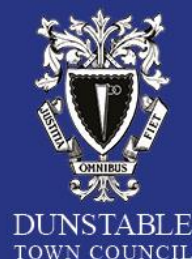


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Paul Hodson, Town Clerk and Chief Executive

Date: **Friday 26 September 2025**

Dear Councillor,

A meeting of the **Full Council** will be held on **Monday 6 October 2025**, at **Grove House, Council Chamber** at **7:00 PM**. To view the meeting live or afterwards use this link: [livestream](#). Members of the public and press are also welcome to attend in person. Members of the public may ask a question during the public session, either in person or online via MS Teams. If you intend to raise a question, it is helpful if you let us know beforehand to give councillors a chance to prepare an informed answer. Please email democratic@dunstable.gov.uk or 01582 513000, if possible, by Friday 3 October 2025.

This meeting will be filmed by the Council and broadcast live and will be capable of repeated viewing. If you are seated in the Council Chamber it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.

If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.

Please see the below QR code to access the full agenda:



Yours faithfully

Paul Hodson
Town Clerk and Chief Executive

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

To: All Members of the **Full Council**:

John Gurney (Council Member), Liz Jones (Council Member), Wendy Bater (Council Member), Kenson Gurney (Council Member), Matthew Brennan (Council Member), Philip Crawley (Council Member), Matthew Neall (Council Member), Mark Davis (Council Member), Gregory Alderman (Council Member), Richard Attwell (Council Member), Johnson Tamara (Council Member), Nicholas Kotarski (Council Member), Louise O'Riordan (Council Member), Michelle Henderson (Council Member), Peter Hollick (Council Member), Trevor Adams (Council Member), Sally Kimondo (Council Member) and Robert Blennerhassett (Council Member)

AGENDA

217/25 Apologies for Absence

218/25 Declarations of Interest

219/25 Public Question Time

220/25 To agree as a correct record the Minutes of the Full Council Meeting held on Monday 23 June 2025

221/25 Town Mayor's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from 17 June 2025

222/25 To receive reports of the following Committees:

222.1/25 Community Services 8 September 2025

222.2/25 Grounds and Environmental Services 15 September 2025

222.3/25 Finance and General Purposes 22 September 2025

223/25 Calendar of Meetings 2026/27

223.1/25 Appendix 1

224/25 Corporate Risk Management Report

224.1 Appendix 1

225/25 Referral Report

226/25 To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

227/25 Date of Next Meeting Monday 1 December 2025 at 7pm

[Full Council June - Minutes.pdf](#)

[Mayoral Activities Oct 25 \(1\).pdf](#)

[CS Minutes - 8 September 2025 \(1\).pdf](#)

[GES Minutes - 15 September 2025 \(2\).pdf](#)

[FGP Minutes - 22 September 2025 \(1\).pdf](#)

[New Calendar of Meetings 2026-2027.pdf](#)

[New Calendar of meetings 2026-2027 Appendix 1.pdf](#)

[Corporate Risk Log Report Council 6 October 2025.pdf](#)

[Corporate Risk Log Council 6 October 2025 Appendix 1 \(1\).pdf](#)

[Referral report from FGP to Council 6 October 2025 \(1\).pdf](#)

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF DUNSTABLE TOWN COUNCIL

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

ON MONDAY 23 JUNE 2025 FROM 7 PM

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Gregory Alderman, Wendy Bater, Matthew Brennan, Mark Davis, Michelle Henderson, Peter Hollick, Nicholas Kotarski, Liz Jones, Matthew Neall and Johnson Tamara

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Corporate Services and Responsible Finance Officer), Becky Wisbey (Head of Community Services) and Jackie Carrington (Democratic Services Manager)

In Attendance (Remotely): Councillor Trevor Adams.

Public Attendance: One

161/25 - Apologies for Absence

Councillors Trevor Adams, Robert Blennerhassett, John Gurney and Louise O’Riordan

162/25 - Declarations of Interest

There were no specific declarations of interest

163/25 - Update from the Police and Crime Commissioner, John Tizzard

The Police and Crime Commissioner John Tizzard was welcomed to the meeting. Mr. Tizzard committed to all Town Council’s in Bedfordshire that he would attend a Council Meeting at least once annually, this being the second time he had attended a Dunstable Town Council meeting since his election in May the previous year.

He emphasised his role as the voice of the public to the police, not the other way around, and highlighted his lack of operational responsibility, focusing instead on setting strategy and budget and holding the Chief Constable accountable.

Dunstable would benefit from the Home Office's Safer Town Centres programme beginning on Monday 30 June, with additional police officers focusing on retail crime and antisocial behaviour, including in Dunstable Town Centre. He expressed his hope for the programme to be a long-term initiative rather than a short-term fix.

Councillors raised concerns about the redeployment of officers and the continuity of the initiative. Mr Tizzard clarified that officers would be redeployed from other parts of the police service and assured that critical areas would not be affected. Mr. Tizzard asked for feedback from Members on how this Strategy works over the coming months.

164/25 - Public Question Time

There were no questions put to the meeting.

165/25 - Town Mayor's Remarks

The Town Mayor expressed gratitude to everyone who helped her through her first month in office. She highlighted her visit to Saint Christopher's Academy, which received a good Ofsted rating, and shared a memorable interaction with a young boy who expressed a desire to become a councillor or mayor.

The Mayor also mentioned her visit to the Dunstable Community Halls to see the Wellbeing Café, which she found particularly meaningful.

166/25 - Previous Minutes

166.1/25 - To agree as a correct record the Minutes of the Annual Council Meeting held on Monday 19 May 2025

The minutes of the meeting of the Annual Council Meeting held on Monday 19 May 2025 were approved as a correct record and signed by the Town Mayor.

166.2/25 - To agree as a correct record the Minutes of the Freedom Award Meeting held on Monday 19 May 2025

The minutes of the meeting of the Freedom Award Meeting held on Monday 19 May 2025 were approved as a correct record and signed by the Town Mayor.

167/25 - To receive reports of the following Committees:

167.1/25 - Community Services 2 June 2025

It was proposed, seconded and

RESOLVED: to amend the Plans Sub Committee Membership to replace Councillor Alderman with Councillor James Councillor

Brennan queried what the impact of waiting for planning consents for Priory House would be on the building programme. Officers clarified that the increasing costs could at present be met from contingencies but that it was not clear what the final situation would be. It was noted that there would be a meeting of the project board the following day and that Members would be updated when the likely impact had been clarified.

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 2 June 2025 be received

167.2/25 - Grounds and Environmental Services 9 June 2025

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 9 June 2025 be received

167.3/25 - Finance and General Purposes 16 June 2025

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2025 be received

168/25 - Annual Governance Statement and Internal Audit Report

The Head of Corporate Services and RFO presented the report on the Annual Governance and Accountability Return for the financial year 2024/25.

168.1/25 - To receive the final internal audit report for 2024/25

RESOLVED: To receive and note the Internal Audit Report (final) for 2024/2025 at Appendix 1, also presented to the Finance and General Purposes Committee on 16 June 2025

168.2.1/25 - To approve the Annual Governance Statement and the Accounting Statements in the Annual Governance Return for 2024/25

RESOLVED: To approve the Annual Governance Statement and the Accounting Statements as part of the Annual Governance and Accountability Return for the year ended 31 March 2025, for submission to the Council's external auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234).

168.2.2/25 - To authorise the Chair and Clerk to sign the Annual Governance Statement

RESOLVED: To authorise the Chair and Clerk to sign the Annual Governance Statement.

168.2.3/25 - To authorise the Chair to sign the Accounting Statements.

RESOLVED: To authorise the Chair to sign the Accounting Statements.

168.3/25 - Loans and Long Term Liabilities

RESOLVED: To note the Council's loans and long-

term liabilities as at 31 March 2025 as presented at Appendix 3.

