

Dunstable Town Council  
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Paul Hodson, Town Clerk and Chief Executive

Date: 6 April 2023

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 17 April 2023** 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 MS Teams. Those who wish to attend online are asked to request an invite by emailing [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk) by 4pm on Friday 14 April 2023.

### **AGENDA**

1. Apologies for Absence.
2. To agree as a correct record the Minutes of the Council Meeting held on 6 February 2023 (Minutes enclosed - page 3)
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 February to April 2023 (page 6)
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the following Committees:

| <b><u>Committee</u></b>            | <b><u>Date</u></b> | <b><u>Page</u></b> |
|------------------------------------|--------------------|--------------------|
| Community Services                 | 6 March 2023       | 8                  |
| Grounds and Environmental Services | 13 March 2023      | 11                 |
| Finance and General Purposes       | 20 March 2023      | 14                 |

8. Referral Reports – to consider any referral reports from other Committees
  - 8.1. FGP – Recommendation that the Council adopts the proposed new Standing Orders (Minute 80/23) (see page 14) (Appendix 1 at page 19)
9. To receive and note the Minutes of the Annual Town Meeting held on 27 March 2023 (page 41)
10. To receive the minutes of the Dunstable Joint Committee held on 1 Dec 2022 (page 43)
11. Financial Update and Reserves Allocation – Report (page 49)
12. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Yours faithfully



Paul Hodson  
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council  
Copies to: Central Bedfordshire Councillors for Dunstable for information

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE COUNCIL**

#### **HELD ON MONDAY 6 FEBRUARY 2023 COMMENCING AT 7.00 P.M.**

Present: Councillors Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Sid Abbott, Wendy Bater, Matt Brennan, Philip Crawley, Alan Corkhill, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Peter Hollick, Gladys Sanders and Johnson Tamara, with Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Finance and Responsible Finance Officer) and Becky Wisbey (Head of Community Services – via Teams)

Apologies: Councillors Gloria Martin, Mark Cant and Cameron Restall

Members of the public; four in person, twenty via Teams

**A minute's silence was held to mark the death of former Town Mayor Terry Colbourne.**

#### **48/23 MINUTES**

The minutes of the meeting of the Council held on 5 December 2022 were approved as a correct record and signed by the Town Mayor.

#### **49/23 DECLARATIONS**

There were no specific declarations of interest.

#### **50/23 CHAIRMAN'S REMARKS**

The Town Mayor spoke in support of a report relating to her activities up to the beginning of January 2023. The Mayor particularly noted that the last month had been a busy time for herself and Councillor Lisa Bird, Deputy Mayor. The dart-a-thon held over 24 hours beginning on 3 February was a great success, raising over £3,000 for the Mayor's charities.

The date of the Civic Service was to be changed in light of the pre-election period, along with the coffee morning originally arranged before the beginning of the pre-election period.

#### **51/23 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

#### **52/23 TO ANSWER QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

#### **53/23 OLD PALACE LODGE (agenda item brought forward in the agenda)**

Councillor John Gurney and Councillor Liz Jones proposed motions. Members discussed the motions.

Councillor John Gurney proposed, it was seconded and

**NOT RESOLVED:**

1.1 *That, in light of a town centre hotel recently preventing any member of the general public from booking or casually using any of its rooms or other facilities for at least the next 6 months; the Council contact all hotels and guest houses in Dunstable to ask they do not accept a block booking for all of their rooms for a period lasting more than 3 months, nor prevent the general public from using any of their facilities such as a bar, restaurant or meeting rooms.*

Councillor Jones proposed, it was seconded and

**RESOLVED:**

2.2 *That, being located on the crossing of two main historic routes, Dunstable has a proud history of welcoming people from far and wide. This Council values all of its residents. We welcome all new residents and will encourage and support them to become active members of the community wherever possible.*

2.3 *The Council is committed to supporting local businesses and developing a thriving high street. The Council hopes that the Old Palace Lodge will be returned to its normal use once it is economically viable to do so.*

**54/23 COMMUNITY SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Community Services Committee held on 9 January 2023 be received.

**55/23 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 16 January 2023 be received.

**56/23 FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on 23 January 2023 be received.

**57/23 BUDGET, PRECEPT AND RESERVES 2023/24**

It was proposed, seconded and

**RESOLVED:**

1.1 That the proposed budget and fees and charges for 2023/24 be approved (enclosed at Appendix 1), as recommended by Community Services Committee on 9 January 2023, Grounds and Environmental Services Committee on 16 January 2023 and Finance and General Purposes Committee on 23 January 2023.

It was proposed, seconded and

**RESOLVED:**

1.2 That the proposed ear marked reserves for 2023/24 (enclosed at Appendix 2) be approved.

It was proposed, seconded and

**RESOLVED:**

1.3 That, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council of £2,791,245, resulting in a Dunstable Town Council Tax change (Band D) at the rate of £209.49, being an increase of 12.53% which equates to an increase of £21.83 per year, or 42p per week.

**58/23 REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL**

No report received.

**The meeting closed at 8:09pm**

**DUNSTABLE TOWN COUNCIL****MONDAY 17 APRIL 2023****CIVIC EVENTS AND MAYORAL ACTIVITIES****1. GENERAL INFORMATION****Purpose of Report: For information**

- 1.1 The Town Mayor has performed the following civic duties since the last meeting of Dunstable Town Council:

|            |  |
|------------|--|
| 02/02/2023 | Planting at St Mary's Gate                       |
| 02/02/2023 | Asda Community Engagement Mtg                    |
| 03/02/2023 | 24 Hr Dart-a-thon                                |
| 05/02/2023 | Dring Tea and Cakes Launch                       |
| 05/02/2023 | Ampthill Civic Service                           |
| 07/02/2023 | Brownies visit to Grove House                    |
| 07/02/2023 | SR Wood Breakfast Event                          |
| 13/02/2023 | Caritas Harmony Presentation                     |
| 14/02/2023 | Quadrant and DTC Joint Valentine Event           |
| 16/02/2023 | Public meeting OPL                               |
| 18/02/2023 | Pride of Houghton Awards                         |
| 19/02/2023 | Stotfold Civic Service                           |
| 24/02/2023 | Flitwick Quiz Night                              |
| 26/02/2023 | Girl Guiding Thinking Day Event                  |
| 26/02/2023 | Leighton Linlade Civic Service                   |
| 27/02/2023 | Brownies at Grove                                |
| 03/03/2023 | OPL liaison meeting                              |
| 03/03/2023 | Civic Service DTC                                |
| 05/03/2023 | Sports Traider Event                             |
| 05/03/2023 | Mayors Kazmicks Lunch                            |
| 08/03/2023 | Mangos opening                                   |
| 09/03/2023 | Dunstable In Bloom Volunteer Coffee Morning      |
| 10/03/2023 | Memorial Service for Past Mayor, Terry Colbourne |
| 10/03/2023 | Ploughman's supper                               |
| 11/03/2023 | Brownies Coffee Morning                          |
| 12/03/2023 | Biggleswade Civic Service                        |
| 15/03/2023 | Long Service Award -Kelley Hallam                |
| 16/03/2023 | Pickleball Launch                                |
| 16/03/2023 | Street Food Market Launch                        |
| 17/03/2023 | Bedfordshire Police Cohesion Awards              |
| 21/03/2023 | Central Bedfordshire College careers Fayre       |
| 22/03/2023 | Ringcraft Boxing meets Sport Traider             |
| 23/03/2023 | Queensbury School Engagement Event               |
| 23/03/2023 | Salvation Army Debt Advice Meal                  |
| 24/03/2023 | Weatherfield School 6th Form 10yrs               |
| 25/03/2023 | Tesco Fundraising Weekend with DRC               |

|            |  |
|------------|--|
| 25/03/2023 | FOPHG Thatching Talk                                     |
| 26/03/2023 | Tesco Fundraising Weekend with HHV                       |
| 27/03/2023 | Town Meeting   |
| 28/03/2024 | Brownie Presentation - Charity Badge                     |
| 29/03/2023 | Kids in Action Official Opening of Premises they now own |
| 31/03/2023 | Sea Cadets Award Night                                   |

