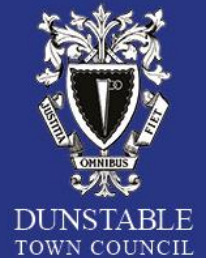


Dunstable Town Council
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Paul Hodson **Town Clerk and Chief Executive**

REVISED AGENDA

Date: 29 November 2022

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 5 December 2022** at **Grove House in the Council Chamber commencing at 7.00 pm**. Members of the public and press are welcome to attend in person or online via Teams. Those who wish to attend are asked to notify their intention by emailing lan.Reed@dunstable.gov.uk by 2 December 2022

AGENDA

1. Apologies for Absence.
2. To agree as a correct record the Minutes of the Council Meeting held on 3 October 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 October to November 2022
5. Public Question Time
6. To answer questions under Standing Order 16
7. To consider recommendations and referral reports from the meetings of the Finance and General Purposes Committee held on 14 November 2022 and the Personnel Sub-Committee held on 24 November 2022

Finance and General Purposes Committee

MINUTE 197 CIVILITY AND RESPECT PROJECT

RESOLVED: That the Full Council be recommended to sign the Civility and Respect Pledge

Continued

MINUTE 200 MEADWAY CAPITAL FUNDS PROPOSALS

RESOLVED: (1) That the Committee recommends to Full Council the creation of ear-marked reserves from the £500,000 capital receipt as follows:

- (i) White Lion land landscaping this allocation subject to the free transfer of land from Luton Borough Council - £10,000
- (ii) Luton Road Multi Use Games Area (MUGA) as detailed in the recommendation from the GES Committee and would be undertaken alongside a refurbishment of the play area - £100,000.
- (iii) New cemetery design and development and creation of a Cemetery Development Reserve - £75,000
- (iv) Street Dressing re-usable banners etc for use such as for the Coronation - £18,000
- (v) Depot extension (Additional floor to be added to the current staff facility) £100,000 earmarked reserve – implementation subject to the results of the long term management of Creasey Park Community Football Club

RESOLVED: (2) That the Committee recommends to Full Council the creation of an ear-marked reserve of £74,000 for the repair of the Downside Community Roof, using funds from the General Reserve.

Personnel Sub – Committee

MINUTE 6 ESTABLISHMENT

Members agreed to recommend to Council to increase the hours of the Corporate Marketing and Communications Officer to 37 per week.

8. To receive reports of the undermentioned Committees:

| <u>Committee</u> | <u>Date</u> | <u>Page</u> |
|------------------------------------|------------------|-------------|
| Community Services | 31 October 2022 | 5 |
| Grounds and Environmental Services | 7 November 2022 | 11 |
| Finance and General Purposes | 14 November 2022 | 16 |
| Personnel Sub-Committee | 24 November 2022 | 20 |

Continued

9. Changes to Committee Membership and Outside Bodies Representation – see Report
page 21
10. Reports/updates by Members of Central Bedfordshire Council on matters of interest to
the Town Council

Yours faithfully

A handwritten signature in blue ink that reads "Paul Hodson". The signature is written in a cursive style with a large initial 'P' and 'H'.

Paul Hodson
Town Clerk and Chief Executive

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD ON MONDAY 3 OCTOBER 2022 COMMENCING AT 7.00 P.M.

Present: Councillors Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Sid Abbott, Alan Corkhill, Phil Crawley, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Gloria Martin and Johnson Tamara.

In attendance: Major Stephen Brevitt (The Mayor's Chaplain), Paul Hodson (Town Clerk and Chief Executive), Ian Reed (Democratic Services Manager) and Jemma Candy (Corporate Marketing & Communications Officer). Via Teams: John Crawley (Head of Grounds & Environmental Services), Lisa Scheder (RFO & Head of Finance), Becky Wisbey (Head of Community Services).

Members of the public: Nil

155 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Matt Brennan, Mark Cant, Peter Hollick, Cameron Restall, Lee Roberts and Gladys Sanders.

156 MINUTES

The minutes of the Council Meeting held on 27 June 2022 were approved as a correct record and signed by the Town Mayor.

157 DECLARATIONS

There were no specific declarations of interest.

