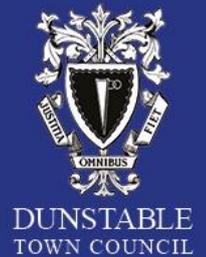


Dunstable Town Council
Grove House
76 High Street North
Dunstable
Bedfordshire
LU6 1NF

Tel: 01582 513000
E-mail: info@dunstable.gov.uk
Website: www.dunstable.gov.uk



Paul Hodson, Town Clerk and Chief Executive

Date: **Tuesday, 03 February 2026**

Dear Councillor,

You are summoned to attend a meeting of the **Full Council** which will be held on **Monday 9 February 2026**, 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 to let us know beforehand to give councillors a chance to prepare an informed answer. Please contact the Council via democratic@dunstable.gov.uk or 01582 513000 by 4 pm on Friday 6 February 2026.

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), 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

053/26 Apologies for Absence

054/26 Declarations of Interest

055/26 Public Question Time

056/26 To agree as a correct record the Minutes of the Council Meeting held on Monday 1 December 2025

057/26 Town Mayor's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from 8 November 2025

058/26 To receive reports of the following Committees:

058.1/26 Community Services 12 January 2026

058.2/26 Grounds and Environmental Services 19 January 2026

058.3/26 Finance and General Purposes 26 January 2026

059/26 Budget Report 2026/27

060/26 External Audit

061/26 To appoint an additional member and Vice Chair of the Personnel Committee

Members are asked to appoint an additional member and Vice Chair of the Personnel Committee following the resignation of Councillor Jones.

062/26 Representatives To Outside Bodies

063/26 Dunstable Charities Representatives

Members are asked to to agree replacement representatives for two Dunstable Charities following the resignation of Councillor Jones. NB; the next meeting of the Dunstable Poor's Charity meeting will take place on Thursday 19th February 2026 at 10am in the Council Chamber.

064/26 To appoint an additional representative to the Dunstable Joint Committee

Dunstable Joint Committee is a town wide partnership forum that aims to influence decisions and shape initiatives for the benefit of the town. The committee meet 4 times per year, typically on a Thursday evening at 7pm at Grove View. The Committee is made up of five members from Dunstable Town Council (this being the Town Mayor, Deputy Mayor and 3 chairs of committees, together with 2 substitutes) and five members from Central Bedfordshire Council. tends to be 5 Members, .

The last representation was agreed at the Annual Council Meeting in May 2025, however, as Councillor Matthew Neall is already appointed to the Committee by Central Bedfordshire Council it is not appropriate for Councillor Neall to be a representative for Dunstable Town Council despite being Chair of the Communities Committee.

Members are therefore requested to nominate an additional representative.

065/26 To receive the minutes of the Dunstable Joint Committee held on 18 September 2025 and a verbal update from the meeting held on 27 November 2025

066/26 To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

067/26 Exclusion of Public and Press

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

068/26 Reference Up Report from Finance & General Purposes Committee

069/26 Cemetery Land

Report to follow

070/26 Date of the next meeting Monday 30 March 2026 at 7pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE FULL COUNCIL

HELD ON MONDAY 1 DECEMBER 2025 FROM 7:00PM

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Matthew Neall, Matthew Brennan, Michelle Henderson, Peter Hollick, Nicholas Kotarski, Johnson Tamara, Trevor Adams and Wendy Bater

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

In Attendance: Councillor John Gurney
(Remotely)

Public: No public present

The meeting commenced with a minute's silence to honour the passing of Sylvia Powdrill, a former Mayor of Dunstable. Pastor Julian Richards led the council in prayers.

279/25 - Apologies for Absence

Apologies for absence were received from Councillors Jones, Kenson Gurney, O'Riordan, Davis, Crawley, and Alderman.

280/25 - Declarations of Interest

No specific declarations were made.

281/25 - Public Question Time

No members of the public were present.

282/25 - To agree as a correct record the Minutes of the Council Meeting held on 6 October 2025

RESOLVED: that the minutes of the meeting of the Full Council held on 6 October 2025 be signed as a correct record

283/25 - Town Mayor's Remarks including Civic Events and Mayoral Activities

The Town Mayor expressed gratitude for the support received from council officers and members of the public. The Mayor highlighted the torchlight event held on Friday, which was well-received,

and noted the progress observed at Priory House. The Mayor encouraged council members to participate in local community events without needing formal invitations.