The Town Mayor will report on other later attendances at the meeting.

## **2. AUTHOR**

2.1 Kelley Hallam – Business Support Manager  
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Cllr Liz Jones – Town Mayor of Dunstable  
Email: [liz.jones@dunstable.gov.uk](mailto:liz.jones@dunstable.gov.uk)

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE**

**HELD ON MONDAY 6 MARCH 2023 FROM 19:00**

Present: Councillors Lisa Bird (Deputy Town Mayor), Wendy Bater, Greg George, Pam Ghent, John Gurney, Peter Hollick (Chairman), and Gladys Sanders.

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Gill Peck (Youth and Community Manager).

In Attendance remotely: Annette Clynes (Town Centre Manager), Michelle Collings (HSHAZ Manager), Gina Thanky (Events Officer).

Apologies: Councillors, Liz Jones (Town Mayor), Gloria Martin, and Cameron Restall.

Public: Nil

#### **59/23 SPECIFIC DECLARATIONS OF INTEREST**

None received.

#### **60/23 MINUTES**

The minutes of the meeting of the Community Services Committee held on 9 January 2023 were approved as a correct record and signed by the Chairman.

#### **61/23 TOWN CENTRE SERVICES**

Members received the report provided. The Town Centre Manager update that there are 25 stalls booked for 18 with two craft stalls. There are already 16 stalls booked for the 8 April, along with three craft stalls. Members noted that four businesses who started with market stalls now have their own shop units in the Quadrant.

Members congratulated the Town Centre Manager on her work to enable the Council to receive the platinum award for the public toilets in Ashton Square.

#### **62/23 OLDER PEOPLE'S SERVICES**

Members received the report provided which was summarised by the Youth and Community Manager. Members were informed that officers had met with South Beds Dial A Ride, and the organisation will be providing transport to the Town Council's lunch clubs from April onwards.



### **63/23 GROVE CORNER AND COMMUNITY ENGAGEMENT**

Members received the report provided. It was agreed to apply for and accept grant funding of £30,000 per year for three years from Central Bedfordshire Council to pay for equipment and activity costs together with additional staffing to cover additional sessions and activities. This could be using casual youth and community staff or through the creation of a temporary part time position until March 2026.

Members were informed that Grove Corner will be closed in the evening on Friday 17 March to enable staff to attend Bedfordshire Police's Cohesion Awards evening.

**RESOLVED:** To apply for and accept grant funding of £30,000 per year for 3 years from Central Bedfordshire Council to pay for equipment and activity costs together with additional staffing. If required, to create new youth and community position(s) if successful with funding.

### **64/23 HIGH STREET HERITAGE ACTION ZONE (HSHAZ)**

Members received the report provided. The HSHAZ Manager updated Members that the likely length of the extension to the project is not year clear. The grant application submitted to Historic England for a Heritage At Risk Grant had been submitted. It is anticipated that a decision will be provided by the third week of March. The application was to fund the additional works to the Undercroft in full; Historic England had indicated that no further match funding would be required, in light of the additional funding the Town Council has already had to provide for the project.

**RESOLVED:** To approve the acceptance of a Heritage at Risk grant from Historic England to fund a cost increase to the Priory House works if the grant application is successful.

### **65/23 EVENTS**

Members received the report provided. The Events Manager summarised the report.

### **66/23 PRIORY HOUSE INFORMATION REPORT**

Members received the report provided. Members noted that the additional opening hours and seating area had enabled income to be higher than forecast during the period of works to the Undercroft.

### **67/23 SERVICE LEVEL AGREEMENT**

The Head of Community Services reported on the only Service Level Agreement (SLA) application received so far in 2023. The application was from Dunstable Foodbank requesting an SLA to further develop and extend their current provision.

**RESOLVED:** For the Council to enter into a Service Level Agreement with the Dunstable Foodbank for £1,000 per year for four years.

## **68/23 REPORTS FROM OUTSIDE ORGANISATIONS**

### Men in Sheds (MiS)

Councillor Gurney updated Members that the Shed is now back to full operational use. The only outstanding items are an extractor fan, glass front doors and replacement windows. Seven new people have expressed interest in joining, which would increase membership by 25%. New safety procedures have been put in place, which will limit members allowed into the workshop to six at any one time. However, the kitchen is now separated, so more members can sit in there. Additional funding has been obtained for new projects. The official re-opening will be carried out by the Town Mayor on Friday 12 May at 15:00. Andrew Selous MP has also agreed to intended. Invitations will also be sent to Town and CBC councillors, along with officers and businesses who have been involved. The AGM will be held in mid-May after the Town Council elections.

Councillor Bird expressed thanks to Councillor Hollick for chairing the committee during the current electoral year.

**The meeting closed at 20:11**

## **DUNSTABLE TOWN COUNCIL**

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

**ON MONDAY 13 MARCH 2023 FROM 19:00**

Present: Councillors Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor and Chairman), Matthew Brennan, Alan Corkill, Greg George (Vice-Chairman), Sid Abbott, Kenson Gurney, Pamela Ghent, Gladys Sanders and Johnson Tamara.

In Attendance: Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Dimitrisz Sopisz (Grounds Operations Manager), James Slack (Sports and Leisure Facilities Manager) and Kathy Doyle (Parks and Green Space Development Officer)

Apologies: Councillors Mark Cant and Cameron Restall.

Public: Nil.

#### **69/23 MINUTES**

The Minutes of the meeting of Grounds and Environmental Services Committee held on 16 January 2023 were approved as a correct record and signed by the Chairman.

#### **70/23 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

#### **71/23 PLANS-SUB COMMITTEE**

**RESOLVED:** That the Minutes of the meetings of the Plans Sub-Committee held on 24 January and 14 February be received.

19:07: Councillor Sanders entered the Chamber.

#### **72/23 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK**

The Sports and Leisure Facilities Manager summarised the report. It was noted that following poor weather since the report was issued the forecast income had reduced by several thousand pounds due to games and training sessions being cancelled. A small surplus is still forecast. Members noted that both teams had increased the number of spectators attending games.