158 CHAIRMAN'S REMARKS

The Town Mayor spoke in support of a report relating to her activities from 19 June to the end of September 2022. She was particularly pleased with the following:

- the local proclamation of King Charles III held in Grove House Gardens on Sunday 11 September
- the service of Remembrance for Her Majesty Queen Elizabeth II in Priory Church on Friday 16 September
- Anglia in Bloom – 11 Gold Awards
- Britain in Bloom – great anticipation of the results following the Council's entry in the Britain in Bloom Awards
- Charity Golf Day at Dunstable Downs Golf Club had raised about £2,500 for the Mayor's charities

The Mayor also commented on the popularity of the town with local businesses. Members were reminded of the charity Swing n' Soul evening at Peter Newton Pavilion on Saturday 22 October and were encouraged to attend.

159 PUBLIC QUESTION TIME

There were no questions put to the meeting.

160 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

161 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 5 September 2022 be received.

162 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: i) that the minutes of the meeting of the Finance and General Purposes Committee held on 12 September be received.
ii) that the Council receives and notes the outcome of the External Audit for financial year 2021/22.

163 DUNSTABLE JOINT COMMITTEE

The meeting requested clarification on the facilities that would be available at the Health and Care Hub.

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

164 OPERATION LONDON BRIDGE

The Council received a report on Operation London Bridge. The Council particularly commented on the local proclamation of King Charles III held in Grove House Gardens on Sunday 11 September and the service of Remembrance in Priory Church on Friday 16 September. The Lord Lieutenant of Bedfordshire, the High Sheriff and the Vice-Chairman of Central Bedfordshire Council had attended. The Mayor had received a personal note from the Lord Lieutenant thanking the Town Council for its involvement in arranging the service.

RESOLVED: that the report on Operation London Bridge be noted and all the Town Council staff involved in the arrangement for Operation London Bridge be thanked for their work

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

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

- a. Any news on the CBC consultation about on-street parking? The consultation period ended recently. Please advise us when CBC can report on this.
- b. Councillor Crawley updated the meeting on developments in the Manshead Ward. It was noted CBC were redeveloping two of its play areas in the ward.
- c. Councillor Tamara reported on the redevelopment of Northfields Ward.

166 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: In terms of Schedule 12A, Local Government Act 1972 to exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on contractual matters.

167 UTILITIES CONTRACT RENEWAL

The Council meeting had received a report setting out options for securing a new contract for the supply of Gas and Electricity to the Council from April / June 2023. Members considered options for a one or three-year deal, and whether or not to postpone a decision until the November committee meeting in the hope that a better price would be available.

RESOLVED: That this Council supports the option to delay securing a deal until the Finance and General Purposes Committee Meeting to be held in November subject to a caveat that if in the meantime it rapidly transpires that it would be in the Council's best interests to sign up to an immediately available deal, the Town Clerk and Chief Executive be granted the delegated power to secure the most advantageous deal in liaison with the Town Mayor and Chairman of the Finance and General Purposes Committee.

The meeting closed at 8.10 p.m.

AGENDA ITEM 4

Since the last Full Council, the Mayor has attended in excess of 30 further events, with the Deputy Mayor supporting at many of these as well. The events highlighted in this cycle of meetings are ones that have had the biggest impact on the town as a whole

| | |
|--|---|
| Judo club visit Katherine Drive | Great community engagement and wonderful to see a vibrant judo club engaging across all ages and being part of the community with the defibrillator event |
| Defib Launch | Great community event and contributions from many people |
| DTFC v Leighton | A good 2-1 win to DTFC - good to have the Mayor of Leighton there too – biggest crowd at Creasey Park of over 600 fans. Thank you to those councillors who also attended. |
| Britain in Bloom Awards | FABULOUS - GOLD and Large Town Category Winner plus Sustainable Gardening |
| Creasey Lunch Club | An opportunity to impart all that is good in Dunstable and talk about the role of the councillor and bringing the community together |
| 75th Anniversary of RAFA | An enjoyable evening to recognise the continued support of the RAFA community across Dunstable |
| Cultural Consortium Dunstable Exhibition | Dunstable exhibition launched of artwork including textiles - great memories of Dunstable |
| Cultural Consortium Market | An opportunity to support the Consortium in their quest to build memories of Dunstable |
| Jane Cart Service | A nice service that reflected the late Jane Carls generosity to the people of Dunstable and the Diocese of St Albans |
| DIB Awards night | A truly wonderful night celebrating the success of the In Bloom competitions and the people of Dunstable |
| Ashton St Peter's Assembly | So good to see excited children receiving their awards |
| Rock n Roll | Great event that was well attended and enjoyed by all |
| St Augustine's Assembly | A lovely assembly saying thank you and recognising the success of the school and individual students |
| Hillcroft Allotments | A great visit to a community that really deliver if collaborative working. A disused area of the allotments that has been turned into a community garden by the allotment holders. A quiet reflective space supported with a seedcorn grant to buy a bench to sit on and contemplate. |
| Police Memorial Service | A service of remembrance for those police officers who have passed in the last two years. |
| Windy Willows Pumpkin | A great set up and good family fun for residents of both Dunstable and Houghton Regis. This event was opened by both Mayors of Houghton Regis and Dunstable, alongside Ringcraft Boxing. |
| Angliss Gifts aka Ruby Tuesday | Nice to see an old shop turn new - great items on sale with lots of plans for the future |
| Swing, Soul n Supper | An amazing event raising over £800 for charity. Everyone up dancing and singing at the end |
| Pumpkin Festival Quadrant | Fabulous event by the Quadrant Team and Dunstable Town Council - such fun being had by residents of Dunstable |