169/25 - Governance Review Report

The Town Clerk & Chief Executive presented the recommendations from the working group on the governance review. A recorded vote was called for and it was

RESOLVED:

- i. To request that CBC include the proposal to amend Dunstable's parish boundary with Caddington Parish Council by incorporating land forming part of and also adjacent to the Downside Recreation Ground as laid out in Appendix 1
- ii. To request that CBC include the proposal to amend the boundary with Caddington Parish Council by incorporating the land occupied by St Mary's and Manshead Schools as laid out in Appendix 1
- iii. To oppose the changed suggested by Totternhoe Parish Council to move the land depicted in Appendix 4 into Totternhoe's parish boundary

with the vote recorded as follows:

In Favour	Abstained
Councillors: Richard Attwell Gregory Alderman Wendy Bater Matthew Brennan Mark Davis Michelle Henderson Peter Hollick Nicholas Kotarski Matthew Neall Johnson Tamara	Councillors: Mark Davies Liz Jones

Action: Town Clerk and Chief Executive

170/25 - Appointment of second representative for Dunstable Charities due to Councillor Kenson Gurney standing down because of daytime commitments

RESOLVED: to make the following appointments in replacement

of Councillor Kenson Gurney:

Lockington and Marshe Charities	Councillor Sally Kimondo
Poors Lands Charity	Councillor Wendy Bater
Chews Foundation	Councillor Wendy Bater

171/25 - To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Councillor Brennan emphasised the importance of responding to the Governance Review consultation, noting discrepancies in the number of councillors across different wards and the possible number of Dunstable councillors based on the ratio of councillors to residents compared to other parishes.

The meeting closed at 21:00

Date	Organisation	Event	Venue	Comments
17.06.25	3rd Dunstable (St Peters) Scout Group	Scout Group AGM	3rd Dunstable Scout Headquarters, Buttercup Lane	<p>I had the pleasure of attending the AGM meetings for Dunstable District Scouts (Groups 3 and 1) as Dunstable Town Mayor. These gatherings are such a vital time for reflection on the past year's activities, sharing financial insights, and laying the groundwork for exciting plans in the upcoming year.</p> <p>The highlight was undoubtedly witnessing the recognition of our incredible volunteers. Certificates and medals were awarded to those who have gone above and beyond to create meaningful change and to those who have dedicated many years to service. It was particularly inspiring to meet Jean, who has been volunteering for an astounding 60 years, and to see her passion for service echoed in her children and grandchildren.</p> <p>Volunteering is truly rewarding; it's about dedicating your own time to make a difference in the lives of others. Like many organizations, Dunstable Scouts is always on the lookout for passionate volunteers. If you're interested, they would love to hear from you!</p>

				<p>This special occasion was hosted by Bedfordshire Lieutenancy at the picturesque Howbury Hall Estate in Renhold, Bedford.</p> <p>The purpose of the event was to raise funds for the Army Benevolent Fund, the national charity of the British Army. At Dunstable Town Council, we are committed to supporting causes that make a real difference in our communities. We believe in the power of collaboration to create meaningful change.</p> <p>The ceremony featured a captivating performance by the cadets from Bedfordshire & Hertfordshire Army Cadet Force, showcasing their talent and dedication.</p> <p>I also had the pleasure of connecting with fellow leaders, including the Mayor of Bedford, the Mayor of Ampthill and his consort, and the Mayor of Houghton Regis and her consort, as well as the gracious Lord Lieutenant.</p>
21.06.25	Army Benevolent Fund	Main Event	Howbury Hall	
21.06.25	Octave Music	World Music Day	High Street North	

21.06.25	Rotary Club	BBQ	Fly by Cafe Dunstable	<p>The event was a beautiful mix of celebration and reflection, as we looked back on the past year and paved the way for exciting new beginnings.</p> <p>One of the highlights was witnessing President Alan Corkhill hand over the reins to the incoming President, Ed Restall-Harrison.</p> <p>Dunstable Town Council is proud to be the first cooperative in the world to join the Rotary Club (Dunstable). This partnership strengthens our shared goal of giving back to the community, like the joy Rotary club Dunstable spread every Christmas with the beloved Dunstable Santa Sleigh & other community engagements.</p> <p>The day also celebrated the incredible dedication of Rotary members. A special round of applause for Bav, our former High Sheriff, who was honored for attending over 500 events in his time of service. We also had the pleasure of welcoming Bob Shah as the newest full member of the club.</p>
28.06.25	DTC	Dunstable Live	Grove Gardens	<p>"Kicking off the event as Dunstable Town Mayor was super exciting, and meeting all the performers & residents was a blast. Huge shoutout to Penrose Estate Agents for sponsoring this event and for the climbing wall. I gave it a go despite my fear of heights my landing was more of a funny tumble. Thanks for supporting my mayoral charities too Hospice at Home Volunteers - Dunstable & Houghton Regis areas & CHUMS. The Summer of Music is all about bringing people together, and it was heartwarming to see all the smiles and laughter.</p> <p>Big thanks to BBB Group, St John Ambulance - South Bedfordshire, Home Counties Toilet , Home Counties Toilet Hire, SRM Security, and Luton Waste Services. I just love how these events unite our community! "</p>

28.06.25	Hope Church South Bedfordshire	20th Anniversary Party	Stanbridge & Tilsworth Community Hall	The church threw a BBQ, and it was awesome to hang out with everyone. The vibe was super friendly. Attendees I interacted with said they consider Hope Church their home. Huge thanks to Becky for the warm welcome and to Nigel for the hospitality and prayers.
29.06.25	DTC	Sunday Band Opening	Band Stand Grove Gardens	
29.06.25	New Generation	BBQ	Dunstable Town Cricket Club	
01.07.25	Hospice at Home Volunteers	AGM	St Mary's Social Centre, 82 West St, Dunstable, LU6 1NY.	
02.07.25	Town Centre	Judging Shop Windows	Dunstable Town Centre	As the Mayor of Dunstable, it was both exciting and an absolute honor to visit the fantastic local businesses that took part in our Town Council's 40th Anniversary Window Competition alongside our Town Centre Manager. A heartfelt thank you to all the businesses that participated your creativity and community spirit truly shine through! Your stunning displays have brought vibrant color, charm, and a sense of celebration to our town centre.
05.07.25	Young Traders Market	DTC	Ashton Square Market	I want to give a massive shoutout to all the amazing young traders who lit up the Young Market on Saturday! The talent and passion you all brought to the table made it incredibly difficult to choose winners. Each one of you is truly remarkable, and the energy was off the charts! The event made its grand return for the second year on 5th July 2025, and what a fantastic day it was!
09.07.25	Open Doors Training	Wellness Clinic	DCC High Street North	The session enlightened conversations about healthy eating habits and discovered fantastic tips on how to transform everyday meals into nutritious delights. We learnt to embrace colorful veggies and fruits, instead of reaching for sugary treats. We also learnt, If you're facing health challenges, there's no need to give up your favorite

				dishes! We learned creative ways to cook them healthily and keep the flavors we love.
09.07.25	NHS	Summer quiz night	The Tent, Bedfordshire Hospitals NHS Foundation Trust	
10.07.25	Kings House School	Speechday/prize giving	Dunstable Confernce Centre	
14.07.25	Dunstable Sea Cadets	AGM	The Windmill, West Street, Dunstable	It was inspiring to hear about the incredible work they do with the cadets, and I was particularly impressed to learn that many of the volunteers are former sea cadets themselves. This really shows the lasting impact the program has on its participants. I also enjoyed touring the premises and am excited about their upcoming events.
15.07.25	Dunstable Town Council	Blg Lunch	Grove Gardens	<p>What an incredible day at the 2025 BIG LUNCH! We had an amazing time at this year's event, and we are so grateful to everyone who joined us in celebrating Dunstable Town Council 40th Anniversary!</p> <p>Our theme, "Through the Ages," brought back the vibrant spirit of the 1980s with big hair, bold colors, and unforgettable music. It was such a joy to step back in time and revel in those iconic memories with all of you!</p> <p>The BIG LUNCH is all about bringing our community together, and it was wonderful to see so many familiar faces and meet new friends. The feedback was amazing as we laughed and danced together</p>