The Deputy Mayor provided an update on events attended on behalf of the Mayor, including the Ampthill Town Council civic reception, Signpost 40-year anniversary event, Royal British Legion poppy prom, and a circus fundraising event.

284/25 - To receive reports of the following Committees:

284/25.1 – Community Services 3 November 2025

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 3 November 2025 be received

284/25.2 – Grounds and Environmental Services 10 November 2025

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 10 November 2025 be received

284/25.3 – Finance and General Purposes 17 November 2025

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 17 November 2025 be received

285/25 - Community Governance Review

The Town Clerk and Chief Executive provided an update on the Community Governance Review being carried out by Central Bedfordshire Council.

RESOLVED:

- 1.1. To strongly oppose the arbitrary and unevidenced recommendation to reduce the number of Councillors in East Ward by one and to insist that Dunstable's democratic representation be maintained at its current level.
- 1.2. That the Council confirms its endorsement of the draft recommendation to move the parish boundary incorporating the land forming part of and also adjacent to the Downside Recreation Ground together with the land occupied by St Mary's and Manshead Schools from the parish of

Caddington into the parish of Dunstable Town Council.

- 1.3. To continue to oppose the changes suggested by Totternhoe Parish Council to move the proposed land into Totternhoe's parish boundary
- 1.4. That the Mayor arrange for the Council to send a representative to the appropriate meeting of CBC to present the Town Council's position. (Cllr Kotarski indicated his willingness to represent the Town Council)

286/25 - Budget 2026/27

The Head of Corporate Services and Responsible Finance Officer presented the draft budget for the financial year 2026/27, noting that officers were working to reduce the proposed 12% increase. Changes to business rates, pension contributions, council tax base, and forecast underspends were being reviewed. The council agreed to adopt a balanced budget, pending further reviews and final figures.

The Town Clerk & Chief Executive gave a verbal update on Central Bedfordshire Council's proposed changes to Council Tax relief. It was noted that the proposed changes would impact Dunstable residents on low incomes and would also change the Town Council's Council Tax base, which would change the precept. A working group was suggested to review and respond to the consultation.

ACTION: Set up Working Group to review and respond to the consultation on CBC's proposed changes to Council Tax relief.

Democratic Services Manager

287/25 - Internal Audit

The council received and noted the first interim internal audit report for 2025/26. The report indicated that the council maintained an adequate and effective system of internal controls, with no matters arising.

RESOLVED:

to note and receive the first interim internal audit report for 2025/26

288/25 - Events Budget

The Town Clerk and Chief Executive presented the report following The Events Budget Working Group meeting to discuss potential savings by removing one or more events from the events programme for 2026. The group recommended cancelling Priory Pictures, which would save approximately £5,000, representing 0.17% of the budget. The council agreed that this would be the best option for cost savings while still providing film screenings at other events like the Soapbox Derby and Proms. The working group emphasised the importance of maintaining popular events and adjusting the budget accordingly.

RESOLVED: Events to remove Priory Pictures from the Programme for 2026.

289/25 - Town Meeting 2026 - Verbal Update

The Chief Executive provided an early update on the planning for the town meeting scheduled for 23 March 2026. The meeting will be held at the college, as previous meetings there have been well attended. The proposed theme for the next town meeting is "Volunteering in Dunstable," with a particular focus on Dunstable in Bloom but also volunteering generally. Members expressed support for the theme, highlighting the importance of recognising and supporting local volunteers.

290/25 - Dunstable Joint Committee

The Chair of the Dunstable Joint Committee provided an update on the recent meeting. Contributions from local business groups and the police were discussed, with an emphasis on improving communication with the police to better review their reports. A working group has been established to discuss a joint response to Central Bedfordshire's upcoming budget by CBC.

291/25 - To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

A member of Central Bedfordshire Council provided updates on several matters.

292/25 - Date of Next Meeting Monday 9 February 2026 at 7pm

The date of the next meeting was confirmed as Monday, 9 February 2026 at 7pm.