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 31 OCTOBER 2022

Present: Councillors Lisa Bird (Deputy Town Mayor), Alan Corkhill, John Gurney, Peter Hollick (Chairman), Liz Jones (Town Mayor), Gloria Martin and Greg George

In Attendance: Councillor Kenson Gurney, Paul Hodson (Town Clerk and Chief Executive), Annette Clynes (Town Centre Services Manager, remotely) and Ian Reed (Democratic Services Manager)

In Attendance Remotely: Becky Wisbey (Head of Community Services), Lisa Stephens (Cultural Services Manager), Michelle Collings (HSHAZ Manager), Gill Peck (Youth and Community Manager) and Gina Thanky (Events Officer),

Apologies: Councillors Wendy Bater, Pam Ghent, Lee Roberts and Gladys Sanders,

Public: Nil

168. MINUTES

The minutes of the meeting of the Community Services Committee held on 5 September 2022 were approved as a correct record and signed by the Chairman.

169. SPECIFIC DECLARATIONS OF INTEREST

None received

170. 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 Market Achievement of the Year Award for the National Association of British Market Authorities Awards. The Committee was delighted to learn that the Dunstable submission had won the award for Small Market Achievement Award of the year. The Committee congratulated the Town Centre Manager on the award. The markets had attracted interest from new traders and new traders were joining each month. The Town Centre Services Manager expected a busy Christmas period. It was noted that there was a waiting list for all three days of the markets on 9,10 and 11 December.

The Ashton Square Toilets had been entered into the Loo of the Year competition for 2022, and the results were expected any day now.

Town Centre

The Committee noted the vacancy rates and that the next count would be undertaken in January 2023. Events on The Square were set out in the report. The Twilight Markets were set for 9, 10 and 11 December would operate from 3 pm to 8 pm Friday and Saturday, and 10 am to 3 pm on Sunday 11 December. It was noted that the Salvation Army would be

AGENDA ITEM 8

performing on Saturday 10 December at 3 pm around the Priory Gardens Christmas tree. There would be a licensed street collection on behalf of the Mayor's three charities.

Partnership Working

Examples discussed were:

- The highly successful Halloween event in the Quadrant. The Quadrant Management, Members of staff, consultants BBB and the Mayor were thanked for their roles in making it such a success
- Random Act of Kindness
- The Community 'What's on' Window in West Street

Christmas Lights

It was noted that the Christmas tree fittings had been installed. The tree sponsor was Leaders for the next two years. The new Christmas decorations would be installed in the first week of November. The festoons in Grove Gardens would replace the old decorations.

171. OLDER PEOPLE'S SERVICES

The Committee received updates as follows;

Good Companions Club had twenty-four members. Events held recently included bulb planting and making lavender bags. The Creasey Park Community Football Centre Lunch Club currently had thirty members with a waiting list of twenty. Recent events included in house quizzes and games and Leighton Buzzard Railway and the visit of the Town Mayor.

Coffee Morning

Officers facilitated coffee mornings on 13 September, 11 October and another is booked for 8 November at Furness Avenue supported by Age UK Bedfordshire.

Rock and a Roll

Officers had recently worked on the event in October at Creasey Park Community Football Centre with 26 people attending. It was noted a further event would be held on Tuesday 13 December with a theme of Winter Wonderland.