				<p>I had the privilege of visiting The Academy of Central Bedfordshire (ACB), thanks to a special invitation from the school. This exceptional institution is a beacon of hope for students who face unique challenges that prevent them from thriving in mainstream schools.</p> <p>ACB's child-focused approach ensures that each student receives an education, health, and care plan tailored to their individual needs. Smaller class settings allow students to build confidence and truly engage with their learning environment.</p> <p>Reflecting on my visit, I was reminded of an inspiring journey from four years ago. As a community leader of Luton, Dunstable & Surrounding Kenyan Community Forum, I had the chance to support a family whose child was facing significant challenges. The compassion and dedication of the ACB staff were incredible. Against all odds, this student not only sat for their GCSE exams but passed with flying colors. When the family shared the news with me, it was a moment of pure joy—proof that hope can lead to extraordinary achievements.</p> <p>Today, that same student is excelling in an apprenticeship and is on the path to securing permanent employment. This transformation is a testament to ACB's unwavering commitment to nurturing potential.</p>
16.07.25	Academy of Bedfordshire	Student Awards	Houghton Regis	
16.07.25	Anglia in Bloom	Judging	Grove House, Dunstable	
17.07.25	Dunstable Town Council	Walk round with PCC John Tizzard	Town Centre	
18.07.25	Foursquare Church	Coffee Morning	Lovers Walk, Dunstable	
18.07.25	TCHC Group	Student Awards	Our Lady of Czestochowa Polish Church	

19.07.25	DTC	Party in the Park	Grove Gardens	<p>What a day! Even the rain couldn't stop our community from turning out in full force for this incredible event. A big thank you to everyone who made it possible, from the amazing performers like Stardust Theatre Company and The Brooks Academy of Irish Dancing, to The Lime Stones via Octave Music, @Agnieska Murchie, Akshay Unnikrishnan, Definitely Could Be Oasis and our much-awaited headliner, Craig Charles Funk & Soul Club. Special gratitude to Penrose Estate Agents for sponsoring Dunstable Town Council events and personally raising funds for the mayoral charities CHUMS & Hospice at Home Volunteers - Dunstable & Houghton Regis areas.</p>
20.07.25	St Johns Ambulance	Open Day	Peter Newton Pavilion	
24.07.25	Hospice at Home Volunteers	Bingo Night	Mecca Bingo	
25.07.25	Amazon	Open Day	Amazon Site, Dunstable	<p>I had the incredible opportunity to visit Amazon.co.uk site with our local MP, Alex Mayer, and I learned something truly exciting. The Amazon branch in Dunstable is the only one in the UK that prints books locally.</p> <p>Alex, wrote a book highlighting the significance of book printing in Dunstable. This was to ensure that every book printed here proudly displays "Printed in Dunstable" as opposed to "Printed in UK". This effort is all about giving our Dunstable Town Council the recognition it deserves. It was a special moment to see hundreds of books from various authors bearing the imprint "Printed in Dunstable." This means that anyone who picks up one of these books, whether they're in the UK or abroad, will be aware about our town. It's a small but powerful way to put Dunstable on the map and raise awareness about our community.</p>

26.07.25	Urban Radio	Interview	Luton	<p>I had the amazing opportunity to be interviewed by Luton Urban Radio. A huge thank you to the team for their warm hospitality and gracious welcome.</p> <p>During my visit, I also had the pleasure of meeting Chidi, the inspiring leader of the Over 50s Black Men Forum. This incredible initiative is all about promoting health and well-being among older Black men in our community.</p> <p>Although the forum will be launched in Luton, it's open to everyone residing in Bedfordshire, so yes, Dunstable is included.</p>
26.07.25	FOPHAG	Garden Party	Friars Walk, Dunstable	
26.07.25	Dunstable Town Football Club	Season Opening	Creasey Park, Dunstable	<p>I had the pleasure of representing Dunstable Town Council on 26th July 2025. A big thank you to Jackie and the Dunstable Town Football Club for their warm hospitality it was truly an unforgettable experience. I was joined by my consort and friends.</p> <p>I am bursting with pride for our team's fantastic victory, and it was a joy to meet the friendly officials from Haringey. They even mentioned they'll be sharing our photo with their own mayor to show just how warmly they were welcomed by the Mayor of Dunstable.</p> <p>The atmosphere was electric, and it's moments like these that remind us how important it is to support our local talent. The Dunstable Town Council is committed to nurturing our relationship with the football team, and I can't wait to cheer them on at future matches. Here's to more victories and community spirit!</p>

26.07.25	ZIMFEST	Festival	Herts Showground	<p>This lively gathering unites Zimbabwean residents from across the UK in a celebration of their vibrant culture, welcoming everyone to join in the festivities!</p> <p>It was a fantastic opportunity to connect with many of you from Dunstable and beyond. It was wonderful to meet with officials from the Zimbabwe High Commission UK and engage in meaningful conversations.</p> <p>The event was vibrant showcasing the rich cultural diversity that makes our communities so dynamic and engaging. It was a reminder of the importance of cultural diversity and engagement, highlighting how events like Zim Fest & others are instrumental in inviting and including other cultures. By bringing diverse communities together, we gain valuable insights into how different cultures work and interact, fostering mutual understanding and meaningful connections.</p>
01.08.25	Dunstable Town Cricket Club	Presidents Day	Totternhoe	<p>As Dunstable Town Mayor I had the pleasure of watching a friendly cricket match while chatting with the club's officials and members. A big shoutout to Chairman Lee for the warm welcome and for sharing insights about the club's impact on the community. It was truly heartwarming to learn how the club relies on the community by renting out their space for events, which in turn helps keep the club thriving.</p> <p>Our conversations were both reflective and supportive, and I am grateful for the opportunity to connect with such passionate individuals.</p>

03.08.25	Luton & Indians Cricket Club	Celebrity Cricket Match	Wardown Park, Luton	Today, I had the privilege of attending a celebrity cricket game that was all about raising funds for a truly important cause: LIVING MISERABLY. Their goal was to raise £5,000, but thanks to the generosity of everyone involved, they smashed that target and raised over £30,000! What a game with legends! Thank you, Luton Indian Cricket Club, for your warm hospitality and for making today an unforgettable experience. Looking forward to our next meeting and continuing to support the wonderful causes you champion. Until next time!
04.08.25	Harper Luxe	Introduction	High Street North	I was invited by the owner, Oliver, to view the apartment. I was truly impressed and it is a gem right in the heart of Dunstable providing somewhere to stay for visitors and tourists to Dunstable.
07.08.25	Ridgeway Lodge Care Home	100th Birthday Party	Brandreth Avenue	This was an incredibly heartwarming event to attend celebrating Margaret's 100th Birthday. I joined the Lord Lieutenant of Bedfordshire along with Margaret's family and friends from the care home. The celebration was filled with laughter, music and joy. Margaret shared her secret to a long life: "Keep going"
08.08.25	Houghton Regis Mayor	Afternoon Tea	The Green Pavilion, Houghton Regis	
09.08.25	Dunstable Town Council	Soapbox Derby	Priory Gardens	I had a wonderful time at this event. The energy was fantastic and I connected with participants and spectators. I was joined by Deputy Mayor, Councillor Attwell and we judged the entrants with the event sponsor.
12.08.25	Carers in Bedfordshire	Carers Hub	The Dunstable Centre, Court Drive, Dunstable, LU5 4JD	

15.08.25	Mayor of Bedford and RBL	VJ Day 80th Anniversary		<p>I had the honour of attending the VJ Day 80 Act of Remembrance civic service in Bedford Borough Council. Representing Dunstable Town Council veterans, I laid a wreath at this significant event, organized by the Mayor of Bedford and the Royal British Legion.</p> <p>Recognizing the importance of the 80th Anniversary of VJ-Day to our community, I am pleased that Dunstable observed the national two minutes' silence. It was heartening to hear how the day was remembered locally and the reflection on the events of 80 years ago.</p>
16.08.25	Sea Cadets	Fun Day	The Old Mill, West Street	<p>I had an amazing time at the Family Fun Day. It was wonderful to connect with the Cadets and friendly people. This event really highlighted the spirit of the community.</p>
18.08.25	Green Bridge Housing	Meeting	Mayors Parlour	<p>I had a productive meeting with Jackie, the Community Liaison Officer from Green Bridge Community Housing. We discussed their amazing services and their expansion to support nearby towns, including Dunstable, where they have seen an increase of referrals from our town.</p> <p>Jackie highlighted their focus on connecting individuals to essential services, like mental health support, and reintegrating them into their original communities. We were able to connect them with local services in Dunstable for collaborative efforts, emphasising their commitment to community support. Jackie also signed the mayoral book.</p> <p>Green Bridge Community Housing (GBCH) is dedicated to empowering individuals to rejoin society by providing safe housing and personalized support programs.</p>