The Sports and Leisure Facilities Manager summarised work that is ongoing to seek additional uses and income from the café and recreation ground. Officers have been working with the Community Engagement Team and CBC's Cultural Engagement Officer to identify additional uses for Bennet's Memorial Recreation Ground. Coffee

mornings have already been booked in with the Community Services Team for after the Splash Park closes at the end of season.

The Sports and Leisure Facilities Manager explained that three initial quotes had been obtained for sails to provide shade. Indicative costs were around £40,000 for a reasonable coverage, using four sails. Members suggested positioning shading outside the railings so it could be used all year round. Members also requested officers review the option of charging for a specified shaded area or use of canopies.

**RESOLVED** that officers would provide the upcoming meeting of Full Council with a report providing costed options with accompanying risks and opportunities for providing shade in Bennett's Memorial Recreation Ground.

### **73/23 CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS AND RANGER SERVICE**

Members noted the report.

#### **Recreation Grounds – play areas**

Members noted the report. Members requested before and after photos from the work at French's Avenue.

#### **Mentmore Tree Planting**

Members congratulated the Parks and Open Spaces Development Officer for the success of the project and the photographs provided.

#### **Town Rangers**

The Grounds Operations Manager informed Members that some parish councils had expressed interest in using the Town Ranger Service following contact to offer them a service for one-off ad hoc works. However, the requests have been for routine weekly and ongoing grounds maintenance works rather than ad hoc works and the Rangers are currently not able to offer routine maintenance service without additional investment and resources. Officers will continue to seek commercial opportunities and explore options with surrounding parishes and other organisations.

### **74/23 OUTDOOR GYM EQUIPMENT IN GREEN SPACES**

Members noted the report. The Head of Grounds and Environmental Services updated Members that the funding available from CBC was less than originally thought; £3,400 is available. The total cost remained the same. Officers had reduced the installation and delivery cost by just over a £1,000. It was proposed to increase the match funding to £5,767, which would still enable the eight pieces of equipment to be obtained and installed. The Head of Grounds and Environmental Services confirmed that suitable advice would be placed next to the equipment to provide information about its safe use and how to make the best use of it to improve fitness. The only site that currently provides gym equipment is French's Avenue. Once installed the Council will publicise the equipment's installation.

**RESOLVED** (1) that the Council installs four pieces of outdoor gym equipment at Olma Rd Recreation Ground and four at Downs Rd Recreation Ground.

(2) that the Council uses in year revenue savings of £5,767 as match funding to complete the identified Corporate Plan action.

## **75/23 REPORTS FROM OUTSIDE ORGANISATIONS**

No update

## **76/23 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 the following item.

## **77/23 FUTURE USE OF LUTON ROAD BOWLING GREEN AND ASSOCIATED SPORTS PAVILION**

Members received a confidential report. The Head of Grounds and Environmental Services summarised the report.

**RESOLVED** (1) that Committee recommends to the Finance and General Purposes Committee the release of up to £170,000 of the capital receipt secured from the sale of land at Meadway to carry out the works detailed in Appendix 1.

(2) that, subject to approving the recommendation detail above, the Town Clerk and Chief Executive to provide the assurances and confirmations sought by Dunstable Town Bowls Club as outlined in section 3.11 of the report.

(3) that the Town Clerk and Chief Executive is authorised to negotiate the Council's percentage share of the cost of upgrading the roadway access and additional parking with Dunstable Town Bowls Club within the current funding available.

The Chairman gave her thanks to the officers who had supported her in her role as Chairman.

**The meeting closed at 20:38**

## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**ON MONDAY 20 MARCH 2023 FROM 19:00**

- Present: Councillor Liz Jones (Town Mayor), Lisa Bird (Deputy Town Mayor), Gloria Martin (Chairman), Sid Abbott, Matt Brennan, John Gurney, Kenson Gurney, Peter Hollick and Johnson Tamara
- In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Finance and Responsible Financial Officer), Lisa Stephens (Cultural Services Manager – via Teams) and Becky Wisbey (Head of Community Services – via Teams)
- Apologies: Councillors Mark Cant, Philip Crawley (Vice-Chairman), Wendy Bater and Cameron Restall
- Public: None

#### **78/23 MINUTES**

The Minutes of the meeting of the Finance and General Purposes Committee held on 23 January 2023 were approved as a correct record and signed by the Chair.

#### **79/23 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

#### **80/23 Referral from the Constitution Working Group**

Members noted some minor formatting errors.

**RESOLVED:** to recommend to Council that the Council adopts the proposed new Standing Orders.

#### **81/23 FINANCIAL MONITORING REPORT**

**RESOLVED:**

- I. To receive and note the first interim Internal Audit Report for financial year 2022/23.
- II. To approve the revised Financial Regulations submitted
- III. To approve the allocation of £44,864 year end forecasted savings to the following reserves:

|   |                |
|---|----------------|
| Development of a new 4-year corporate plan in 2023/2024   | £5,000         |
| Additional contribution to the IT reserve in preparation for retendering the IT contract in July 2024 and new tablets for members | £10,000        |
| Priory House ongoing restoration works contingency  | £29,864        |
| <b>TOTAL</b>  | <b>£44,864</b> |

## **82/23 PRIORY HOUSE REOPENING**

The Cultural Services Manager summarised the report.

**RESOLVED:** to agree spend from the Meadway capital fund of up to £26,000 for a new bespoke serving counter, sofas, tables and chairs for the Undercroft when it is reopened.

## **83/23 REVISED COMPLAINTS POLICY**

**RESOLVED:** to adopt the proposed Complaints Policy

## **84/23 PRESS AND MEDIA POLICY**

**RESOLVED:** to adopt the proposed Press and Media Policy

## **85/23 STAFF BENEFITS**

**RESOLVED:**

- I. To approve the proposals to offer staff the following enhanced benefits:
  - a) Wagestream
  - b) Vivup
  - c) ToHealth
  - d) Electric Car Lease Scheme with Octopus Energy
- II. For the Council to investigate providing electric charging points that would be available to staff to use, at their own cost

Councillor Tamara left the Chamber

## **86/23 PHONE BOX – REPORT**

**RESOLVED:**

- I. That the Council adopts the red telephone phone box on Church Street in accordance with the BT adoption scheme.
- II. That the Council approves the use of in year revenue savings made during 2022.23 in addition to the current forecast savings up to £5,000, to progress the project.

Councillor Tamara re-entered the Chamber

## **87/23 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- a) Hospice at Home Management Committee – Councillor Jones reported that a meeting was taking place in early May. The work to support 30 plus patients continues.

- b) Ashton Almshouses Charity – Councillor Hollick updated Members that there was a vacancy that the charity were working hard to fill; the charity is working well.
- c) Ashton Schools Foundation – Councillor Hollick reported that Ashton School had received monies from the sale of Ashton Middle School, along with Manshead. A number of projects had been delivered which had helped to transform the school. The final tranche will be spent over the summer holidays.
- d) Chew's Foundation – Councillor Kenson Gurney reported that the opening hours had been extended.
- e) Poor's Land Charity – Councillor Jones updated Members that the Charity met on 2 February to agree that £70 per person would be distributed on Maundy Thursday.
- f) Lockington Charity and Marshe Charity – Councillor Jones updated Members that the charity had increased its capacity with additional administrative support.
- g) Dunstable Concert Ensemble – Councillor Martin reminded Members that the Concert Ensemble is no longer in existence.