172. GROVE CORNER AND COMMUNITY ENGAGEMENT

Grove Corner

Grove Corner had received 227 visits from young people between 18 August and 7 October 2022. Pokémon was still popular, and feedback from users was always positive. Grove Corner had over 1,000 Facebook followers and Grove Corner Instagram had 368 followers.

Youth Engagement

Link to Change had been attending Grove Corner to present short workshops about healthy relationships, consent, resilience and the use of slang words and the meanings behind them. Officers were discussing enabling Central Bedfordshire Council to hold a Dunstable youth council in Grove Corner.

School Engagement

Officers were planning to run the 'Taking Charge of your Wellbeing' at Queensbury

Academy.

Community Engagement

A litter pick had been held on Thursday 17 October arch at the cemetery with the Friends of Dunstable Cemetery.

173. 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

The Committee noted the report and actions that were mostly outside of the HSHAZ

- Number 7 High Street South

Further to the report at the last meeting the tender process to undertake the building works had resulted in quotes higher than the agreed grant. There was a shortfall of £10,810; the tenant and owner would not meet the shortfall.

- Number 18 High Street South

It was noted that the works funded outside of the HSHAZ would soon be completed

- Number 21-23 High Street South

The owner had not responded to the latest grant offer. It was hoped the owner would return the signed grant offer by midday on 6 October. This had not happened; the issue was still pending.

Priory House

The Priory House project works started on 12 September and would run for approximately 40 weeks. The stonemasons had found a supply of hard chalk that might be appropriate for use for the webs. Tests on the chalk had been undertaken and the officers were waiting for the results.

Community Engagement

There were HSHAZ activities at the Middle Row Market on 15 October. The mosaic artist who joined us on 30 July returned running a hands-on activity creating a mosaic of Priory House. Puku B Heritage and Education www.pukub.co.uk/ also attended running activities related to prehistoric buildings.

AGENDA ITEM 8

HSHAZ activities were being planned for the Twilight Market including an interactive game being led by Event Production Live over the three days of the market. There will also be traditional street games at the market on the Sunday.

HSHAZ activities are being planned for the market on 17 December. Officers will be joined by Hysterical History www.hystericalhistory.co.uk/ as a Victorian Police Officer. Urban Canvas www.urbancanvas.org.uk/ will be running a Victorian themed Christmas lanterns activity.

In addition to HSHAZ activities at the markets during October to December, the HSHAZ and Grove Corner teams are planning some workshops. Puku B Heritage and Education www.pukub.co.uk/ will be delivering workshops at Beecroft Academy on 12 December.

Madam Geneva and Gent <https://madamgenevaandgent.co.uk/> will be delivering the *three ages of gin - From medicine to mother's ruin and gin today* at Priory House on 1 December. This will comprise a talk covering monasteries to the present day along with a couple of Gin and Tonic and tasters.

Members thanked the HSHAZ Manager for her efforts to deliver the programme.

174. EVENTS

The Events Officer updated the Committee on plans for the Christmas Tree Carols and Torchlight Procession. In all, 15 schools have agreed to attend, with a total of 393 children confirmed to take part in this year's event. This is an increase of over 140 children who attended last year's event.

Grove Theatre's Christmas pantomime cast from Cinderella have confirmed they will be attending the event however, at time of writing we do not yet know which cast members in particular will be attending. BBB will be providing the light show finale.

A suggestion has come from a member to invite the Dunstable Rock Choir to attend this event to support the school choirs. Members agreed that this was a good idea.

ACTION: Events Officer to invite Dunstable Rock Choir.

175. EVENTS REVIEW

The Committee discussed the proposals relating to the proposed events 2023/24 and following a discussion about resources and budget preparation it was agreed to recommend the events budget provided, and that the following would make up the events programme 2023:

- (i) St George's Day – 22 April
- (ii) Kings' Coronation – Live Streaming – 6 May
- (iii) Classic Motor Rally – 10 June
- (iv) Dunstable Live – 24 June
- (v) Party in the Park – 8 July
- (vi) Around the World featuring the Dunstable Festival of Archaeology – 29 July
- (vii) Priory Pictures – 12 August
- (viii) Priory Proms – 9 September
- (ix) Christmas Carols and Torchlight Procession – 24 November

176. PRIORY HOUSE INFORMATION REPORT

Operational Issues

The Committee was advised that there was little disruption from the HSHAZ building works.