The meeting closed at 8.05 PM

AGENDA ITEM 057/26

8.11.25	CHUMS	Shopping Event	Woburn Safari Park	
9.11.25	Dunstable Town Council	Remembrance Service	Priory Gardens	commemorating Remembrance Day 2025 a day of profound significance and reflection. We gathered to remember the brave men and women who fought for our country's freedom and peace. The outpouring of support from everyone, including dedicated volunteers and charity groups who laid wreaths, was truly heartening. The weather was perfect, further enriching the occasion, as we welcomed dignitaries such as the Vice Bedfordshire Lieutenancy, Chairman of Central Bedfordshire Council Kevin Collins, our local MP, Alex Mayer, Past Mayors &
22.11.25	Mayors Bingo Night	Charity Event	Mecca Bingo, Luton	50 people turned out to support this Mayoral event. Although none of us won anything significant a good time was had by all.
24.11.25	Linsell House	40 Anniversary	Linsell House, Dunstable	
27.11.25	Plant a Tree	Dunstable Town Council	Ridgeway Avenue Recreation Ground	This was an incredibly special day as I had the honour of planting a tree at Ridgeway Avenue Recreation Ground to celebrate the 40th anniversary of Dunstable Town Council! It's a true honour to be the Mayor of Dunstable, and I'm humbled to contribute to our community's legacy. A huge thank you to the Dunstable officers for their hard work and dedication in making this event possible. We're planting 40 trees across all five wards, with nine right here in the East Ward! 🌳 I'm also deeply honoured to have a plaque with my name unveiled today, marking this significant occasion. I can't wait to see how these trees will grow and benefit future generations. Here's to continuing our journey together for many more years to come! 🥂
28.11.25	Too Many Nmes	Speech	Grove House Gardens	
28.11.25	Dunstable Town Council	MP Visit	Priory House	
28.11.25	Dunstable Town Council	Torchlight	Ashton Square	What a fantastic evening. So many turned out for the annual Torchlight event. Ashton Square was buzzing with people and traders. Priory Church was full of local schools performing Carols. A fabulous evening was had by all.

29.11.25	Dunstable Ladies Choir	Christmas Carols	St Augustines Church Hall	<p>What a heartwarming afternoon I had today as Dunstable Town Mayor with the wonderful Dunstable Ladies Choir! As they launched this year's Christmas festivities with their beautiful melodies, every note sung was filled with joy and the spirit of the season. It was an absolute delight to engage with such talented and spirited individuals.</p> <p>From the lovely songs they performed to the familiar carols we all joined in on, the afternoon was a true celebration of music and community. I left feeling uplifted and full of festive cheer!</p>
30.11.25	Mayor Of Barking & Dagenham	Mayors Thanksgiving Service	Harmony Christian Centre, Dagenham	
12.12.25	Octave Music	Christmas Showcase	Com Church Dunstable	A wonderful evening spent with many fantastic local bands celebrating Christmas in Dunstable.
13.12.25	Beds Fire & Rescue	Christingle Service	St Marys Church, Woburn	
14.12.25	Her Connect Club	Night of the Royals	Prince Regent Hotel, Chigwell	
15.12.25	Mayor of Leighton Buzzard	Candlelit Carol Concert	All Saints Church, Leighton Buzzard	
20.1.12	Vauxhall Male Voice Choir	Christmas Carols	Methodist Church, Ashton Square	
22.12.25	Dunstable Town Council	Mayor Carols by Candlelight	Priory Gardens	This is the first time this event has been held. We were accompanied by the Salvatio Army Band and sang Christmas Carols around the tree in Priory Gardens. Over £200 was raised for my Mayoral charities from the sale of candles and generous donations from residents.
03.01.26	Luton Malayali Samajam	Christmas Event	Lewsey Learning Centre	
08.01.26	Bishop of Bedford	Buffet Supper	Bishops Lodge, Bedford	
27.01.26	Dunstable Connect Club	Meeting	The Community Halls, Manchester Place	
31.01.26	KR Football Academy	Connection Meeting	Priory Academy	

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 12 JANUARY 2026

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Matthew Neall (Chair), Gregory Alderman, Wendy Bater, Philip Crawley, Mark Davis, and Nicholas Kotarski

In Attendance: Councillor Peter Hollick, Paul Hodson (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Jackie Carrington (Democratic Services Manager), Lisa Stephens (Cultural Services Manager) and Gina Thanky (Events Officer)

Public: Two

001/26 - Apologies for Absence

Councillors Louise O'Riordan, Trevor Adams and Robert Blennerhassett

002/26 - Declarations of Interest

There were no specific declarations of interest.