## 88/23 EXCLUSION OF PRESS AND PUBLIC

**RESOLVED:** 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 that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

## 89/23 STAFFING – REFERRAL FROM PERSONNEL SUB-COMMITTEE

**RESOLVED:**

- I. to adopt the following revised staffing structures for the Town Clerk & Chief Executive's Office and Creasey Park Community Football Centre from 1 April 2023, providing that the job role assessments are in line with the forecast costs provided:

### 3.2 Town Clerk and Chief Executive's Office (Cost Centre 100)

| Post  | Mid Scale point | Hours | Base Salary full FTE | Base Salary actual | Actual cost, including 8% increase, NI and pension |
|---|-----------------|-------|----------------------|--------------------|--|
| Town Clerk & Chief Executive                            | 61              | 37    | 79,118               | 79,118             | 118,883  |
| Head of Finance and Responsible Financial Officer (RFO) | 38              | 37    | 44,539               | 44,539             | 66,376   |
| Business Support Manager                                | 34              | 37    | 40,478               | 40,478             | 60,209   |
| Compliance Manager                                      | 34              | 20    | 40,478               | 21,880             | 45,176   |



|  |            |    |        |        |        |
|--|------------|----|--------|--------|--------|
| Democratic Services Manager                  | 24         | 37 | 33,024 | 33,024 | 41,825 |
| Corporate Marketing & Communications Officer | 20         | 37 | 28,371 | 28,371 | 41,825 |
| Finance Officer                              | 20         | 20 | 28,371 | 15,336 | 22,031 |
| Administrative Assistant                     | 9          | 20 | 23,194 | 12,537 | 17,782 |
| Administrative Assistant                     | 9          | 20 | 23,194 | 12,537 | 17,782 |
| Office Apprentice                            | Apprentice | 37 | 10,159 | 10,159 | 13,028 |

### 3.3 Creasey Park Community Football Centre (Cost Centre 112)

| Post                                       | Mid Scale point | Hours | Base Salary Full FTE | Base Salary Actual | Actual cost, including 8% increase, NI and pension |
|--|-----------------|-------|----------------------|--------------------|--|
| Sports & Leisure Facilities Manager        | 35              | 17    | 41,496               | 19,066             | 27,695   |
| CPCFC Duty Manager                         | 13              | 30    | 24,948               | 20,228             | 29,460   |
| CPCFC Manager                              | 23              | 37    | 30,151               | 30,151             | 32,563   |
| Sports & Leisure Facilities Assist Manager | 19              | 30    | 27,852               | 22,583             | 33,036   |
| Bar & Catering Assistant 2 (LWF)           | LW              | 23    | 21,029               | 13,072             | 17,124   |
| Bar & Catering Assistant 4 (LWF)           | LW              | 11    | 21,029               | 6,252              | 7,927  |
| Bar & Catering Assistant 3 (LWF)           | LW              | 12    | 21,029               | 6,536              | 8,288  |
| Bar & Catering Assistant 1 (LWF)           | LW              | 17    | 21,029               | 9,378              | 11,930   |
| CPCFC Casuals - Bar/Kitchen                | 10.90           | 2,146 |                      | 23,391             | 23,391   |
| CPCFC Casuals - Duty Manager               | 13.72           | 894   |                      | 12,262             | 12,262   |

II. to delegate to the Town Clerk & Chief Executive, in liaison with the Chairman, to review the salary of the Apprentice dependent on initial recruitment.

III. to retain the current role of Democratic Services Manager role, increased to full time hours, but advertise more openly to be clear that civic experience is not essential.

IV. to review whether level 3 NEBOSH certificate would benefit the Compliance Officer.

20:34 Councillor Tamara left the meeting.

### 90/23 BANKING ARRANGEMENTS

Members noted the arrangements being made to carry out the Council's banking functions once the local branch of NatWest closes.

## **91/23 BAD DEBT**

**RESOLVED:** to approve the write-off the debts set out in Appendix 1 of the enclosed report (total amount £940).

## **92/23 REFERRAL FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

### **RESOLVED:**

- I. that the Committee recommends to the Council the release of up to £170,000 of the capital receipt secured from the sale of land at Meadway to carry out the works detailed in Appendix 1.
- II. that the Town Clerk and Chief Executive provides the assurances and confirmations sought by Dunstable Town Bowls Club as outlined in section 3.11 of the report.
- III. that the Town Clerk and Chief Executive is authorised to negotiate the Council's percentage share of the cost of upgrading the roadway access and additional parking with Dunstable Town Bowls Club within the current funding available.

**The meeting closed at 20:50**

## **DUNSTABLE TOWN COUNCIL DRAFT STANDING ORDERS**

|  |    |
|--|----|
| 1. Rules Of Debate At Meetings.....  | 2  |
| 2. Disorderly Conduct At Meetings.....                                     | 4  |
| 3. Meetings Generally .....  | 4  |
| 4. Committees And Sub-Committees.....                                      | 7  |
| 5. Ordinary Council Meetings.....  | 8  |
| 6. Extraordinary Meetings Of The Council, Committees And Sub-Committees .. | 10 |
| 7. Previous Resolutions .....  | 10 |
| 8. Voting On Appointments .....  | 10 |
| 9. Motions For A Meeting That Require Written Notice .....                 | 11 |
| 10. Motions At A Meeting That Do Not Require Written Notice.....           | 11 |
| 11. Management Of Information .....  | 12 |
| 12. Draft Minutes.....   | 13 |
| 13. Code Of Conduct And Dispensations .....                                | 13 |
| 14. Code Of Conduct Complaints .....                                       | 15 |
| 15. Proper Officer.....  | 16 |
| 16. Responsible Financial Officer .....                                    | 17 |
| 17. Accounts And Accounting Statements .....                               | 17 |
| 18. Financial Controls And Procurement .....                               | 18 |
| 19. Handling Staff Matters.....  | 19 |
| 20. Responsibilities To Provide Information .....                          | 20 |
| 21. Responsibilities Under Data Protection Legislation.....                | 20 |
| 22. Relations With The Press/Media.....                                    | 21 |
| 23. Execution And Sealing Of Legal Deeds .....                             | 21 |
| 24. Communicating With Central Bedfordshire Councillors .....              | 21 |
| 25. Restrictions On Councillor Activities .....                            | 21 |
| 26. Standing Orders Generally.....   | 22 |

## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting ttheyy are concerned by.
- q A point of order or a ruling on the admissibility of a personal explanation shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ten minutes without the consent of the Chair of the meeting.
- u Members shall address the Chair of the meeting.  
scussion shall take place upon the Minutes except upon their accuracy. ction to the