Tourist Information Centre and Retail Outlet

A new Shop Assistant had been appointed for six months. Officers were looking to recruit a further person for the Christmas period and for events. Trading was going well. The seating area had assisted the tea rooms maintain a good service. Takeaway coffees from the new Bean to Cup machine was popular with 39 cups sold in September and 82 in October.

The Jacobean Room

All the weddings for the year had now taken place. There were six weddings confirmed for 2023. The Committee was advised of all the bookings for the Jacobean Room which included 64 paid functions.

Priory House Tea Rooms

The tea rooms were trading well. The extra seating in the gift shop was very popular. The total income including additional income for 2022/23 was £78,400.65. This was welcomed. The Committee requested that Members be circulated with staffing costs for the same period.

177. BUDGET PROPOSALS FOR 2023/24

The Committee noted the budget proposal would be considered at the meetings of the Committee in October and January. This would allow Members to request for additional information/proposals that could be prepared for the next meeting. During the discussion the officers were asked to supply Members with details of all allocated reserves and budgeted contributions in time for the next round of committee meetings.

177. 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 and the former General Manager was still assisting the running of the operation. It had been a difficult year but Dial a Ride was on much firmer footing with secure premises.

Dunstable Town Band

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

Men in Sheds (MiS)

Councillor John Gurney reported on the latest developments including;

- The latest training arrangements
- Health and safety issues
- Details of the refurbishment works
- Provision of an extractor fan
- High operating costs

179. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: In terms of Schedule 12A, Local Government Act 1972 to exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on establishment and contractual matters.

180. PRIORY HOUSE STAFFING RESTRUCTURE DECISION REPORT

The Committee had been provided with a report setting out a proposed new Priory House staffing structure. The proposals would be delivered within the existing agreed budget and with no significant changes to job roles. The Committee had the power to agree to the proposed changes if it supported the proposals

RESOLVED: that the staffing restructuring report be approved.

The meeting closed at 21.00

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

ON MONDAY 7 NOVEMBER 2022

Present: Councillors Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor and Chairman), Greg George (Vice- Chairman), Matt Brennan, Philip Crawley, Kenson Gurney, Pamela Ghent and Johnson Tamara.

In Attendance: Councillors Sid Abbott, John Gurney and Peter Hollick, Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Ian Reed (Democratic Services Manager), Dimitrisz Sopisz (Grounds Operations Manager), James Slack (Sports and Leisure Facilities Manager), Mary Dobbs (Cemetery Manager) and Kathy Doyle (Parks and Open Spaces Development Officer).

Apologies: Councillors Mark Cant, Cameron Restal and Gladys Sanders.

Public: Three

181. MINUTES

The Minutes of the meeting of Grounds and Environmental Services Committee held on 13 June 2022 were approved as a correct record and signed by the Chairman.

182. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

183. PLANS-SUB COMMITTEE

- RESOLVED:**
1. That the Committee notes that the meeting of the Sub-Committee set for 13 September was not held due to the death of HM The Queen
 2. That the Minutes of the meetings of Plans Sub-Committee held on 4 October and 25 October be received

184. CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK UPDATE

The Sports and Leisure Facilities Manager presented the report that had been circulated with the agenda.

The Splash Park was now closed for the season. Works were being undertaken to the sewage and waste system in preparation for the next season.

The Sports and Leisure Facilities Manager was thanked for his work. He was also requested to report to the next meeting of the Committee on further options for increasing income from the Splash Café.

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

The Chairman expressed her delight in reporting on the successes of the Town Council this Summer relating to retaining two Green Flag awards, and receiving gold awards for Britain in Bloom and Anglia in Bloom. She noted that the successes recorded was a result of officers' ability to secure and develop partnership working with Dunstable in Bloom and many other groups and organisations. The contributions made by the Grounds Team were acknowledged.

The Committee received a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) Dunstable Cemetery

The Committee was advised that 369 burials had taken place in the lawn section of the cemetery extension since February 2016. Grass cutting and grounds maintenance operations continued throughout the summer and into autumn. The floral displays had been well maintained with plenty of colour showing this year. The grounds team are currently preparing for the winter / spring displays. The Friends of Dunstable Cemetery met on a number of occasions to carry out light grounds activities. During the summer the Friends continued to meet every two weeks. The Friends also welcomed a number of new volunteers to the group. Several volunteers from the Church of The Latter-Day Saints met in September for a half day work activity in the Cemetery, to help clear overgrown graves and carry out general maintenance duties.