003/26 - Public Question Time

A representative from Ringcraft Boxing raised concerns about the delay in receiving the lease for the building, which was voted on in early 2024. Additionally, a health and safety issue regarding a leaking roof in the building's kitchen was raised. The council acknowledged the delays in legal matters and agreed to arrange a meeting. Regarding the roof repairs, it was explained that while temporary repairs had been made, full repairs were pending tender analysis and would be completed in the first half of the year.

004/26 - To agree the minutes of the meeting of 3 November 2025 as an accurate record

The minutes of the Community Services meeting held on 3 November 2025 were approved as a correct record and signed by the Chair.

005/26 - Action Tracker – to review progress of previously agreed actions

The committee reviewed the action tracker to monitor the progress of previously agreed actions.

006/26 - Town Centre Services

The Head of Community Services presented the Town Centre Services update.

The Head of Community Services mentioned ongoing work with Central Bedfordshire Council regarding premises of concern in the High Street, with a task group meeting scheduled to address these issues.

Cash Access UK had confirmed the location for the permanent banking hub following the closure of Santander, with a temporary hub to be set up until the permanent one is operational.

007/26 - Budget Proposals for 2026/27

The budget proposals for 2026/27 were discussed. The budget report had not been included in the agenda, and was circulated immediately after the meeting. The Town Clerk & Chief Executive The significant changes in the budget included the removal of the budget for the additional Priory Pictures event, and adjustments to pensions and salaries. The proposed contribution to the reserves for detached youth work would now be funded from the forecast in-year underspend. The additional Priory house reserve contribution of £67,000 was no longer required.

It was noted that Central Bedfordshire Council had suggested not funding the Good Companions Club as part of their budget discussions. Any impact of this funding cut would need to be addressed in the budget proposals for 2027 and 2028.

008/26 - Grove Corner and Community Engagement

The Head of Community Services summarised the report on Grove Corner and Community Engagement noting Grove Corner continued to attract good numbers of young people, and one young person had expressed interest in joining the youth parliament following engagement with Central Bedfordshire Council Youth Services. Written confirmation had been received from Central Bedfordshire Council that their funding for detached youth work would continue for another year.

009/26 - Older People's Services

It was noted that the Food Club was developing well and it was hoped that members would begin to take ownership and coordinate activities independently.

010/26 – Events

The Events Officer highlighted the success of past events such as the Christmas carols and Torchlight procession, which saw an estimated attendance of 5,000 people and participation from 13 schools and various choirs..

Members asked about progress to raise sponsorship and additional income to help fund the events programme. Conversations with businesses regarding sponsorship for the 2026 events programme were ongoing. . It was noted that while the events cannot generate enough income to be self-sufficient, efforts are made to maximise income through concessions and stalls. The importance of free events for families was highlighted, and the need to balance this with the financial pressures faced by residents was discussed.

011/26 - Priory House

The Cultural Services Manager updated the Committee that following the reopening of the Priory House shop there had been positive feedback on the refurbishment and the introduction of lunch offerings.

The refurbishment works were progressing well, with an advised programme date of the end of October. Stakeholder workshops had been held to discuss the exhibition plans.

012/26 - Priory House Decision Report

RESOLVED:

To spend £220,282.49 from allocated reserves for the following items:

Repairs to main staircase -	£16,501.75
Improvement to the parapet gutter of gift shop roof	£3,355.00
Repairs to windows on the west elevation and north gable including secondary glazing where appropriate and draft strips	£73,263.50
Reder repair to external wall	£12,162.24
Design fees for above works	£10,000.00
Contingency	£15,000.00
New till ordering system (using tablets to remove the operational issues)	£3,000.00
Increasing the scope of the exhibition to include a higher specification in the third room	£55,000.00
Additional workshops with young people relating to the exhibition should funding application be unsuccessful	£5,000.00
Outdoor furniture and overall house redecoration/design	£27,000.00

013/26 - Reports from Outside Bodies

South Beds Dial-a-Ride Management Committee: Cllr Peter Hollick reported on the current state of the land occupied by the committee, describing it as desolate and lacking services. Dial-a-Ride were exploring options for relocating their service.