Minutes shall be made by resolution

- v Any Member wishing to refer to, or present a document (letter, photograph, sketch, etc) to Council or one of its Committees, should notify and make a copy available to the Chair of the relevant Committee at least three days prior to the relevant meeting. The Chair, in consultation with the Town Clerk and Chief Executive, will then verify the appropriateness of the document, in preparation for submission at the relevant meeting.
- w Members who cannot attend Council or a Committee Meeting physically may attend virtually where this is possible, and may be allowed to speak by the Chair. They may not vote, and they may not formally make a motion, propose an amendment to a motion or raise a point of order. They will not be counted as present for the purpose of deciding whether the meeting is quorate. They will also not count as present for the purpose of calculating attendance in regard of Section 85(1) of the Local Government Act 1972.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

- a **Meetings shall take place in Grove House.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the**

**meeting is convened at shorter notice**

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f Questions and representations from the public at all meetings of the Council or its Committees should be received by the Town Clerk and Chief Executive in writing a minimum of three working days prior to the date of the meeting.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the Chair of the meeting.
- h Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- i In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- j At a full Council meeting a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- m **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

- o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- q **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- t **Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- u The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory**



**limitations or restrictions under the code on their right to participate and vote on that matter.**

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of two and half hours unless Members resolve to proceed for longer.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; providing that no Member of a committee may hold office later than the next Annual Meeting.
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office

of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Town Clerk & Chief Executive

- vi. days before the meeting that they are unable to attend;
- vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- viii. shall permit each committee to elect its own Vice-Chair, during the Annual Meeting of the Council;
- ix. the Mayor and Deputy Mayor shall be members of every standing committee;
- x. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be one half of its members and no less than three;
- xi. shall determine if the public may participate at a meeting of a committee;
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on a week Monday following ordinary day of elections to the council.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on the third Monday in May.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair (who is the Town Mayor) and Vice-Chair (who is the Deputy Town Mayor) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become**

**disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:**

  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chair of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Town Clerk & Chief Executive in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE TOWN CLERK & CHIEF EXECUTIVE**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Town Clerk & Chief Executive at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Town Clerk & Chief Executive may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Town Clerk & Chief Executive considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Town Clerk & Chief Executive at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Town Clerk & Chief Executive shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Town Clerk & Chief Executive as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Town Clerk & Chief Executive of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e The Council shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Town Clerk & Chief Executive** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Town Clerk & Chief Executive before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**



## **14. CODE OF CONDUCT COMPLAINTS**

- a The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- b **Upon notification by Central Bedfordshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- c Upon notification by Central Bedfordshire Council that it is dealing with a complaint made by the Town Clerk & Chief Executive that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Town Clerk & Chief Executive shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Town Clerk & Chief Executive in relation to the complaint until it has been determined.

## 15. PROPER OFFICER

- a The Proper Officer shall be either the Town Clerk & Chief Executive or in their absence the appropriate Head of Service.
- b The Town Clerk & Chief Executive shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Town Clerk & Chief Executive thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. Provide a link from the Council's website to each Member's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;  
(see also standing order 23);
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
  - xiii. record every planning application notified to the Council and the Council's response to the local planning authority;
  - xiv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair of the Plans Sub-Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Plans Sub-Committee];
  - xv. manage access to information about the Council via the publication scheme; and
- c The following powers shall be delegated to the Town Clerk and Chief Executive or in their absence the appropriate Head of Service.
- i. Grant or refusal of applications for Exclusive Rights of Burial, interment of human or cremated remains and erection of memorials at Dunstable Cemetery within the policies prescribed by the Council.
  - ii. Incurring all items of expenditure included within the approved budget for the relevant year except where an item is expressly excluded in the budget and subject to compliance with Standing Orders with respect to contracts and to Financial Regulations.
  - iii. Grant or refusal of applications to hire Council premises, sports facilities or facilities managed by the Council within the policies prescribed by the Council.

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Town Clerk and Chief Executive shall act for the Responsible Financial Officer when they are absent. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when both the Responsible Financial Officer and Town Clerk and Chief Executive are absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it**

**proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope or email addressed to the Proper Officer;
  - v. tenders shall be opened by the Town Clerk & Chief Executive in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

**19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Sub-Committee is subject to standing order 11 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel Sub-Committee or, if they are not available, the Vice-Chair of the Personnel Sub-Committee of absence occasioned by illness or other reason.
- c. Subject to the Council's policy regarding the handling of grievance matters, if an

informal or formal grievance matter raised by the Town Clerk & Chief Executive relates to the Chair or Vice-Chair of the Personnel Sub-Committee, this shall be communicated to another member of the Personnel Sub-Committee which shall be reported back and progressed by resolution of the Grievance Committee.

- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with Standing order 11(a), persona with line management responsibilities shall have access to staff records referred to in Standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11.*

- a The Council will appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Town Clerk & Chief Executive shall witness their signatures.**

## **24. COMMUNICATING WITH CENTRAL BEDFORDSHIRE COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Central Bedfordshire Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to Central Bedfordshire Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Town Clerk & Chief Executive in accordance with standing order 9.
- c The Town Clerk & Chief Executive shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



## **DUNSTABLE TOWN COUNCIL**

### **MINUTES OF THE TOWN MEETING**

**HELD ON MONDAY 27 MARCH 2023 FROM 19:30**

Present: Councillor Liz Jones (Town Mayor) (in the Chair); Councillor Lisa Bird (Deputy Town Mayor); Mr P Hodson (Town Clerk and Chief Executive) Chief Inspector Jim Goldsmith and 15 electors of the Parish of Dunstable, 9 of whom were elected representatives of the Town Council.

#### **1. WELCOME**

The Town Mayor welcomed electors to the 38<sup>th</sup> Dunstable Town Meeting and explained its purpose.

#### **2. APOLOGIES**

Apologies were received from Mr Andrew Selous MP and Inspector Stephanie Hurley.

#### **3. MINUTES**

The Minutes of the Town Meeting held on 28 March 2022 were approved as an accurate record and the Town Mayor signed the minutes as a correct record.

#### **4. QUESTIONS FROM ELECTORS**

1. A member of the public asked a question regarding concerns about the traffic systems in the town centre. It was apparent that the system in Church Street was to be changed, but asked what could be done to address the other three streets. The Town Mayor agreed to pass the concerns on to Central Bedfordshire Council.
2. Chief Inspector Goldsmith introduced himself as the new Chief Inspector of the area and encouraged residents to contact him or one of his team directly if they had any queries.
3. A member of the public asked whether meetings with the Town Council would resume. Chief Inspector Goldsmith informed the meeting that either he or one of his team would attend Town Council meetings when they are invited and that Police Priority setting meetings would recommence.
4. A member of the public mentioned the difficulties of inappropriate parking, including on pavements, and asked what the police could do about this. There are seven officers covering Dunstable and Houghton Regis on the community team. Their work will focus on the priorities agreed with the public. Central Bedfordshire Council have powers to address parking, and their team are resourced to focus on parking infringements. Parking blocking a business or fire exit can be addressed by the police who have the power to remove vehicles if necessary.
5. A member of the public reflected that the Joint Committee used to receive a quarterly crime report which showed that few prosecutions followed the use of

CCTV. The Chief Inspector was not aware of this issue and undertook to review any information provided.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 19:45 pm.