The stonework repairs to the chapel complex previously approved by this committee have been largely completed. Memorial safety works were ongoing.

b) Allotments

Members noted that there were 265 people on the waiting list. It was noted that fencing works at the Catchacre site and the extended section of fencing at Meadway were completed.

c) Recreation Grounds – play areas

Since the last report there had been no reported incidents of vandalism to play equipment. Following the site meeting with CBC Councillors at Frenchs Avenue public open space to discuss the use of CBC Estate Regeneration funding quotations had been received for safety surfacing and fence repairs. CBC Ward Councillors had received recommendations on the appointment of contractors. A decision was awaited.

d) Sports pitches and General Grounds Maintenance

The Committee was advised that the final mowing of longer grass areas had almost been completed following the trial on differential mowing regimes.

e) Tree Planting at Mentmore Recreation Ground

The Committee received an update including securing funding through CBC for the creation of a 'tiny forest' promoted by Earthwatch. The planting of trees will be undertaken before Christmas.

Hedge row planting along the eastern boundary of the site using Woodland Trust funding was being planned for January 2023. In relation to woodland planting and following advice from the Woodland Trust and other specialists it was now planned to create a number of small copse areas and also to plant box trees that were a specialist Chiltern species.

f) Town Ranger Services

The Committee noted with satisfaction that the service was celebrating ten years of service to the town. It was agreed that Officers would look at adding information to the Council's website to celebrate the 10 years and it was noted that a social media post had already been made.

g) Priory and Grove House Gardens and the Town Centre

Bedding plants and floral displays had now been removed across the town. The winter/spring bedding planting would soon be installed. It was noted that the Council was moving towards more permanent drought tolerant, open pollinating and colourful planting at some locations.

h) Dunstable in Bloom

The Committee noted the achievement of the Town collecting a Gold Award at the Britain in Bloom UK Finals as well as winning the Best Large Town in the UK category. For the Anglia in Bloom competition Dunstable was awarded a Gold medal overall and received recognition in eleven other judging categories.

The Committee noted with satisfaction that a Civic Reception would be held this month to celebrate these achievements and thank all those that participated.

It was agreed that the Committees' appreciation be passed on to all the staff involved in these achievements.

186. LUTON ROAD MULTIPLE GAMES AREA (MUGA) KICK ABOUT AREA AND PLAYGROUND

The Committee received a report on progress with the installation of a MUGA kick about area and the refurbishment of the play area at Luton Road Recreation Ground.

Members supported a suggestion to include local children in the consultation process once the designs for the MUGA and refurbishment of the play area had been obtained.

A member asked about the CCTV coverage in the area. The Committee was advised that there was no coverage at Luton Rd but that Members might like to consider this for inclusion in a future Corporate Plan.

RESOLVED (1) that Councillors Bird, Crawley George, K Gurney and Jones be appointed to the Member/Officer Panel and the Panel be authorised to determine the most suitable design and tender.

(2) that the Head of Grounds and Environmental Services be authorised to let a contract in accordance with the decision of the Panel

(3) that the Finance and General Purposes Committee be recommended to release £80,000 from the monies received from the sale of land at Meadway to part fund this project

187. BUDGET PROPOSALS FOR 2023/24

The Committee noted the budget proposal would be also considered at the meeting of the Committee in January. It was noted that officers had already undertaken during the Community Services Committee to provide a separate report regarding the current ear-marked reserves and any possible savings for the coming year with the next round of committee papers.

188. REPORTS FROM OUTSIDE ORGANISATIONS

No reports

189. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: In terms of Schedule 12A, Local Government Act 1972 to exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on establishment and contractual matters relating to;

i. Creasey Park Community Football Centre(CPCFC).-Future

ii. Current and Future Cemetery Provision

190. UPDATE ON DISCUSSIONS REGARDING THE FUTURE OF CREASEY PARK COMMUNITY FOOTBALL CENTRE (CPCFC)

The Committee received a report from the Town Clerk and Chief Executive on the extended negotiations on the future management of (CPCFC)

RESOLVED: that Central Bedfordshire Council be asked to consider extending the current contract by twelve months to allow the Town Council to further review options.

191. CURRENT AND FUTURE CEMETERY PROVISION

The Committee received a report which updated Members on the remaining capacity for burial within Dunstable Cemetery and progress to date with finding new burial space.