18.08.25	Councillor Lois Adura	Milton Keynes Council		<p>I had the pleasure of meeting the wonderful Lois Hembadoon Gbaa Adura and her delightful children. Her 17-year-old daughter and son were eager to connect after hearing my story from Jerry Uchechukwu Eze and it was truly inspiring to have a conversation together.</p> <p>It's incredible how our stories and actions can impact others, often without us realising it.</p> <p>Loise, who actively participates in community events and shares a passion for giving back, reminded me of the power of connection.</p> <p>Our youth, like Loise's children, are the leaders of today, and I am always inspired by their dreams and aspirations. Let's continue to support and uplift each other in our journeys! I am looking forward to many more inspiring moments.</p>
21.08.25	Hays Travel	Store Opening	The Quadrant	<p>I was thrilled to officially open the new Hays Travel Dunstable today. It was an absolute delight to welcome them to Dunstable on behalf of Dunstable Town Council.</p> <p>Thank you for the warm hospitality and engaging conversations. I look forward to seeing all of you soon.</p>
22.08.25	Business Buzz	Networking	The Old Sugar Loaf	<p>I had the pleasure of attending the Business Buzz event in Dunstable at the Old Sugarloaf as Dunstable Town Mayor. It was a delight to connect with our local businesses.</p> <p>Business Buzz Dunstable offers a refreshing approach to networking, providing a great opportunity to engage with the Bedfordshire business community.</p>

23.08.25	Salvator Grooming	Store Opening	Ashton Square	<p>It is with great pride and joy that I announce the grand opening of Salvator Dog Grooming Service in Dunstable Town Council.</p> <p>Today's turnout was outstanding, even in the morning hours, and it was heartwarming to see so many pets ready to be treated for a grooming experience. The delightful atmosphere and the opportunity to connect with our wonderful residents truly made the event special.</p>
23.08.25	NSPDD	Conference	Excel Exhibition Centre, London	<p>Absolutely honoured to have been invited to welcome Jerry Uchechukwu Eze at Luton airport (Signature aviation lounge) and attend his incredible conference on Saturday. This was a truly special moment for me. I deeply respect all faiths and beliefs, and I am proud to say I am an NSPPDian. My personal relationship with God, my El Roi, guides me through life's journey.</p> <p>The NSPPD 2025 conference was a tremendous success, drawing over 45,000 Christians from across the UK. As the Dunstable Town Mayor, representing our town Dunstable Town Council was a privilege.</p>
24.08.25	London Gliding Club	BBQ	Tring Road, Dunstable	<p>A Day to Remember at London Gliding Club!</p> <p>Today, as the Dunstable Town Mayor, I had the incredible experience of visiting the London Gliding Club (The Fly-By Cafe LGC) for its 95th anniversary celebration. With a fascinating history as an Italian POW camp, this is one of the rich stories of the past I learnt today.</p> <p>Meeting with the vintage cars organisers The Loose Alliance car group; Alan was a treat, as the stunning cars and passionate stories from their owners added a special touch. The day reached its peak as I flew in one of the gliders. After a safety briefing, I took to the skies, navigating on my own, it was exciting and unforgettable.</p>

30.08.25	BAAKO	Festival	Marsh House, Leagrave, Luton	<p>I had the honour of attending the Baako event in Luton. The word "Baako" signifies unity and oneness, reflecting the event's aim to bring together African and Caribbean communities, while welcoming everyone to celebrate culture, unity, and love. This gathering exemplifies the importance of sharing cultural heritage and experiences to foster understanding and community spirit.</p> <p>It was a privilege to attend as mayor, but I've been part of the Baako event since its inception, contributing as a Kenyan community leader Luton, Dunstable & Surrounding Kenyan Community Forum.</p>
30.08.25	Harriston Homes	BBQ	Mansgrove Farmhouse, Caddington	<p>I had the pleasure of visiting Harrison Homes at Mansgrove Farmhouse for their annual BBQ. This place is amazing as it provides residential care for young adults with complex needs.</p> <p>I spent some time talking with the residents, their families, caregivers, and the director, which was really special. I also had the honour of handing out certificates to the dedicated workers of the organization.</p> <p>It was wonderful to hear all the positive things the parents shared about the care their loved ones receive. It really shows how much this support means to each individual and their families, making a big difference in their lives.</p>
31.08.25	Dunstable Community Church	Hub Monthly session	Dunstable Centre	
31.08.25	RCGG My Fathers House	Church Service	The Gate, Victoria Street	

04.09.25	Anglia In Bloom	Awards	St Ives, Cambridgeshire	<p>Wonderful News for Dunstable!</p> <p>I'm thrilled to announce that Dunstable Town Council has won the Anglia in Bloom 2025 Overall Winner award! This achievement truly reflects the strength of our community spirit. We have come together to create stunning parks, floral displays, community gardens, and wildlife projects, and it's been amazing to see.</p> <p>A huge thank you to Dunstable in Bloom and the Dunstable Town Council for partnering to beautify our town.</p> <p>This honour comes as we celebrate 40 years of Dunstable, and here's to many more victories ahead as a united community.</p> <p>As the Dunstable Town Mayor, I was overjoyed to attend the event and witness this proud moment for our town.</p> <p>During the awards ceremony, I couldn't help but applaud as the judges praised the special sense of community and unity throughout Dunstable.</p> <p>Let's keep this positive energy going and continue to make our town shine!</p>
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06.09.25	Mayoral Event	90's Party	Peter Newton Pavillion	<p>What an incredible night at my first Dunstable Town Mayor charity event! It was a fantastic 90s-themed evening filled with fun and meaningful interactions, all for a wonderful cause. We gathered to raise funds for CHUMS and Hospice at Home Volunteers - Dunstable & Houghton Regis areas Hospice, embracing the nostalgia with our 90s attire! The highlight of the night was hearing from both charities about their invaluable work. It was truly touching to witness attendees moved by the stories shared, especially those unfamiliar with HHV services. Many had personal stories about Chums and expressed deep gratitude for their support.</p> <p>With 70 amazing people in attendance, my heart is full of appreciation for your support. A big shoutout to Jackie Carrington for her incredible dedication in organizing and ensuring a smooth event from start to finish. Liz Jones - Community worked wonders with the decorations and raffle, engaging everyone to ensure its success. A special thank you to former mayor Gloria, and fellow councillors Michelle, Wendy, and Johnson for their support.</p>
07.09.25	Dunstable Town Football Club	Ladies first FA Cup Match	Creasey Park Community Football Club, Dunstable	
10.09.25	Dunstable Town Council	Green Flag Ceremony	Dunstable Cemetery	<p>As the Dunstable Town Mayor, I had the honour of leading the Green Flag raising ceremony at Dunstable Cemetery. This event celebrated our community's remarkable achievement in earning Green Flag Awards for Grove House Gardens, Priory Gardens, Dunstable Cemetery, and Bennett Memorial Recreation Grounds, along with the Green Heritage Site Accreditation for Priory Gardens. This success reflects the hard work and dedication of our officers, volunteers, and everyone in our community. Let's keep sharing the love and living in harmony together.</p>

13.09.25	History Society	National Heritage Open Day	Grove House	What a beautiful day it was and meeting residents at Grove House. A great event with a fabulous turnout.
13.09.25	Dunstable Town Council	Proms in the Park	Priory Gardens	
16.09.25	Dunstable Town Council	Pergola Opening	Priory Gardens	This afternoon I had the pleasure to be able to attend the official opening of the new Pergola in Priory Gardens where I cut the ribbon. This is a magical new feature that provides a wealth of history to our town through the interactive use of QR codes at the entrances.
18.09.25	Hospice at Home Volunteers	Golf Day	Dunstable Downs	
20.09.25	Suzzy Limited	Business Event- Wealth Creation	Islington	

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 8 SEPTEMBER 2025 FROM 7:00 PM

Present: Councillors Matthew Neall (Chair), Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Trevor Adams, Robert Blennerhassett, Gregory Alderman, Philip Crawley and Nicholas Kotarski

In Attendance: Councillors Peter Hollick and Matthew Brennan, Lisa Scheder (Corporate Services Manager & Responsible Finance Officer), Jackie Carrington (Democratic Services Manager), Lisa Stephens (Cultural Services Manager) and Gill Peck (Youth and Community Manager)

In Attendance: Paul Hodson (Town Clerk & Chief Executive), Becky Wisbey (Remotely) (Head of Community Services) and Annette Clynes (Town Centre Manager)

Public: One

172/25 - Apologies for Absence

Councillors Kenson Gurney (Vice-Chair), Mark Davis and Louise O'Riordan.