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE HELD AT  
WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE ON THURSDAY  
1<sup>ST</sup> DECEMBER 2022 AT 19:00**

|                    |  |
|--------------------|--|
| Present:           | Cllr C Hegley (Chair)<br>Cllr A Bird<br>Cllr E Ghent<br>Cllr J Chatterley<br>Mr P Hollick (Dunstable Town Councillor)<br>Cllr Gurney<br>Cllr Gurney<br>Cllr P Crawley<br>Stephanie Bailey<br>Sharon Knott<br>Sharon Worboys<br>Hugh Garrod |
| Substitutes:       | Cllr P Crawley   |
| Present Virtually: | Cllr N Young<br>Patricia Coker<br>Jeanette Keyte<br>Sarah Hughes<br>Stephanie Bailey<br>Becky Wisbey<br>Beverley Gaynor<br>Paul Hodson   |
| Apologies          | Councillors Jones (DTC), George (DTC), Martin (DTC)<br>Officer Twyford, Bedfordshire Police<br>Mr C Andrew, BRCC   |

## **1. DECLARATIONS OF INTEREST**

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

## **2. QUESTIONS FROM THE PUBLIC**

There were no questions from the members of public.

## **3. CHAIRS ANNOUNCEMENTS**

Noted:-

- The meeting of September 2022 was cancelled – all agenda items had been rolled forward to this meeting.
- Venue for next meeting – unknown at present – Members will be updated as soon as possible.

## **4. MINUTES OF PREVIOUS MEETING**

The minutes of the 9 June 2022 were agreed as a true and accurate record.

## **5. PARKING ENFORCEMENT**

The Committee received a presentation from Jeanette Keyte that provided an update on parking enforcement. The presentation was attached at Appendix A.

Members commented/noted the following:

- That residents take risks and park on the restrictions, even if they had previously received a Penalty Charge Notice (PCN).
  - Officers targeted areas such as outside schools and worked closely with the Road Safety Team.
  - The team were experiencing difficulties with recruitment similar to many other services, and the Council were being flexible to encourage people to apply for the positions, other parts of the wider Safer Neighbourhoods team were helping with the enforcement function.
  - Dunstable has 214 locations with roads that had parking restrictions that could be enforced.
-

- There is an observation period of 3 minutes before a PCN was issued.
- That the figures within the presentation were different to those that appeared in the Central Bedfordshire Council Update and clarity was sought on what period the figures referred to.
- That additional pressures were being put on the team as new roads etc were being built.

**[NOTE – Following the meeting it was advised that the observation period was 2 minutes and not 3 minutes as advised at the meeting. The figures were different as they related to a different period of time]**

## **6. POLICE REPORT**

This item was not covered as apologies had been received from Officer Twyford.

## **7. PLACE DELIVERY**

The Committee was provided an update on the following areas:

### **Grove View Update**

A presentation was given by Patricia Coker on the progress of the Integrated Health and Care Hub in Dunstable. The presentation was attached at Appendix B.

Members commented/noted the following:

- That bringing together services from the Primary Care Network and GPs would support the community, especially when being discharged from hospital.
- That it was good to see a list of the services that would be accessible from the Hub when opened.

### **Estate Regeneration**

Beverly Gaynor provided an update on the estate regeneration for Manshead and Northfields.

Members commented/noted the following:

- Northfields Ward – improvement work had been delivered by removing the underground toilets at Houghton Parade and the grass verges and retaining walls had also been improved.

- There would also be improvement to the access to the playground in French's Avenue.
- Number of projects within the Manshead ward would be progressed soon.
- The funding received was to improve residents' quality of life in these two wards.

## **8. DUNSTABLE JOINT COMMITTEE FUNDING**

The Committee received a presentation from Sarah Hughes that set out the funding sources available to the Joint Committee and what principles/criteria must be applied when considering what the funding must be spent on. The presentation was attached at Appendix C to the minutes.

Members commented/noted the following:

- That at the meeting in June 2022 the Committee received the Town Centre benchmarking data which also contained feedback from those that used the town centre and suggestions on what could be improved. It was proposed that this data be used to consider where the funding should be spent to demonstrate that the public voice was being listened to.
- That the funding should not be spent all at once but phased over the coming years.

**RESOLVED** that a few Members meet to look at the benchmarking data and bring forward ideas to the next DJC meeting in March as to where the funding could be spent.

## **9. CO-OPTED OR OUTSIDE BODIES UPDATE REPORT**

### **NOTED**

- Dunstable in Bloom thanked DJC for their financial and moral support as this had led to Dunstable winning gold in Anglian in Bloom Awards, which was the 11<sup>th</sup> time achieved in 13 years. They had also entered Britain in Bloom and Dunstable was again announced as the overall winner.
- The Chair offered congratulations for an incredible achievement to those involved in Dunstable in Bloom.

## **10. DUNSTABLE TOWN COUNCIL UPDATE REPORT**

A report was presented by Becky Wisbey, Dunstable Town Council on matters affecting the locality.

Members commented/noted the following:

- As part of the High Street Heritage Action Zone, an agreement had been signed for the former shop, known as Moores, and works would commence shortly.
- Annette Clynes, Dunstable Town Council was thanked for her work on improving the market, especially as it had recently won the NAMBA Market Achievement of the year award.
- The Ashton Square toilets had won the platinum award in the Loo of the Year Awards.
- The benchmarking data had indicated that the public welcomed the events that took place in Dunstable, but a request was made to see if it was possible to capture the number of visitors that attended these events.
- The market traders appeared to be happy as they kept coming back to Dunstable.
- The silk flowers would be removed soon from Middle Row and alternative installations were being investigated.

## **11. CENTRAL BEDFORDSHIRE COUNCIL UPDATE REPORT**

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

Members received a comprehensive report on CBC delivery in Dunstable and key highlights were presented. The report covered:-  
Community Safety: Business, Investment, Employment and Skills: Leisure, Libraries and Countryside: Public Health: Highways: Environmental Services: Schools: Youth Support Services: Sustainability: Communication, Insights and Engagement: Public Protection: Consultations and Upcoming Meetings

## **12. COMMITTEE WORKPLAN**

### **NOTED**

That the DJC Funding report be brought back to the next meeting along with the proposals from the Benchmarking sub-meeting.

## **13. DATE OF NEXT MEETING**

**Future meetings will be held on: Thursday 9<sup>th</sup> March 2023 at 19:00 – venue to be confirmed**

**Meeting closed at 21:10**

**Committee Members receive all documentation.  
Papers available to other Councillors upon request.**

*\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.*



**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**MONDAY 17 APRIL 2023**

**EAR MARKED RESERVES**

|                           |   |
|---------------------------|---|
| <b>Purpose of Report:</b> | <p>i) For members to approve the recommendations made by the Finance and General Purposes Committee on 20 March 2023</p> <p>ii) For members to approve the ear-marked reserve allocations from year end underspends</p> |
|---------------------------|---|

**1. ACTIONS RECOMMENDED**

- 1.1. To approve the release of up to £26,000 from the Meadway Capital Fund for Priory House furniture.
- 1.2. To approve the release of up to £170,000 from the Meadway Capital Fund for the Kingsbury Recreation Ground sports pavilion refurbishment works.
- 1.3. To approve the ear-marked reserves as listed in Appendix 1.
- 1.4. To agree that any further underspend identified at the end of 2022/23 be added to the ear-marked reserve for the repair of the Downside Community Centre roof.
- 1.5. To approve the use of £18,000 from the Meadway Capital Fund towards Bennett's Splash shade canopies and seating.