RESOLVED: (1) that the Council continues to accept non-resident burials during the financial year 2023/24 and allows the new Council in 2023 to review the situation taking account progress and timescales for securing new burial land.

(3) that the Finance and General Purposes Committee be recommended to create a Cemetery Development Reserve utilising £75,000 from the sale of land at Meadway.

The meeting closed at 21.00

AGENDA ITEM 8
DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

ON MONDAY 14 NOVEMBER 2022

Present: Councillor Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Gloria Martin (Chairman), Philip Crawley (Vice-Chairman), Sid Abbott, John Gurney, Kenson Gurney and Peter Hollick

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Finance and Responsible Financial Officer), John Crawley (Head of Grounds and Environmental Services) and Ian Reed (Democratic Services Manager)

Apologies: Councillors Wendy Bater, Mark Cant, Cameron Restall and Lee Roberts

Public Attendance: Nil

192 MINUTES

The minutes of the meetings of Finance and General Purposes Committee held on 26 September 2022 were approved as a correct record and signed by the Chairman.

193 SPECIFIC DECLARATIONS OF INTEREST

None received

194 FINANCIAL MONITORING REPORT

The Head of Finance and Responsible Financial Officer presented the financial monitoring report for the period ending 30 September 2022. The Committee also noted details of the Council's earmarked reserves as of 31 October 2022.

The Head of Finance and Responsible Financial Officer made members aware of the current financial position the Council was in. The summary showed a potential net revenue underspend at the end of the financial year of £42,069. It was noted that this took into account the £50,000 contribution from the general reserve agreed.

RESOLVED: That the above reports be noted

195 BUDGET PROPOSALS FOR 2023/24

The Committee noted the budget proposal would be also considered at the meeting of the Committee in January. It was noted that officers had already undertaken during the Community Services Committee to provide a separate report regarding the current earmarked reserves and any possible savings for the coming year with the next round of committee papers.

In considering the report the Committee noted the national pay agreement of £1,925 for all staff and the position of General Reserves.

The following were discussed;

- The provision of three editions of Talk of The Town rather than four – printing and distribution
- Root and branch review of all services
- The use of General Reserves
- Energy efficiency

196 CIVILITY AND RESPECT PROJECT

The Committee considered a report that explained that the National Association of Local Councils and the Society of Local Councils were carrying out a programme of works to address the issues of bullying and disrespect in the sector. These national organisations believed it was time to put civility and respect at the top of the national agenda to start a culture change for the local council sector. All local councils were being asked to sign the Civility and Respect Pledge. It was understood that by signing up to the pledge the Council was committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect.

RESOLVED: That the Full Council be recommended to sign the Civility and Respect Pledge

197 CONSTITUTION WORKING GROUP

The Committee considered a report asking it to establish a Working Group of Councillors to review the Council's current constitution, consider officer recommendations for changes and provide any proposed changes to the Committee for agreement in March 2023.

RESOLVED: (1) That the Committee approves the establishment of a Working Group to review the Council's constitution Standing Orders etc
(2) That Councillors Gloria Martin, John Gurney, Kenson Gurney, Peter Hollick and Liz Jones be appointed to the Working Group
(3) That the Council be invited to appoint an additional Member

198 MARKETING AND COMMUNICATIONS

The Committee considered a report on the Town Council's marketing and communication activities. The Committee welcomed the report and discussed issues as follows;

- Social media channels had continued to see significant growth
- Talk of the Town – a review of paid advertising was suggested

RESOLVED: That the Committee welcomes the report and acknowledges the work of the Corporate Marketing and Communications Officer.

199 ANNUAL COUNCIL MEETING AND MAYOR MAKING

The Committee noted the venue for the Annual Council meeting and Mayor Making Ceremony to be held on 15 May 2023. It was noted that the likely venue would once again be the Dunstable Conference Centre.

The Committee welcomed the report and noted the event arrangements would be made by officers based on previous events. The Committee was happy to support the use of the Dunstable Conference Centre subject to the stage was not used as part of the ceremony.

200 MEADWAY CAPITAL FUNDS PROPOSALS

The Town Clerk and Chief Executive presented the report. He also reported that the Grounds and Environmental Services Committee at its meeting in November had resolved to make recommendations to this Committee on the use of Meadway funding. The Committee was reminded that the sale of land at Meadway had resulted in the Town Council receiving a sum of £500,000 from the sale of land. The Committee was now invited to make recommendations to Council to allocate the capital receipt for the schemes listed in the report.