Dunstable Town Band: No report given

Men in Sheds: Cllr Richard Attwell reported changes in trustees, with new co-chairmen and a new secretary elected. The shed refurbishment was completed, but minor repairs were needed. Financially, the organisation was stable but needs to replace old equipment, necessitating a slight increase in member subscriptions. They had successfully applied for charitable grants.

014/26 - Date of the next meeting - Monday 2 March 2026 at 7.00 pm

The meeting closed at 8:45 PM

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL

SERVICES COMMITTEE

HELD ON MONDAY 19 JANUARY 2026 FROM 7.00 PM

Present: Councillors Richard Attwell (Deputy Town Mayor), Peter Hollick (Chair), Michelle Henderson (Vice-Chair), Wendy Bater, Robert Blennerhassett, Matthew Brennan and John Gurney

In Attendance: Councillor Kenson Gurney, Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Kelley Hallam (HR & Payroll Manager), James Stenson (Cemetery Manager) and Daniel Mott (Grounds Operations Manager)

In Attendance: Councillors Sally Kimondo (Town Mayor) and Nicholas Kotarski (Remotely)

Public: None

025/26 - Apologies for Absence

Councillors Trevor Adams, Mark Davies, Louise O'Riordan and Johnson Tamara

026/26 - Declarations of Interest

Cllr Henderson (Non-pecuniary) – Allotment tenant

027/26 - Public Question Time

There were no questions from the public.

028/26 - To agree the minutes of the meeting of 10 November 2025 as a true record

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 10 November 2025 be approved as a correct record and signed by the Chair.

029/26 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 8 December 2025 and 5 January 2026.

RESOLVED: that the Minutes of the meetings of the Plans Sub-Committee held 8 December 2025 and 5 January 2026 be received.

030/26 - Action Tracker

Members noted the Action Tracker provided.

In regard to the action to investigate salting and gritting of town centre pathways and public areas, it was:

RESOLVED: that the Council further lobby Central Bedfordshire Council and its members for improved pavement gritting in the Town Centre

031/26 - Grounds Information Report

The Head of Grounds and Environmental Services and the Grounds Operations Manager summarised the report.

Members noted that there were 305 people on the allotment waiting list and that officers were working on a report that would give options on how to tackle the demand for allotment plots.

The quarterly play inspections, which included the gym equipment and the skate park had taken place in November. No high-risk items were identified and the eight medium risk items identified were dealt with as a priority.

Two large mature trees, one in Grove House Gardens and one in Brewers Hill Recreation Ground, would be removed after failing stress testing analysis for stability and safety in the tree management survey.

Dunstable had been chosen to represent the Anglia region in the large town category at the Britain in Bloom 2026 finals. Judging would take place between July and August.

032/26 – Vehicle Replacement Programme and Spending Approval

The Grounds Operations Manager presented a detailed report that sought the approval of a revised vehicle replacement programme and the release of allocated reserves to purchase a new Town Ranger vehicle and the refurbishment of the cemetery digger.

Members suggested that early consideration for secure electric charging infrastructure be investigated before the purchase of additional electric vehicles in future years.

Action: Head of Grounds & Environmental Services

RESOLVED: i) that the revised vehicle replacement programme as set out in the report be approved

ii) that the Committee approve the release of £50,000 from the Vehicle and Equipment Reserve to purchase a new Town Ranger vehicle (including fit out) and to refurbish the cemetery digger

033/26 – Budget Proposal for 2026/2027

The Town Clerk and Chief Executive presented a detailed report on the draft budget proposals and fees and charges for Grounds and Environmental Services for 2026/2027 and requested Members to consider, comment and make recommendations to the

Finance and General Purposes Committee accordingly.

The Committee thanked officers for their hard work in finding savings and amendments enabling the proposed budget increase to be reduced from 12% to 7.92%.

RESOLVED: to recommend the draft Grounds and Environmental services budget 2026/2027 as presented, with no amendments or further recommendations, to the Finance and General Purposes Committee

034/26 – Reports from Outside Organisations

None

035/26 - Date of the next meeting

Monday 9 March 2026 at 7.00 pm

As this was John Crawley's final meeting as Head of Grounds and Environmental Services, the Chair expressed appreciation for his contributions and the achievements attained during his tenure at Dunstable Town Council and extended best wishes for his future endeavours. The Committee Members warmly concurred with the Chair's remarks.

