Members commented/noted the following:

- Ward Councillors were not aware of the problems with the provision of the youth services.
- It was disappointing that the owners of 4 High Street South were no longer interested due to the estimated cost of the restoration.
- That any funding should be used to ensure maximum impact for the town.
- That there would be no further funding from Asda.
- That the status of the Section 106 for the development on the Mulberry Bush site be checked to see if there was any funding available.

AGREED

1. that the Chair would contact the Executive Member for Families, Education and Children and seek clarification over the lack of youth provision in Dunstable;
2. that the proposal for the £8,765.99 to be used by Dunstable Town Council be supported; and
3. that a list of funding available to Dunstable Joint Committee be included on the Agenda for the next meeting.

12. CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES

3.0

Sarah Hughes, Central Bedfordshire Council presented the update on services to the Committee.

Members commented/noted the following:

- Members asked for more information about the Safer Streets project which was awarded funding from the PCC and which concluded in March, with 2166 houses visited in the Manshead Ward.
- It was confirmed that the figures relating to food and pollution inspections were just for Dunstable.
- The number of disabled parking bays in Ashton Square, Dunstable were still above the legal provision.
- It was noted that there would be an update on Vernon Place at the next meeting.
- A consultation would be launched on 23 June on the future of Watling House. The consultation would run for a period of 8 weeks and the outcome would be reported to the Executive meeting on 11 October.
- There was a page on the Council's website where you could see what funding was available for Dunstable via Section 106 agreements.

Noted the report.

13. COMMITTEE WORK PLAN

Members noted the content of the work plan, including the following items request for the next meeting:

- Dunstable Joint Committee Funding – a breakdown on all the funding available, what's coming in the future and how it will be managed
- Parking Enforcement
- Health and Care Integrated Hub
- Feedback from any questions raised on the data from the Town Centre Benchmarking
- Youth provision in Dunstable
- Vernon Place/Magistrates Court

14. DATE OF NEXT MEETING

Members noted the date of the next meeting on **8 September 2022 at 19.00, Committee Room 1, Watling House, Dunstable**

Dates of future meetings are below:

Thursday 1 December 2022,

Thursday 9 March 2023

Thursday 8 June 2023

Thursday 7 September 2023

Thursday 7 December 2023

The Chairman closed the meeting at 9.23 p.m.

DUNSTABLE TOWN COUNCIL**COUNCIL MEETING****MONDAY 3 OCTOBER 2022****OPERATION LONDON BRIDGE**

| | |
|---------------------------|---|
| Purpose of Report: | To advise how the Town Council assisted the residents of Dunstable in mourning the death of Her Majesty Queen Elizabeth II |
|---------------------------|---|

1. ACTION RECOMMENDED

To note the actions of the Council in putting into place Operation London Bridge to mark the passing of the Sovereign.

2. MARKING THE DEATH OF HER MAJESTY QUEEN ELIZABETH II

- 2.1 The Council has had plans in place to mark the death of national figures including the Her Majesty the Queen for several years. Plans took account of guidance from the National Association of Civic Officers, Central Bedfordshire Council and Buckingham Palace.
- 2.2 Following the announcement of the death of Her Majesty Queen Elizabeth II on Thursday 8 September 2022, the Council enacted the local operation.
- 2.3 The Union Flag was immediately flown at half-mast. The Council's website and social media were updated, and a message issued by the Mayor expressing the Council's condolences. Books of condolence were laid out at Grove House and Priory House. Provision was made to direct the public to lay flowers at Priory Meadow. Black ribbon was put on over portraits of the Queen. The Mace and the Mayoral chain were adorned with black ribbon and the badge of the town.
- 2.4 The Town Council marked the mourning period by cancelling the meetings of the Grounds and Environmental Services Committee and the Planning Sub-Committee. Also, the Council could not give notice for meetings during the mourning period, so the date of the Finance and General Services Committee was changed to 26 October. No football games were held at Creasey Park and the planned Proms in the Park event did not go ahead.

3. PROCLAIMING CHARLES III AS KING

- 3.1 The Council arranged for the local proclamation of Charles III as king on Sunday 11 September 2022 to be held in Grove Park. The mace bearer led the procession, followed by the Town Mayor Councillor Liz Jones and Deputy Lieutenant Cynthia Gresham. The Deputy Lieutenant introduced the event and Councillor Liz Jones Dunstable Town Mayor read the formal Proclamation, followed by Dunstable Town Band playing God Save the King and three cheers for the King.

- 3.2 The flag was raised for the proclamation of the new king and then lowered again for the mourning period.

4. FUTURE CONSIDERATIONS

- 4.1 The Council will continue to plan for the marking of major events such as the death of national figures in line with national and local advice and local custom and practice.

5. FINANCIAL IMPLICATIONS

- 5.1 Expenses were met from existing budgets.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 Carrying out Operation London Bridge met the key objective of the Council to preserve and enhance the history and identity of the town, creating a sense of pride in the town

7. HEALTH AND SAFETY IMPLICATIONS

- 7.1 None

8. HUMAN RESOURCE IMPLICATIONS

- 8.1 None

9. LEGAL IMPLICATIONS

- 9.1 None

10. ENVIRONMENTAL POLICY IMPLICATIONS

- 10.1 None

11. EQUALITIES IMPLICATIONS

- 11.1 None

12. APPENDICES

- 12.1 None

13. BACKGROUND PAPERS

- 13.1 Operation London Bridge

14. AUTHOR

- 14.1 Ian Reed – Democratic Services Manager
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