173/25 - Declarations of Interest

None

174/25 - Public Question Time

None

175/25 - To agree the minutes of the meeting held on 2 June 2025 as an accurate record

The minutes of the meeting of the Community Services Committee held on 2 June 2025 were approved as a correct record and signed by the Chair.

176/25 - Town Centre Services

The Town Centre Manager summarised the report. A Member raised the possibility of the Christmas Lights being extended further along the High Street from the crossroads and it was noted that this was a good time to explore options because the tender for the next five years was up for renewal. Officers undertook to include several

possible extensions of the lights on the tender that is issued.

ACTION: Town Centre Manager

177/25 – Events

The report was presented by the Cultural Services Manager detailing the success of the Events programme so far this year.

It was proposed, seconded and

RESOLVED: to engage a professional compere to host Christmas Carols and Torchlight Procession to maintain a professional appearance

It was proposed, seconded and

RESOLVED: that the Town Council uses the remaining free use of Grove Theatre for the staff away day in October 2025

178/25 - Priory House

The Cultural Services Manager informed Members that the Gift Shop was due to reopen at the end of October. The shop would include hand washing facilities to enable staff to make use of a panini machine so that a small food service can be resumed.

179/25 - Older People's Services

The report on Older People's Services was delivered detailing the activities of the various services provided. Members noted that funding had been received from the Household Support Fund which would provide vouchers for all who access lunch clubs over the winter period, to go towards their food shopping during the week. The service would be closed between Christmas and New Year.

180/25 - Grove Corner and Community Engagement

The report on Grove Corner and Community Engagement was summarised by the Youth and Community Manager. Despite quieter Grove Corner sessions, the detached youth team had delivered additional youth hours, having 1,239 interactions with young people across Dunstable.

The report noted the need to consider the detached youth work beyond March 2026 when the current funding would end. Members made suggestions as to the options they would like to consider when setting the budget for the coming year, with officers clear that they should consider the costs for delivering a two night a week detached youth work service.

Officers confirmed that CBC funding is not guaranteed for the detached youth work post March 2026, and that their current commissioned service had had Dunstable removed from their contract in terms of delivery location. Officers encouraged Members of both DTC and CBC to raise this within CBC as a concern and seek support for funding post March 2026.

School engagement work had included visits to schools prior to the summer holidays to promote all events and summer activities for both under and over 10s, which had resulted in new members.

Various events had been organised and presented at Bennett's Splashside Café and Community Hub. Officers had begun advertising a Friends of Bennett Memorial Recreation Ground Group.

The Community Lottery had 32 good causes and 134 players to date. Another marketing push for both good causes and players would take place in September and Members were encouraged to promote this.

181/25 - Service Level Agreement

It was proposed, seconded and

RESOLVED: that organisations who already have a Service Level Agreement with the Council may be invited to reapply at the end of their four-year agreement to have the SLA extended for the same or similar project providing the project is continuing and still adds value to the town.

182/25 - Corporate Plan Update

Members noted the progress made on the Corporate Plan actions and Key Performance Indicators relevant to the Committee.

183/25 - Date of the next meeting - Monday 3 November 2025 at 7.00 pm

The meeting closed at 9.00 pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL

SERVICES COMMITTEE

HELD ON MONDAY 15 SEPTEMBER 2025 FROM 7.00 pm

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Peter Hollick (Chair), Michelle Henderson (Vice-Chair), Trevor Adams, Wendy Bater, Robert Blennerhassett, Matthew Brennan, Mark Davies, John Gurney, Liz Jones, Johnson Tamara

In Attendance: Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Kelley Hallam (HR & Payroll Manager), Mary Dobbs (Cemetery Manager), Katherine Doyle (Parks and Green Space Development Officer) and Daniel Mott (Grounds Operations Manager)

In Attendance: Councillor Nicholas Kotarski
(Remotely)

Public: One

193/25 - Apologies for Absence

Councillor Louise O'Riordan

194/25 - Declarations of Interest

There were no specific declarations or interest

195/25 - Public Question Time

There were no questions from the public.

196/25 - To agree the minutes of the meeting of 9 June 2025 as a true record

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 9 June 2025 be approved as a correct record and signed by the Chair.

197/25 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 2 June, 30 June, 28 July and 18 August 2025.

RESOLVED: that the Minutes of the meetings of the Plans Sub-Committee held on 2 June, 30 June, 28 July and 18 August 2025 be received.

198/25 - Action Tracker

Members noted the Action Tracker provided.

199/25 - Grounds Information Report

The Cemetery Manager, Grounds Operations Manager and Parks and Open Space Development Officer summarised the report.

Members noted that Dunstable Cemetery and Bennett Memorial Recreation Ground had both retained their Green Flag status and congratulated and thanked all those that had helped with this achievement.

Members questioned whether it was time to close the allotment waiting list to new applicants as it was reaching the 300 mark. It was hoped a new allotment site could be made available once the new cemetery land was purchased and this would reduce the waiting list greatly.

The Committee learned that the UKSPF funding application for improvements to Bennett Memorial Recreation Ground tennis courts and for outdoor chess and table tennis tables had been unsuccessful but remained on a reserve list if further funds become available.

The committee reviewed the proposal to install self-closing gates accessing Jeansway at Kingsbury Recreation Ground, following a suggestion from a member of the public at the previous meeting. Officers had evaluated available options and obtained a quotation for £2,496. The committee then proceeded to vote on the matter.

RESOLVED: that the current gates were sufficient and that the purchase of new self-closing gates was unwarranted.

Councillors Davies, John Gurney and Attwell abstained from the vote; all other Members voted in favour of the resolution.

The Committee were informed that Dunstable had been awarded Overall Winner at the Anglia in Bloom Awards as well as winning and receiving gold status in many of the other categories. Members were thrilled with the result and congratulated the Head of Grounds and Environmental Services, community groups, volunteers, the grounds team and all those concerned with this fantastic achievement.

200/25 – Anti-social Behavior Working Group

The Head of Grounds and Environmental Services summarised the report and asked members to approve the establishment of a working group and to adopt the scope and objectives set out within the report.

RESOLVED: i) that the establishment of a working group and the adoption of the scope and objectives reported be approved

ii) that Councillors Adams, Attwell, Blennerhassett, Henderson, Hollick, Kimondo and Tamara would participate in the working group

201/25 – Markham Crescent Knee Rail

The Grounds Operations Manager gave a detailed report that sought approval for the release of £6,912 from the Fencing Reserve for the repair and replacement of the knee

rail at Markham Crescent Recreation Ground.

RESOLVED: that the release of £6,912 from the Fencing Reserve for the repair and replacement of the knee rail at Markham Crescent Recreation Ground be approved

202/25 – Corporate Plan Update

The Head of Grounds and Environmental Services presented a detailed report on the progress of the Corporate Plan objectives and Key Performance Indicators associated with the Grounds and Environmental Services Committee.

Members noted the achievements to date and the progress of ongoing projects.

203/25 - Date of the next meeting

Monday 10 November 2025 at 7.00 pm

The meeting closed at 8.57pm

DUNSTABLE TOWN COUNCIL

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

HELD ON MONDAY 22 SEPTEMBER 2025 FROM 7 PM

Present: Councillors Nicholas Kotarski (Chair), Johnson Tamara (Vice-Chair), Sally Kimondo (Mayor), Richard Attwell (Deputy Mayor), Greg Alderman, Philip Crawley, John Gurney, Kenson Gurney, Peter Hollick, Liz Jones and Matthew Neall

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Corporate Services and Responsible Financial Officer), Kelley Hallam (HR & Payroll Manager), Katie Williams (Corporate Performance & Compliance Manager) and Rachel Connor (Corporate Marketing and Communications Officer)

Public: Nil

204/25 - Apologies for Absence

Councillors Matthew Brennan, Michelle Henderson and Louise O'Riordan

205/25 - Declarations of Interest

There were no specific declarations of interest

206/25 - Public Question Time

There were no questions from the public

207/25 - To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2025

RESOLVED: The Minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2025 were approved as a correct record and were signed by the Chair.