The meeting closed at 7.57pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON MONDAY 26 JANUARY 2026 FROM 7:00 PM

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Nicholas Kotarski (Chair), Johnson Tamara (Vice Chair), John Gurney, Matthew Brennan, Gregory Alderman, Michelle Henderson and Peter Hollick

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Lisa Scheder (Head of Corporate Services and Responsible Finance Officer), Jackie Carrington (Democratic Services Manager), Rachel Connor (Corporate Marketing and Communications Officer) and Corrine Gilmore (Compliance Manager)

In Attendance: Becky Wisbey (Head of Community Services)
(Remotely)

Public: None

036/26 - Apologies for Absence

Councillors Kenson Gurney, Louise O’Riordan, Philip Crawley and Matthew Neall.

037/26 - Declarations of Interest

There were no specific declarations of interest.

038/26 - Public Question Time

There were no questions from the public

039/26 - To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on Monday 17 November 2025

The minutes of the Meeting of Finance and General Purposes Committee held on 17 November 2025 were approved as a correct record and were signed by the Chair.

040/26 - Action Tracker – to receive updates on previous actions

The Action Tracker was summarised by The Town Clerk and Chief Executive. Members noted that all actions had been completed. Additionally, the requirement to nominate another member and a vice chair for the Personnel Committee was highlighted, which would be added to the agenda for the next Full Council meeting.

041/26 - Downside Roof Tender

The Head of Community Services presented the report on the Downside Roof Tender, seeking approval for the recommended contractor to undertake necessary repairs at Downside Community Centre. The total reserve for the repairs was £79,769, and the proposal included releasing the full balance of the reserves. It was noted that following the tender process, five tenders were received, with bidder C being the recommended contractor.

It was proposed, seconded and

RESOLVED:

- (i) that bidder C be appointed the recommended contractor to undertake the roof repairs at Downside Community Centre
- (ii) that the balance of the reserve 316 be released

042/26 - Christmas Lights Tender

The Head of Community Services presented the Christmas Lights Tender report, seeking approval for the recommended supplier, bidder A, and a decision on whether to extend the Christmas lighting scheme. The tender process resulted in bidder A being the preferred supplier due to their high score, local presence, and experience.

It was proposed, seconded and

RESOLVED:

- (i) that bidder A be appointed the recommended supplier for Christmas Lighting
- (ii) that the Christmas Lighting Scheme be extended using the recommended supplier

043/26 - Finance Report

The Head of Corporate Services and Responsible Finance Officer summarised the Finance Report provided to members.

RESOLVED:

- 1.1 To note the revenue budgetary position report for the financial year 2025/2026
- 1.2 To approve the allocation, and subsequent expenditure of the current financial year's forecast underspend of £89,723, together with the unrequired Neighbourhood Development reserve of £12,668, for:
 - 1.2.1 £31,000 – detached youth work reserve
 - 1.2.2 £5,000 – performance area access door
 - 1.2.3 £30,000 – Grove House Gardens 'ranger' stores' essential roof repairs
 - 1.2.4 £36,391 OR balance at 31 March 2026 – professional fees

- 1.3 To note the Council's earmarked reserves
- 1.4 To note the details of current investments
- 1.5 To approve the following expenditure:
 - 1.5.1 £5,000 from the civic hospitality budget 2026/27
 - 1.5.2 £4,038 from the balance of the Developer's Contribution earmarked reserve allocated for Court Drive landscaping to refurbish the raised beds, large street planters and planted areas in the town centre and the planters on Court Drive in preparation for Dunstable's 2026 Britain in Bloom entry
- 1.6 To note the outcome of the External Audit

044/26 - Budget Report 2026/27

The proposed budget for the financial year 2026/27 was presented by The Head of Corporate Services and Responsible Finance Officer, detailing adjustments based on updated requirements and information received since the initial budget proposal.

RESOLVED:

That the proposed budget for 2026//27 be presented to Council for approval

045/26 - Compliance and Facilities Report

The report was presented the Compliance Manager and highlighted key updates such as the annual Cyber Essentials accreditation, the marriage license approval for Grove House, and ongoing lease reviews.

046/26 - Marketing and Communications Report

The Marketing and Communications Officer summarised the report noting milestones such as reaching over 1,000 followers on Instagram and the target of 16,000 followers on Facebook. The performance of social media posts and videos was reviewed, along with updates on the website's smooth operation and accessibility audit.

