

Dunstable Town Council  
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DUNSTABLE  
TOWN COUNCIL

Paul Hodson:  
Town Clerk and Chief Executive

Date: 24 April 2023

Dear Candidate for Dunstable Town Council

**RE: DUNSTABLE TOWN COUNCIL INFORMATION PACK**

I am writing to all candidates to provide some useful information about the Town Council and to make you aware of some important dates for new councillors. Whether or not you are elected, thank you for putting yourself forward to serve the town as a councillor.

Attached at appendix 1 is a copy of the Town Council committee structure and associated functions. Should you be elected you will need to consider which two main Committees you would like to be a member of and be prepared to discuss the issue during the informal discussion which will be held on **Tuesday 9 May 2022 starting at 7.00 pm at Grove House on High Street North**. It is very important that ALL successful candidates attend this induction and you are advised to be at **GROVE HOUSE FOR 5.30 PM** in order for photographs to be taken, declaration forms to be signed and completed and for any group meetings to take place before the induction meeting at 7.00 pm.

The meeting will be in two parts: at 7pm there will be a discussion about roles on the Council, to agree appointments before they are publicly ratified at the Annual Council Meeting on Monday 15 May. The second part of the meeting will be the initial induction to the Council, which will be provided by the Town Clerk and Chief Executive. The timing for the meeting is very important as Council papers have to be sent out the following day in preparation for the **Annual Council Meeting** which will take place on **Monday 15 May 2022 at the Dunstable Conference Centre, 51 High Street North starting at 7.00 pm**. Light refreshments will be provided before the second part of the meeting.

Attached at appendix 2 is a diary of Committee Meetings for the rest of this calendar year.

Cont'd.....

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24.04.2023

In addition, I would also encourage you to view the Council's website [www.dunstable.gov.uk](http://www.dunstable.gov.uk). On the site you will find an extensive array of information concerning the Council and I would particularly draw your attention to the areas that contain the Council's Corporate Plan 2020/23, Annual Report for 2021/22 and details of past Committee papers.

I hope you find this information useful and should you require any further information or have any queries regarding the Town Council that you think I could assist with then please do not hesitate to contact me on the number given above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Hodson', written in a cursive style.

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

<b>TOWN COUNCIL MEETINGS CALENDAR 2023-2024</b>		
<b>ALL MEETINGS COMMENCE AT 7.00 PM UNLESS OTHERWISE STATED</b>		
<b>Day</b>	<b>Date</b>	<b>Meeting</b>
Tuesday	28/03/2023	Plans Sub-Committee
Thursday	13/04/2023	Personnel Sub-Committee
Monday	17/04/2023	<b>Council</b>
Tuesday	18/04/2023	Plans Sub-Committee
Tuesday	02/05/2023	Plans Sub-Committee
Thursday	04/05/2023	LOCAL ELECTIONS
Monday	15/05/2023	Annual Council Meeting 7.00 pm
Monday	22/05/2023	Community Services
Tuesday	30/05/2023	Plans Sub-Committee
Monday	05/06/2023	Grounds and Environmental Services
Thursday	08/06/2023	Dunstable Joint Committee (Venue to be announced)
Monday	12/06/2023	Finance and General Purposes
Tuesday	20/06/2023	Plans Sub-Committee
Monday	26/06/2023	<b>Council</b>
Tuesday	11/07/2023	Plans Sub-Committee
Thursday	13/07/2023	Personnel Sub-Committee
Tuesday	01/08/2023	Plans Sub-Committee
Tuesday	22/08/2023	Plans Sub-Committee
Monday	04/09/2023	Community Services
Thursday	07/09/2023	Dunstable Joint Committee (Venue to be announced)
Monday	11/09/2023	Grounds and Environmental Services
Tuesday	12/09/2023	Plans Sub-Committee
Monday	18/09/2023	Finance and General Purposes
Monday	02/10/2023	<b>Council</b>
Tuesday	03/10/2023	Plans Sub-Committee
Thursday	12/10/2023	Personnel Sub-Committee
Tuesday	24/10/2023	Plans Sub-Committee
Monday	30/10/2023	Community Services
Monday	06/11/2023	Grounds and Environmental Services
Monday	13/11/2023	Finance and General Purposes
Tuesday	14/11/2023	Plans Sub-Committee
Monday	04/12/2023	<b>Council</b>
Tuesday	05/12/2023	Plans Sub-Committee
Thursday	07/12/2023	Dunstable Joint Committee (Venue to be announced)
Tuesday	02/01/2024	Plans Sub-Committee
Monday	08/01/2024	Community Services
Thursday	11/01/2024	Personnel Sub-Committee
Monday	15/01/2024	Grounds and Environmental Services
Monday	22/01/2024	Finance and General Purposes
Tuesday	23/01/2024	Plans Sub-Committee
Monday	05/02/2024	<b>Council</b>
Tuesday	13/02/2024	Plans Sub-Committee
Monday	04/03/2024	Community Services
Tuesday	05/03/2024	Plans Sub-Committee
Monday	11/03/2024	Grounds and Environmental Services
Monday	18/03/2024	Finance and General Purposes
Monday	25/03/2024	Annual Town Meeting 7.00pm
Tuesday	26/03/2024	Plans Sub-Committee
Thursday	04/04/2024	Personnel Sub-Committee
Thursday	11/04/2024	Dunstable Joint Committee (Venue to be announced)
Monday	15/04/2024	<b>Council</b>
Tuesday	16/04/2024	Plans Sub-Committee
Tuesday	07/05/2024	Plans Sub-Committee
Monday	13/05/2024	Annual Council Meeting 7.00 pm
Tuesday	28/05/2024	Plans Sub-Committee