208/25 - Action Tracker – to receive updates on previous actions

Members received and noted the Action Tracker summarised by the Town Clerk and Chief Executive.

Members and officers all stated that the Heritage Open Day had been a huge success and that 175 people had attended Grove House to view displays and speak with those present. Feedback received had been extremely positive and members thanked all those that took part and helped organise the event.

209/25 – Corporate Compliance and Facilities Report

The Corporate Performance and Compliance Manager presented a detailed report which included facility management, policy updates, health and safety and procurement.

Members were requested to clarify any issues relating to CCTV to enable the Corporate Performance and Compliance Manager to produce a detailed scope for a review of CCTV across the Council's estate. Members felt that all areas that the Council maintained should be included in the review

Action: Corporate Performance and Compliance Manager

The Committee reviewed the updated policies provided.

- RESOLVED:**
- i) to recommend the Health and Safety Policy be approved by the Council
 - ii) that the updated Information Security Policy be approved
 - iii) that the updated Data Protection Policy be approved

Members discussed the Carbon Action Plan and though they acknowledged that the aim for the Council to be carbon neutral was not achievable, they thought it was still important to set goals and timescales. It was therefore;

- RESOLVED:**
- i) to defer considering whether the Environmental Working Group should be disbanded to the following meeting
 - ii) Not to adopt the Carbon and Energy Action Plan as presented
 - iii) that the Carbon and Energy Action Plan be updated with goals and set timescales and brought back to the next meeting of the Committee
 - iv) that the revision of the Corporate Plan action be deferred until the Carbon and Energy Action Plan had been updated and adopted

Action: Corporate Performance and Compliance Manager

210/25 - Finance Report

The Head of Corporate Services summarised the report provided to members.

- RESOLVED:**
- i) to note the revenue budget position and year end forecasts for the current financial year to 31 August 2025
 - ii) to note the Council's earmarked reserves as at 31 August 2025
 - iii) to note the current investments
 - iv) to note the current direct debits as at August 2025
 - v) to note that the annual pay award for 2025/2026 had been included in staff pay

Members were informed that the decoration of the Ceremony Room was now complete and

that to enable the room to be utilised, 42 matching chairs were required. Mainly due to the pay award being lower than budgeted, the revenue budget for Corporate Services was forecast to be underspent. Members were therefore requested to approve the expenditure of approximately £3,000 for furnishing the Ceremony Room from this underspend.

RESOLVED: that the release of approximately £3,000 from forecasted revenue underspend within Corporate Services, for the purchase of furniture for the Ceremony Room and registrar rooms at Grove House, be approved

211/25 – Corporate Plan Update

The Corporate Performance and Compliance Manager presented a detailed report that updated Members on the progress of the Corporate Plan objectives, actions and key performance indicators associated with the Finance and General Purposes Committee.

Members noted the details within the report.

212/25 - Marketing and Communications

The Marketing and Communications officer summarised the report.

Members stated how much they liked the new website, and that it was much easier to navigate and noted the increase of the Council's social media followers.

Members were requested to approve a proposed calendar of surgery meetings. Members discussed the benefits of holding surgery meetings, but Members noted that attendance was poor, except when held on the market.

It was proposed, seconded and

RESOLVED: that Councillor surgeries would be held quarterly and only at the market or on event days

The Town Clerk and Chief Executive also suggested trialling an open, public session before Council meetings, which Members agreed to trial.

***Action:** Democratic Services Manager and Corporate Marketing and Communications Officer*

213/25 - Referral Report from Personnel Sub-Committee

Members received and discussed a reference up from Personnel Sub-Committee which was summarised by the Town Clerk and Chief Executive.

RESOLVED:

- i) that the Vivup, Home & Electronics staff benefit scheme be amended to a salary sacrifice scheme from April 2026 be approved
- ii) that the adoption of the Vexatious Complaints policy be for approved
- iii) that the adoption of the Portable Electrical Appliance Safety policy be approved

214/25 - Motion to exclude press and public

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following item would be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

215/25 – Members Update

RESOLVED: i) to agree to encourage all councillors to attend the mediation event on Tuesday 7 October 2025

ii) to recommend to Council to confirm adoption and endorsement of the NALC: Civility and Respect Pledge

iii) to recommend to Council to encourage all Members to sign the Councillor's Statement of Assurance under the Civility and Respect Pledge

iv) to agree for the Town Clerk and Chief Executive to enact any further advice or direction given by the Monitoring Officer arising from these matters

216/25 - Date of the next meeting

Monday 17 November 2025 at 7.00 pm

The meeting closed at 9.30 pm

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

MONDAY 6 OCTOBER 2025

NEW CALENDAR OF MEETINGS 2026/27

Purpose of Report:	For members to approve the new calendar of meetings for year 2026/27
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1. ACTION RECOMMENDED

- 1.1. That the new calendar of meetings for the year 2026/27 be approved (enclosed at Appendix 1).

2. BACKGROUND

- 2.1. Please note that the new calendar of meetings does include the Plans-Sub Committee dates continuing to be on Mondays at 6:15 pm.
- 2.2. Dunstable Joint Committee dates have not been added as we do not know these dates at present. Once confirmed these will be added and updated accordingly.
- 2.3. Once these dates have been approved, the Democratic Services Manager will add them to Councillor's electronic diaries.

3. AUTHOR

Lisa Scheder – Head of Corporate Services and Responsible Financial Officer
Email – lisa.scheder@dunstable.gov.uk

TOWN COUNCIL MEETINGS CALENDAR 2026 / 2027

ALL MEETINGS COMMENCE AT 7.00pm UNLESS OTHERWISE STATED

Day	Time	Date	Meeting
Monday	7.00 pm	18/05/2026	Annual Council Meeting
Monday	7.00 pm	01/06/2026	Community Services Committee
Thursday	7.00 pm	05/06/2025	Personnel Sub-Committee
Monday	6.15 pm	08/06/2026	Plans Sub-Committee
Monday	7.00 pm	08/06/2026	Grounds and Environmental Services Committee
Monday	7.00 pm	15/06/2026	Finance and General Purposes Committee
Monday	7.00 pm	22/06/2026	Full Council
Monday	6.15 pm	29/06/2026	Plans Sub-Committee
Monday	6.15 pm	20/07/2026	Plans Sub-Committee
Monday	6.15 pm	10/08/2026	Plans Sub-Committee
Monday	6.15 pm	07/09/2026	Plans Sub-Committee
Monday	7.00 pm	07/09/2026	Community Services Committee
Thursday	7.00 pm	10/09/2026	Personnel Sub-Committee
Monday	7.00 pm	14/09/2026	Grounds and Environmental Services Committee
Monday	7.00 pm	21/09/2026	Finance and General Purposes Committee
Monday	6.15 pm	28/09/2026	Plans Sub-Committee
Monday	7.00 pm	05/10/2026	Full Council
Monday	6.15 pm	19/10/2026	Plans Sub-Committee
Monday	6.15 pm	09/11/2026	Plans Sub-Committee
Monday	7.00 pm	09/11/2026	Community Services Committee
Thursday	7.00 pm	12/11/2026	Personnel Sub-Committee
Monday	7.00 pm	16/11/2026	Grounds and Environmental Services Committee
Monday	7.00 pm	23/11/2026	Finance and General Purposes Committee
Monday	6.15 pm	30/11/2026	Plans Sub-Committee
Monday	7.00 pm	07/12/2026	Full Council
Monday	6.15 pm	21/12/2026	Plans Sub-Committee
Monday	7.00 pm	11/01/2027	Community Services Committee
Thursday	7.00 pm	14/01/2027	Personnel Sub-Committee
Monday	6.15 pm	18/01/2027	Plans Sub-Committee
Monday	7.00 pm	18/01/2027	Grounds and Environmental Services Committee
Monday	7.00 pm	25/01/2027	Finance and General Purposes Committee
Monday	6.15 pm	08/02/2027	Plans Sub-Committee
Monday	7.00 pm	08/02/2027	Full Council
Monday	7.00 pm	01/03/2027	Community Services Committee
Thursday	7.00 pm	04/03/2027	Personnel Sub-Committee
Monday	6.15 pm	08/03/2027	Plans Sub-Committee
Monday	7.00 pm	08/03/2027	Grounds and Environmental Services Committee
Monday	7.00 pm	15/03/2027	Finance and General Purposes Committee
Monday	7.00 pm	22/03/2027	Annual Town Meeting
Monday	6.15 pm	05/04/2027	Plans Sub-Committee
Monday	7.00 pm	05/04/2027	Full Council
Monday	6.15 pm	26/04/2027	Plans Sub-Committee
Monday	7.00 pm	17/05/2027	Annual Council Meeting
Monday	6.15 pm	24/05/2027	Plans Sub-Committee

DUNSTABLE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
MONDAY 6 OCTOBER 2025
CORPORATE RISK MANAGEMENT

<p>Purpose of Report: To review and approve the revised risk management arrangements and corporate risk assessment</p>

1. RECOMMENDATION

- 1.1. That Members approve the risk assessment provided and the mitigations proposed.