**2. BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1. At the meeting of the Finance and General Purposes Committee on 20 March 2023 members resolved to recommend the following to Council:

Priory House Furniture –

**RESOLVED:** Allocate £26,000 from the Meadway capital fund for a new bespoke serving counter, sofas, tables and chairs for the Undercroft when it is reopened.

Kingsbury Recreation Ground Sports Pavilion Refurbishment -

**RESOLVED:** Allocate £170,000 from the Meadway capital fund to carry out the works detailed in the report.

- 2.2. The Council currently holds a general reserve before commitments of £638,214. Of this, £126,769 is committed, leaving an available general reserve of £511,445. The commitments are as follows:
  - £34,000 for the performance area refurbishment works (Minute 146-FGP 26.09.22)
  - £42,769 for the additional Priory House works (Minute 41/23-FGP 23.01.23)
  - £50,000 contribution to revenue budget 2022/23 for Priory House contingency (lost income)

- 2.3. At the March 2023 meeting of the Finance and General Purposes committee Members approve a contribution of £29,864, from year end forecasted underspends, to create a new reserve as a contingency for lost income for Priory House (financial year 2023/24) because the restoration works are due to continue longer than initially expected. However, as the £50,000 contribution (lost income) identified above at 2.2 is no longer required, the value of the general reserve can be increased to £561,445.
- 2.4. It is the Council's policy to maintain a minimum general reserve of 25% of the salary budget. Based on the budget for 2023/24 the Council will require a general reserve minimum balance of £553,042. This will leave a surplus of £8,403.
- 2.5. It was reported to Finance and General Purposes Committee on 20 March 2023 that the forecasted underspend was £87,181 based on actuals as at 31 January 2023 and known commitments at the time the report was produced. At the meeting Members approved the allocation of £87,181 and separately approved a further £5,000, if available, as identified in the table below:

|   |                |
|---|----------------|
| Contribution to the general reserve to ensure minimum balance   | £42,317        |
| Development of a new 4-year corporate plan in 2023/2024   | £5,000         |
| Additional contribution to the IT reserve in preparation for retendering the IT contract in July 2024 and new tablets for members | £10,000        |
| Priory House ongoing restoration works contingency  | £29,864        |
| Church Street phone box maintenance   | £5,000         |
| <b>TOTAL</b>  | <b>£92,181</b> |

- 2.6. Since the last Finance and General Purposes Committee, the year-end underspend forecast has risen to £122,659. This is largely due to salary actuals now calculated for a full year including vacancy savings. The final calculation for year-end has yet to be made, however, it is anticipated that the figure given will be close to the actual figure.
- 2.7. At the meeting of Grounds and Environmental Services Committee on 13 March 2023, members were informed that quotations for sails and canopies to provide shade around the splash park had been received. Members requested further information be brought to this Committee on options. The Sports and Leisure Facilities Manager has reviewed options for both shading and additional seating and is recommending two large umbrella canopies and four picnic style benches with parasols. Appendix 2 provides more detail on the proposal including the recommended positioning.
- 2.8. As there is a forecast underspend of £122,659 and a general reserve surplus of £8,403 there is now a total of £131,062 available for use. It is therefore proposed to create new ear-marked reserves for known requirements in 2023/24 in addition to those previously approved and identified in section 2.5:

|  |         |
|--|---------|
| <b>Ear-Marked Reserves previously approved (section 2.5)</b> |         |
| Development of a new 4-year corporate plan in 2023/2024      | £5,000  |
| Additional IT contribution                                   | £10,000 |
| Priory House contingency                                     | £29,864 |
| Church Street phone box                                      | £5,000  |

|  |                 |
|--|-----------------|
| <b>Total previously approved</b>   | <b>£49,864</b>  |
| <b>NEW Ear-Marked Reserves proposed</b>  |                 |
| Members Training budget underspend for new members induction                     | £1,000          |
| Events budget underspend for increased costs known for the 2023 events programme | £3,000          |
| Cemetery burial section markers  | £5,000          |
| Splash Park canopies and bench seating with parasols (see 2.9)                   | £25,000         |
| *Downside roof repairs   | £47,198         |
| <b>Total new proposed</b>  | <b>£81,198</b>  |
| <b>TOTAL</b>   | <b>£131,062</b> |

\*Finance and General Purposes committee previously approved a contribution from the general reserve for Downside roof repairs at the meeting on 14 November 2022, however this was retracted by the committee on 23 January 2023 and reprioritised for the additional priority house works required.

- 2.9. Furthermore, the Council has previously agreed to use £18,000 of the Meadway land capital receipt for street dressing including that required for King Charles III coronation. The Council's accountants have advised that this may not be allowable as capital spend. It is therefore proposed that the Council now funds this street dressing general underspend, and that £18,000 of the receipt from the sale of Meadway Land be used to part fund the costs of the Splash Park canopies, or if that project is not viable the repair of the Downside Community Centre roof.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The financial implications are detailed fully within the report. The proposals ensure that plans are in place to maintain sufficient reserves to sustain the Council's current assets and service delivery.

### **4. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 4.1. The proposals are in line with the Council's Financial Regulations. A number of the identified uses of underspend are linked to ongoing projects, decisions already made by Members and the delivery of the corporate plan and green flag action plans.

### **5. HEALTH AND SAFETY IMPLICATIONS**

- 5.1. The proposal to provide shade at the Bennett's Splash will help ensure the wellbeing and safety Splash Park users.

### **6. HUMAN RESOURCE, EQUALITIES AND LEGAL AND ENVIRONMENTAL IMPLICATIONS**

- 6.1. None

### **7. SEPARATE ENCLOSURES**

- 7.1. Appendix 1 – proposed ear-marked reserves  
Appendix 2 – Bennett's Splash canopies and seating

### **8. BACKGROUND PAPERS**

- 8.1. Grounds and Environmental Services Minutes 13 March 2023  
Finance and General Purposes Minutes 20 March 2023

**9. AUTHOR**

- 9.1. Lisa Scheder – Head of Finance and Responsible Financial Officer  
Email – [lisa.scheder@dunstable.gov.uk](mailto:lisa.scheder@dunstable.gov.uk)