RESOLVED: (1) That the Committee recommends to Full Council the creation of ear-marked reserves from the £500,000 capital receipt as follows:

- (i) White Lion land landscaping this allocation subject to the free transfer of land from Luton Borough Council - £10,000
- (ii) Luton Road Multi Use Games Area (MUGA) as detailed in the recommendation from the GES Committee and would be undertaken alongside a refurbishment of the play area - £100,000.
- (iii) New cemetery design and development and creation of a Cemetery Development Reserve - £75,000
- (iv) Street Dressing re-usable banners etc for use such as for the Coronation - £18,000
- (v) Depot extension (Additional floor to be added to the current staff facility £100,000 earmarked reserve – implementation subject to the results of the long term management of Creasey Park Community Football Club

RESOLVED: (2) That the Committee recommends to Full Council the creation of an ear-marked reserve of £74,000 fore the repair of the Downside Community Roof, using funds from the General Reserve.

The Committee decided to defer making decisions on the following proposals, pending further information:

- (vi) Priory House Furniture (to be installed following completion of works) - £27,000
- (vii) Provision of 16 full sized plots (or 32 half sized plots) at Downside Recreation Ground Development reserve - £75,000
- (viii) Roof repairs and changing room revitalisation of the Luton Road pavilion - £170,00

201 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) Citizen’s Advice Management Committee – No report

AGENDA ITEM 8

- b) Dunstable International Twinning Association (DITA) – Councillor Peter Hollick reported on that on Friday the Town Council would be assisting DITA in planting two cherry trees donated by the visitors from Porz in the Summer.
- c) Hospice at Home Management Committee – Councillor Jones reported on activities such as renewing risk assessments, refreshing its constitution and maximising grant opportunities.
- d) Ashton Alms-houses Charity - Councillor Hollick advised the Committee of a new resident taking up residence. There was one flat vacant at the moment.
- e) It was agreed all organisations that have Town Councillor representation be listed on the agenda so Members have an opportunity to make appropriate reports.

The meeting closed at 21.05

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 24 NOVEMBER 2022

Present: Councillors Gloria Martin, Liz Jones and Lisa Bird
In Attendance: Paul Hodson – Town Clerk and Chief Executive
Apologies for Absence: Councillor John Gurney, Peter Hollick and Sid Abbott.

1. **To nominate a Chairman and Vice-Chairman of the Sub-Committee for the remainder of the Municipal Year 2022/2023.**

Councillor Martin was nominated as Chairman and Councillor Bird nominated as Vice-Chairman.

2. **Specific Declarations of Interest**

None

3. **Minutes of the Meeting of the Personnel Sub-Committee held on 21 April 2022**

Approved

4. **Annual Staff Survey**

It was agreed that the next staff focus group will be given the full results of the survey to consider which areas to explore and comment on further.

5. **AGREED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

6. **Establishment**

Members agreed to recommend to Council to increase the hours of the Corporate Marketing and Communications Officer to 37 per week.

DUNSTABLE TOWN COUNCIL**MEETING OF FULL COUNCIL****6 DECEMBER 2022****CHANGES TO COMMITTEE MEMBERSHIP AND OUTSIDE BODIES
REPRESENTATION**

| | |
|---------------------------|---|
| Purpose of Report: | The purpose of this report is to recommend that the Council agrees to change committee membership as detailed in this report. |
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1. ACTION RECOMMENDED

- 1.1 That the Council agrees the following change to committee membership:
- That Councillor Sid Abbott ceases to be a member of the Community Services Committee
 - That Councillor Sid Abbott becomes a member of the Grounds and Environmental Services Committee

2. INTRODUCTION

- 2.1 The changes set out above have been requested by Councillor Abbott.

3. FINANCIAL IMPLICATIONS

- 3.1 None

4. POLICY AND CORPORATE PLAN IMPLICATIONS

- 4.1 The recommended changes accord with the Council's corporate priority of '*Continuing to represent residents, businesses and community groups of Dunstable on key strategic issues facing the town*'.

5. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 None

6. AUTHOR

- 6.1 Paul Hodson – Town Clerk and Chief Executive
E-mail: paul.hodson@dunstable.gov.uk