2. BACKGROUND

- 2.1. The Annual Governance and Accountability Return (AGAR) requires the Council to assert that:

“We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.”

- 2.2. The Joint Panel on Accountability and Governance (JPAG) provides a guide on completing the AGAR. The guide explains that *“in order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:*

Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.

1.33 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover. “

- 2.3. Members of the Finance and General Purposes Committee approved the Council's risk management arrangements and corporate risk assessment on 20 January 2025 (**040/25**) Members are asked to review and approve the revised assessment attached to this report.

3. CORPORATE RISK LOG

- 3.1. Members are asked to review and approve the revised Corporate Risk Assessment at Appendix 1, with any suggested changes.
- 3.2. The risk log provided is high level and draws attention to key corporate risks, and where necessary refers to more detailed risk management arrangements for specific services.
- 3.3. No new risks have been identified, and none have been removed. The only score which has changed is, "*Structural failure or additional works required to Grove House*". This has been amended in light of the issues found during recent works.
- 3.4. The revised Corporate Risk Log now sits alongside the Corporate Plan, Key Performance Indicators, and departmental Service Plans. It also highlights Corporate Plan Actions that aim directly to mitigate risks identified.

4. APPENDIX

- 4.1. Appendix 1 - Corporate Risk Log October 2025

5. AUTHOR

Katie Williams – Corporate Performance & Compliance Manager
compliance@dunstable.gov.uk

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
Administration	Loss of equipment	4	3	12	The Responsible Financial Officer (RFO) maintains a detailed asset register which is submitted to Council annually, and accurate values are provided to the insurance company.	SMT		4	2	8
	Loss of services or effective management due to an emergency	5	4	20	Business Continuity Insurance is in place. All office staff are able to work from home or alternative locations. Staff have use of mobile phones. The IT contract includes a requirement to provide emergency support. The Council is part of the Central Bedfordshire Emergency Response Group	SMT	9	5	2	10
	Failure to effectively manage data or to respond to Data Protection/FOI disclosure requests as required by law	3	2	6	A Council policy is in place to ensure compliance with Data Protection and Freedom of Information requirements. The Policy is administered by the Corporate Performance and Compliance Manager, and regularly reviewed by the Head of Corporate Services and RFO. Where personal data is collated for users - this is managed in accordance with policy and regularly reviewed. A full data protection impact assessment will be undertaken within the next 6 months.	TC&CE		3	1	3
	Loss of service due to emergency, disease or disaster	5	3	15	The Council has a Business Continuity Policy which ensures services will be continued with appropriate timescales within an emergency. The Council does not provide any life-or-death services, however, it does work with a number of vulnerable users and therefore service areas will address on an individual basis.	SMT		5	1	5

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
	Loss of skill, corporate memory or expertise due to staff leaving	4	4	16	The council is vulnerable due to only having one qualified level 6 youth worker - the council are ensuring others are on a training pathway. An apprentice is now in post and working towards becoming a level 6 youth worker. While efforts are made to ensure as many posts as possible could be covered and knowledge is shared, this is not possible for all posts given the size of organisation.	SMT		4	4	16
Cemeteries	Failure to properly manage the Cemetery service or to meet legislative requirements.	4	2	8	The Council employs a cemetery team including grounds staff and a Cemetery Manager. The Council is a member of the Institute of Cemetery and Crematorium Management (ICCM) who provide professional advice. The Council retains the silver award under the ICCM Charter for the Bereaved. The Cemetery holds a Green Flag. Cemetery records are managed through a specialised digital package. The Council reviews the Cemetery rules and regulations each year.	HoGES		4	1	4
	Failure to provide sufficient burial space to meet the town's needs	4	5	20	It is currently estimated that there is sufficient burial space to last until the end of 2029. The Council has begun work to develop a new cemetery site. Land has been identified and the Environment Agency has given permission for it to be used for burials. Tenders will be issued in 2025 for a contractor to take the Council through all stages including implementation.	TC&CE & HoGES	6, 26	4	2	8

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
Natural Disaster	Council facilities or services severely damaged or impeded by unpredictable, extreme weather including when caused by climate change.	5	4	20	All events, markets and other outdoor activities have a bad weather risk assessment with mitigations including cancellation for wind, rain, and extreme hot or cold temperatures. Grounds Management Plans take account of possible climate change when selecting new plants and trees.	SMT		5	2	10
Communications	Damage to the Council's reputation	2	4	8	The Council employs a Marketing and Communications Officer who manages the Council's social media and traditional media output and responses. Relevant staff receive media training. The Media Policy ensures staff and Councillors are clear about their roles. The website is updated regularly and Talk of the Town issued quarterly to ensure residents are aware of the Council's services.	SMT		2	2	4
Data & IT	Data loss, IT security / cyber attacks	4	4	16	The Council employs an IT company to oversee all IT related operations. The external company provides appropriate firewalls and security arrangements. The IT system is fully cloud-based service. The Council is Cyber Essential certified, which provides reasonable protection.	TC&CE CP&CM	11	4	1	4
	Failure to keep records in accordance with the GDPR	3	4	12	A Council policy is in place to ensure compliance with the GDPR. The Policy is administered by the Corporate Performance and Compliance Manager, and regularly reviewed by the Head of Corporate Services and RFO.	TC&CE		3	2	6

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
					The Council is currently working through a Data protection impact (self) assessment, to identify areas for improvement.					
Facilities	Structural failure or additional works required to Priory House	5	5	25	Substantial repair works are underway including measures to repair the undercroft, the first floor and internal walls. The scheduled works are fully funded, and planning consents for work other than the flood alleviation measures are now in place. The Council does not have any further funds allocated to Priory House. There will always be a risk of the unknown with this building.	HoCS	23	4	2	8
	Structural failure or additional works required to Grove House	5	5	25	The cost of current works has increased considerably. It is not yet known what the required scope or cost will be. It is therefore not possible to know whether funding will be available to meet further costs. The annual reserve contribution for Grove House has been increased in the 2025/26 budget to go towards the building's future liabilities.	RFO		4	3	12
	Unplanned expense or loss of service due to damage or structural failure of Council buildings	5	3	15	The Council has retained the services of a property expert and has made considerable progress on completing a back log of work that was required on Council property. Ashton Square Toilets are at risk whilst no long-term formal agreement is in place. Youth services would be significantly affected should Grove Corner become damaged; current surveys would suggest this is low risk.	TC&CE	3	5	1	5

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
Financial	Failure to properly manage the Council's finances	4	2	8	The Council is subjected to both internal and external financial audits which are reported to Full Council and any actions arising are monitored. Then internal audit ensures controls are adequate. The Responsible Financial Officer has achieved the FiLCA qualification. The financial regulations lay out the Council's monitoring and safety procedures. The Council employs Rialtas to carry out quality assurance of the use of the accounts package each year and receives VAT advice from PS Tax to ensure full compliance.	RFO		4	1	4
	Loss of income	3	3	9	Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors. The Council budgets for c. £687,000 of earned income. However, most income streams are offset against the relevant service costs; if the income from events sponsorship, Splash Cafe or Priory House Tea Rooms were lost, the only impact would be to that service, not the Council's wider finances, for example. The majority of the Council's income is from the precept. It is a statutory requirement for Central Bedfordshire Council to provide this. Any change to the law or process would require longer than a year, so the Council would have time to plan ahead for any proposed changes.	RFO		3	2	6