# DUNSTABLE TOWN COUNCIL COMMITTEES

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**Council**  
(18 Members)

**Dunstable Joint Committee**  
(5 Members – Mayor, Deputy Mayor  
3 x Committee Chairmen)

**Community Services Committee**  
(12 Members)

**Finance and General Purposes Committee**  
(14 Members)

**Grounds and Environmental Services Committee**  
(12 Members)

**Personnel Sub-Committee**  
(7 Members)

**Appeals and Appointments Committee**  
(5 Members)

**Plan Sub-Committee**  
(7 Members)

*The following powers shall be delegated to the Committee indicated:*

**Finance and General Purposes Committee**

(12 Members plus the Town and Deputy Town Mayor)

- a To make decisions on overall Council policy
- b Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- c To consider and approve corporate arrangements for risk management.
- d To control the policies of all Committees and, where appropriate, to make recommendations thereon to the Council.
- e To consider and make decisions on any matters referred to it by the Council or other Committees.
- f To determine all matters relating to financial issues and to recommend annual revenue and capital budgets to Council.
- g To advise the Council on the regulation and control of the Council's finances; including in particular the financial implications and funding of any capital works.
- h To control the collection of revenues of the Council and to write off irrecoverable amounts.
- i To determine policy regarding insurances.
- j To receive auditors' reports and make decisions as to any policy matters raised thereby or arising therefrom.
- k To make decisions regarding town twinning, hospitality, civic and public relations activities and any applications for grant aid.
- l To advise on the making of any byelaws not specifically the responsibility of any other Committee or Council.

- m To make decisions on all matters relating to all staff including proposals for additional staff to the Council's establishment. The appointment of the Town Clerk and Chief Executive is the responsibility of the Council.
- n To make recommendations to the Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.
- o To make decisions on all matters relating to the Council's premises including the determination of applications to use any of the facilities therein.
- p To make decisions on any matters not specifically allocated to another Committee.
- q To make decisions on all matters relating to Fire and Rescue Service, Trading Standards and Action Points falling to the Council by special arrangement with Central Bedfordshire Council.

### **Grounds and Environmental Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

- a To determine all matters relating to highways, footpaths and bridleways.
- b To respond, on behalf of the Council, to the proposals of other authorities relating to transportation and car parking issues, including traffic regulation orders.
- c To determine all matters relating to the provision and maintenance of bus shelters.
- d To determine all matters relating to the provision and day to day running of allotments/leisure gardens, parks, recreation grounds, open spaces and play areas in the control of the Council.
- e To determine all issues relating to the management and maintenance of Dunstable Cemetery.
- f To consider all Planning Applications within the Parish submitted to Central Bedfordshire Council and subsequently advise the Planning Authority of the Town Council's views. (This function has in turn been delegated to the Plans Sub-Committee).

- g To consider any local plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders.
- h To consider all matters relating to the physical environment of the town, including litter and dog control, re-cycling of waste materials and liaising with local interest groups on such issues.
- i To assemble and submit to the Finance and General Purposes Committee an income and expenditure budget for each financial year in respect of all the services of this Committee.
- j To determine all matters relating to the Council's management of Creasey Park Community Football Centre and the associated management contract with Central Bedfordshire Council.

#### **Plans Sub-Committee**

- a This Sub-Committee will report directly to the Grounds and Environmental Services Committee and will comprise 7 Members consisting of the Chairmen of the Grounds and Environmental Services Committee plus a representative from each of Dunstable's 5 constituent wards. Any Councillor may act as a substitute for this Sub-Committee.
- b To consider all Planning Applications within the Parish submitted to the Central Bedfordshire Council and subsequently advise the Planning Authority of the Town Council's views.
- c To comment, on behalf of the Town Council, on any traffic regulation proposals or other urgent matters proposed by Central Bedfordshire Council.
- d Any Member of the Council may act as a substitute member and attend, speak and vote at meetings of this Sub-Committee.

#### **Community Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

- a To determine all issues relating to the management and maintenance of the Peter Newton Pavilion and Downside Community Centre and 'Grove Corner' (Youth and Community Centre).

- b To determine all matters relating to the Council's approach to delivering services to young people.
- c To determine all matters relating to the delivery of the Council's holiday activities programme.
- d To keep under review the need for additional community facilities and to make recommendations as to how to satisfy such need.
- e To assemble and submit to the Finance and General Purposes Committee an income and expenditure budget for each financial year in respect of all the services of this Committee.
- f To be responsible for all matters relating to the Council's approach to community safety and involvement in the Central Bedfordshire Community Safety Partnership and to liaise with Bedfordshire Police concerning community policing issues in respect of Dunstable.
- g To liaise with local voluntary organisations on the development of voluntary services.
- h To determine all issues relating to the management of the Older People's Support Services to the standard agreed in the Council's contract with Central Bedfordshire Council.
- i To determine all matters relating to the Council's annual events programme.
- j To determine all matters relating to Priory House.
- k To determine all matters relating to the Council's provision of Christmas lighting in the town centre.
- l To determine all matters relating to the management of Dunstable Market.
- m To determine all matters relating to the Council's management of Ashton Square Public Conveniences and the associated lease arrangement for the premises with Central Bedfordshire Council.