Dunstable Town Council - Reserves 2023/24

| Description                                     | Balance b/fwd | 2023/24 Contributions | Proposed - Council Reserves Report 17.04.23 - from year end forecasted underspend | Total      | Notes   |
|---|---------------|-----------------------|---|------------|---|
| General Reserve                                 | £561,445      |                       | -£8,403   | £553,042   | minimum requirement   |
| Vehicles Reserve                                | £46,280       | £10,000               |   | £56,280    | includes £19,985 commitment for purchase of articulated dumper                                  |
| CPCFC Reserve                                   | £31,299       |                       |   | £31,299    | includes £5,697 commitment of 3 year sponsorship agreement                                      |
| Christmas Lights Reserve                        | £2            | £7,000                |   | £7,002     | fully committed for christmas lights improvements (part of tender agreement)                    |
| Downside Building Maintenance Res               | £4,530        | £3,000                | £47,298   | £54,828    | includes £47,298 commitment for roof repairs due in 2-5 years                                   |
| Grove Corner Building Maint Reserve             | £33,565       | £4,000                |   | £37,565    |   |
| Building Security Systems                       | £5,357        |                       |   | £5,357     |   |
| Cemetery Memorial Safety                        | £0            | £1,500                |   | £1,500     |   |
| Priory House Tearooms Equipment                 | £4,500        | £1,500                |   | £6,000     |   |
| IT/Equipment Reserve                            | £28,002       | £20,000               | £10,000   | £58,002    | includes £12,100 commitment for Cemetery software & members tablets refurb/upgrade              |
| Older People's Day Care Svce                    | £12,325       |                       |   | £12,325    |   |
| Election Reserve                                | £43,017       | £12,500               |   | £55,517    |   |
| Grove House Building Reserve                    | £148,550      | £29,000               |   | £177,550   |   |
| Mayoral Reserve                                 | £3,000        |                       |   | £3,000     |   |
| Priory House Exhibition                         | £11,149       |                       |   | £11,149    |   |
| Priory Churchyard                               | £0            |                       |   | £0         |   |
| Performance Area Reserve                        | £40,263       |                       |   | £40,263    | fully committed for Performance Area repair works   |
| Town Twinning Reserve                           | £8,239        | £500                  |   | £8,739     |   |
| Tree Reserve                                    | £2,578        | £15,000               |   | £17,578    | fully committed for programme of works  |
| Open Spaces Improvement Plan                    | £54,137       | £15,000               |   | £69,137    | includes commitment of £29,771 for improvements, pergola & swing purchase                       |
| Priory House Building Reserve                   | £235,646      |                       |   | £235,646   | fully committed for Priory House restoration/repair works                                       |
| Pavilion Buildings Maintenance Res              | £26,930       | £15,000               |   | £41,930    | includes commitment of £18,247 for existing downside roof works and meadway store refurbishment |
| Staff Restructuring/Recruitment                 |               |                       |   | £0         |   |
| Allotments Reserve                              | £18,300       | £5,000                |   | £23,300    | fully committed for improvement programme   |
| Creasey Park 3G Pitch - Interest                | £8,377        |                       |   | £8,377     |   |
| Splashpark/Skatepark/BMX Reserve                | £18,718       |                       | £7,000  | £25,718    | includes commitment of £7,635 for splash pump works & £7,000 canopies and benches purchase      |
| Memorial Kerbs Reserve                          | £6,570        |                       |   | £6,570     |   |
| Cemetery Building Maintenance Res               | £26,924       | £5,000                |   | £31,924    | includes commitment of £20,254 for cemetery building repair works                               |
| Fencing Maintenance Reserve                     | £6,020        |                       |   | £6,020     |   |
| HSHAZ Scheme                                    | £584,438      |                       |   | £584,438   | fully committed for HSHAZ   |
| Unfulfilled Orders from previous year           | £6,806        |                       |   | £6,806     | fully committed for unfulfilled orders  |
| Corporate Plan development                      |               |                       | £5,000  | £5,000     |   |
| Priory House contingency 23/24 (loss of income) |               |                       | £29,864   | £29,864    |   |
| Church Street Phone Box maintenance             |               |                       | £5,000  | £5,000     |   |
| Members induction/training 2023                 |               |                       | £1,000  | £1,000     | fully committed   |
| Events Acts 2023                                |               |                       | £3,000  | £3,000     | fully committed   |
| Cemetery Markers                                |               |                       | £5,000  | £5,000     | fully committed   |
| Street Dressing                                 |               |                       | £18,000   | £18,000    | fully committed   |
| Earmarked Reserves Total                        | £1,976,967    |                       |   | £2,243,726 |   |

Capital Receipt - Sale of Land at Meadway

|                                   |          |  |          |          |                 |
|-----------------------------------|----------|--|----------|----------|-----------------|
| Capital Receipts Reserve          | £1,000   |  |          | £1,000   |                 |
| NEW - White Lion Land Landscaping | £10,000  |  |          | £10,000  | fully committed |
| NEW - New Cemetery Development    | £75,000  |  |          | £75,000  | fully committed |
| NEW - Grounds Depot Extension     | £100,000 |  |          | £100,000 | fully committed |
| NEW - Luton Road MUGA             | £100,000 |  |          | £100,000 | fully committed |
| NEW - Splash Canopies             |          |  | £18,000  | £18,000  | fully committed |
| NEW - Kingsbury Pavilion works    |          |  | £170,000 | £170,000 | fully committed |
| NEW - Priory House furniture      |          |  | £26,000  | £26,000  | fully committed |
| Capital Receipts Total            | £286,000 |  |          | £500,000 |                 |

S106/External Funding/Ringfenced Expenditure specified by funding body

|                                |            |  |  |            |                 |
|--------------------------------|------------|--|--|------------|-----------------|
| Developers Contributions- CAP  | £18,065    |  |  | £18,065    | fully committed |
| CPCFC Capital                  | £83,641    |  |  | £83,641    | fully committed |
| Development Contributions- REV | £26,316    |  |  | £26,316    | fully committed |
| Joint Committee Fund           | £49,984    |  |  | £49,984    | fully committed |
| S106/External Funding Total    | £178,006   |  |  | £178,006   |                 |
| TOTAL                          | £2,440,973 |  |  | £2,921,732 |                 |

Key:  
= Finance and General Purposes Committee  
= Grounds and Environmental Services Committee  
= Community Services Committee

## Bennett's Splash Shade Canopies

### Key Features:

- Two Umbrella Canopies
- £9,500 - £10,000 per Umbrella Canopy
- Structure Canopy Dimensions: 5m x 5m
- Total Covered Area: 25m<sup>2</sup>



### Other Features:

- Canopy Material: PVC polyester (highly coated), A range of 40 colours available
- Powder coated. RAL colours available
- Wind Rating: 120km/h
- Fire Rating: M2 / B1 / BS 7837
- Waterproof
- Expected Design Life: 20+ years. Fabric Warranty: 10 years (subject to colour)
- Maintenance: Simple annual clean and maintenance check

## Café Bench Seating with Parasols

### Key Features

- Four picnic style seating
- £650 - £800 per bench
- Width 2100mm x Depth 1300mm x Height 780mm
- Made with recycled plastic



### Other features

- Environmentally friendly each bench made with 2,731 milk containers
- Seat up to 6 people plus two wheelchair users
- Maintenance free, 25 year construction guarantee
- 38mm parasol holes allows standard size parasol to be fitted



## Indictive Plan



Canopy Area  
25m<sup>2</sup>



Picnic Bench  
Seating with  
Parasols

