

Guide to your first 100 days

Informal Meeting Tuesday 9 May

The agenda for the meeting has been circulated. The meeting will be followed by the overall induction to the Council by the Town Clerk and Chief Executive.

Annual Council Meeting (ACM) Monday 15 May

The ACM is both the Council's legally required annual meeting, and a public showcase for the Council. The meeting will be held in the Dunstable Conference Centre, and is more formal than the Council's normal meetings. The meeting is largely scripted, to ensure guests and members of the public have the best possible impression of the Council.

As with all full Council meetings (but not committees), Councillors stand to speak but otherwise remain seated. The key decisions – who will be on each committee, who the mayor and deputy mayor will be, and who will chair each committee – will be agreed informally during the informal meeting to be held on Tuesday 9 May, to enable the Annual Meeting to go smoothly, and arrangements to be made for the new post holders to fully take on their roles immediately after the ACM.

Induction Programme

18:00	Monday 22 May	Introduction to Community Services (before Community Services Committee Meeting)
18:00	Monday 5 June	Introduction to Grounds & Environmental Services (before Grounds & Environmental Services Committee Meeting)
18:00	Monday 12 June	Introduction to Finance and General Purposes (before Finance and General Purposes Committee Meeting)
17:00	Wednesday 31 May	Tour 1 of Council facilities. Meeting at Grove House, bus and refreshments provided
19:00	Wednesday 7 June	Introduction to Budgets and Finance – Grove House (Teams also available)
16:00	Date TBA	Tour 2 of Council Facilities, Meeting at Priory House. Details to follow.

Council Queries

You may receive a wide range of queries from members of the public now that you are a councillor. Do use the guide to what each council does – many queries will relate to Central Bedfordshire Council rather than the Town Council. If you contact the office or myself we'll be able to direct you to the answer for queries relating to the Town Council, or where you don't know which authority to go to.

National Association of Local Councils (NALC).

The Town Council is a member of NALC and also the Bedfordshire Association of Town and Parish Councils (BATPC). NALC's website provides a range of helpful background information for councils. The login details must not be shared or used by anyone other than Town Council members or officers. The login will be emailed to councillors once the new email addresses are set up.

Training

Training is available from the Bedfordshire Association of Town and Parish Councils (BATPC). Details will be circulated as training becomes available. Current training can be seen here: <https://batpc.co.uk/training/> . Other training can be supported where it is required to help councillors carry out their roles effectively.

Training is fully funded, and expenses are paid where travel outside of Dunstable is required.

Emails

Council business must only be conducted using Council email addresses; personal emails must not be used. Each councillor will receive a MS Surface Pro and email login details before the Annual Council meeting on 15 May.