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
	Failure to meet pension liabilities	4	3	12	The Council's pension fund contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations. The last actuarial valuation took place in March 2022 and the current contribution rates are in line with their requirement.	RFO		4	1	4
	Fraud	4	2	8	The financial regulations ensure Councillors and the internal auditor have full oversight of financial processes. Measures are in place to ensure no single staff member can make or authorise transactions without another staff member checking. Dual authorisation is required for all cheques and online payments.	RFO		4	1	4
	External economic factors such as high inflation or energy price rises substantially impact service delivery	4	4	16	The Council's precept is set in advance of the year; CBC carry the risk of in year changes to Council Tax payment. The Council holds adequate general reserves to cover the salary bill for 3 months. Ear-marked reserves are in place for the Council's key facilities and assets. Any requirement for additional funds or reductions to services would be identified in future years budget setting processes.	RFO		4	2	8
	Financial loss, loss of service or damage to reputation due to contractor failure	4	4	16	The Council has a comprehensive procurement policy and process. The Corporate Performance and Compliance Manager is responsible for ensuring effective procurement and management of contractors and associated risks.	TC&CE RFO		4	2	8

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
		Severity	Likelihood					Severity	Likelihood	
Governance	Failure to comply with legislation or recommended practice result in decisions being unsafe or ultra vires	4	3	12	The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated and based on national good practice. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice from NALC, the BATPC, the SLCC, peers and solicitors when required.	TC&CE		4	1	4
Health & Safety	Death or injury due to Council failure	5	3	15	The Council's Management Team reviews H&S issues monthly. The Council has an agreed Health and Safety Policy. The Council also retains the services of professional health and safety support through Worknest. The Council is also implementing a rolling programme of health and safety related training for all staff. The Council employs a Corporate Performance and Compliance Manager with a remit to ensure Health and Safety measures are properly implemented and recorded across all services and buildings. The Council responsibly manages its tree stock to manage risk of failure. All trees have been surveyed and selected trees are reinspected annually to inform each year's tree work programme. Staff are suitably trained and undertake required precautions to ensure food hygiene and allergies risk management. Council insures third party providers and contractors are fully insured and risk assessed and work within the Town Council's policies	TC&CE SMT		5	2	10

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
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Insurance & Legal	Failure to adequately insure the Council's assets and activities.	4	3	12	The Council makes provision for public, employers, fidelity, building, contents, and equipment etc insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision are identified.	TC&CE RFO		4	1	4
Personnel	Loss of staff, poor staff wellbeing or legal claims due to poor staff management	4	3	12	The Council updates the Staff Handbook at least annually, following advice provided by the HR advisor. The Council has retained the services of a specialist HR company and has introduced an HR management package called Bright HR. All members of staff have access to the handbook. The Council is a silver accredited Investors in People Organisation, which requires the Council to continually demonstrate excellent leadership and management arrangements. The Council carries out an annual staff survey and takes appropriate actions, holds regular wellbeing sessions, and provides a programme of enhances staff benefits. The Council has insurance in place to cover legal claims. The Council has introduced health assessments.	TC&CE		4	2	8
	Failure to provide sufficient resources to meet the Council's delivery requirements	4	3	12	The Personnel Sub-Committee meets to consider any staffing issues. The Council's budget is set each year alongside an establishment review to ensure sufficient resources are in place.	SMT		4	1	4

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
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	Failure to meet staff terms and conditions correctly	5	2	10	Payroll is outsourced to a specialist provider. Both the Responsible Financial Officer and HR & Payroll Manager keep up to date with the payroll process. All timesheets are checked by line managers and the HR & Payroll Manager.	RFO		5	1	5
Safeguarding	Failure to properly care for children and young people (child protection)	4	3	12	The Council has adopted and reviewed its child protection policy. All staff and volunteers that regularly come into contact with young people are subject to a DBS check. These staff and volunteers undertake specific safeguarding training and permanent staff are able to access additional regular training updates. The Council employs a qualified youth worker.	TC&CE		4	1	4
	Failure to properly care for vulnerable adults (vulnerable adult protection)	4	3	12	The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check.	TC&CE		4	1	4

Risk Area	Risk	Assessment of initial risk		Initial Score	Control Measures & Resources in Place	Owner	Corporate Plan Action No.	Assessment of Residual Risk		Residual Score
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Service Continuity	Failure to deliver the services required by Councillors due to multiple sickness, unfilled vacancies or staff absence	4	3	12	The Council has a clear management structure, and all staff have relevant job titles and clear job descriptions. The Council has a Corporate Plan, which includes Key Performance Indicators which are reported to Councillors annually. Each Service Area has an annual Service Plan which is based on the Corporate Plan. The Council has a wellbeing programme to support staff. Multiple recruitment approaches are taken, however, recruitment to qualified youth worker positions is a risk due to lack of interest. Wherever possible roles can be carried out by more than one member of staff. Knowledge is shared through team meetings and joint working.	SMT		4	1	4

Key	
SMT	Senior Management Team
TC&CE	Town Clerk and Chief Executive
HoGES	Head of Grounds and Environmental Services
RFO	Responsible Finance Officer
HoCS	Head of Community Services
CP&CM	Corporate Performance and Compliance Manager
FOI	Freedom of information
ICCM	Institute of Cemetery and Crematorium Management
FiLCA	Financial introduction to Local Council Administration

GDPR	General Data Protection Regulations
VAT	Value Added Tax
NALC	National Association of Local Councils
BATPC	Bedfordshire Association of Town and Parish Councils
SLCC	Society of Local Council Clerks
HR	Human Resources
DBS	Disclosure and Barring Service

DUNSTABLE TOWN COUNCIL

FULL COUNCIL

MONDAY 6 OCTOBER 2025

REFERRAL REPORT FROM FINANCE AND GENERAL PURPOSES COMMITTEE

Purpose of Report: For Members to approve the following recommendations made by the Members at the meeting of the Finance and General Purposes Committee held on 22 September 2025.

1. CORPORATE COMPLIANCE AND FACILITIES REPORT

RESOLVED: i) To recommend the Health and Safety Policy be approved by the Council.

Minute Number (209/25)

2. MEMBERS UPDATE

RESOLVED: ii) to recommend to Council to confirm adoption and endorsement of the NALC: Civility and Respect Pledge

iii) to recommend to Council to encourage all Members to sign the Councillor's Statement of Assurance under the Civility and Respect Pledge

Minute Number (215/25)

3. CIVILITY AND RESPECT PLEDGE

3.1. The Town Council unanimously resolved to sign the pledge at its meeting on 5 December 2022. While this remains in place, it would be helpful for current Councillors to (re)confirm support of the Pledge.

3.2. More information about the pledge is available here: <https://www.nalc.gov.uk/our-work/civility-and-respect-project#the-pledge>

3.3. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

3.4. Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying

attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

- 3.5. Signing up is a simple process, which requires councils to register and for the Mayor to confirm that the Council has agreed to the following statements:

The Pledge:

- 3.6. I hereby confirm that Dunstable Town Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
- I. Has put in place a training programme for councillors and staff
 - II. Has signed up to the Code of Conduct for councillors
 - III. Has good governance arrangements in place including staff contracts and a dignity at work policy
 - IV. Will seek professional help at the early stages should civility and respect issues arise
 - V. Will commit to calling out bullying and harassment if and when it happens
 - VI. Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
 - VII. Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

4. STATEMENT OF ASSURANCE

- 4.1. NALC have just launched the "Statement of Assurance" to accompany the Civility and Respect Pledge, in partnership with the County Associations and the SLCC. The **Statement For Individual Councillors** consists of the following commitments:

- 4.2. I confirm that I have read the Council's Code of Conduct including the principles of public life and understand my obligations and the behaviour expected of me whenever I am acting as a Councillor. Understanding my duties as a Councillor I will:
- I. Adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
 - II. Behave respectfully towards others including those I disagree with;
 - III. Uphold the values of Dunstable Town Council identified in the Code of Conduct; and
 - IV. Attend training required by the Council as part of my role as a Councillor.
- 4.3. Further details about the Statement of Assurance can be found here: <https://www.nalc.gov.uk/resource/new-councillors-statement-of-assurance-champions-civility-and-respect-in-parish-and-town-councils.html>

5. BACKGROUND PAPERS

[2.1 Health and Safety Policy DRAFT.pdf](#)

6. AUTHORS

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