047/26 - Social Media and Film and Photography Policies

Members reviewed the amended social media policy and the new film and photography policy.

It was proposed, seconded and

RESOLVED:

- 1.1 To approve the amended social media policy
- 1.2 To adopt the new filming and photography policy

048/26 - Reports from Outside Organisations:

Citizen's Advice Management Committee – Councillor Attwell provided an update. In 2025, the committee assisted over 3,000 clients, addressing more than 7,000 issues and offering 550 face-to-face appointments. The service was in high demand and faced potential funding cuts from Central Bedfordshire Council.

Dunstable International Town Twinning Association - Councillor Hollick highlighted that the contact with Germany remains active, but the relationship with France had been affected by local government reorganisation. Efforts to engage schools, clubs, and local businesses have not been successful. Councillor Hollick agreed to meet with the Town Clerk and Chief Executive to discuss further.

ACTION: Councillor Hollick and Town Clerk & Chief Executive

Hospice at Home Management Committee – Councillor Kotarski highlighted the importance of supporting carers who often neglect their own needs while caring for others. He noted that the organisation visited St Augustine Church recently and emphasised the need for more carers to come forward.

Ashton Almshouses Charity & Ashton Schools Foundation - Councillor Alderman reported that the next meeting was scheduled for early March and that he would report back after the meeting.

Chew's Foundation - Councillor Hollick shared an update on the Charity, which provides grants for school uniforms and equipment. In 2025, they provided nearly £12,000 in grants to children in need in the Dunstable area. He proposed that the flyer for Chew's Foundation be displayed on notice boards and shared online to increase awareness.

Poor's Land Charity – Councillor Hollick reported that the committee meets twice a year to distribute funds to individuals within the Dunstable Parish. He also mentioned the Lockington Charity and Marshe Charity, indicating that a new councillor needs to be appointed to replace the outgoing councillor.

Dunstable and District Scout Council Executive - Councillor Kotarski stated that the organisation is functioning well and highlighted a recent Christmas event attended by the deputy mayor.

Rotary Club of Dunstable - members mentioned that they plan to attend in the near future.

049/26 - Exclusion of the Press and Public

RESOLVED:

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

050/26 - Reference up from Personnel Sub Committee 15 January 2026

DESIGNATED SAFEGUARDING LEAD STRUCTURE

Members discussed the propose change in detail.

RESOLVED:

That the Town Clerk & Chief Executive be the sole Designated Safeguarding Lead, supported by three Deputy Safeguarding Leads

HONORARIUM

RESOLVED:

That a non-consolidated honorarium payment to be approved as per the report provided

YOUTH AND COMMUNITY SERVICES STAFFING STRUCTURE

Members considered the proposal for a new staffing structure within the Youth and Community Service. Members discussed the proposal in detail and

RESOLVED;

That the proposed new staff structure for post 31 March 2026 be approved

051/26 - To discuss correspondence from Central Bedfordshire Council

RESOLVED:

To recommend to Full Council that the Council adopts the recommendation of the Monitoring Officer providing that all Councillors commit to participate by being interviewed individually

052/26 - Date of the next meeting – Monday 16 March 2026 at 7.00 pm

The meeting closed at 21:29 PM

DUNSTABLE TOWN COUNCIL
PROPOSED BUDGET SUMMARY 2026/2027

APPENDIX 1

CORPORATE SERVICES

Cost Centre	Cost Centre Description	2025/26	Prospective			
		Budget	2026/27 budget	2027/28	2028/29	2029/30
100	STAFF COSTS	-544,549	-550,680	-567,200	-584,216	-601,743
101	CENTRAL SERVICES	-131,414	-136,630	-138,547	-145,141	-147,960
102	GROVE HOUSE	-35,742	-35,984	-40,035	-44,665	-46,162
106	CORPORATE MANAGEMENT	-45,885	-78,111	-83,108	-88,255	-93,556
107	DEMOCRATIC SERVICES	-24,740	-26,360	-26,813	-27,280	-27,761
110	CAPITAL AND PROJECTS	-104,399	-211,316	-163,233	-172,150	-171,066
		-886,729	-1,039,081	-1,018,937	-1,061,707	-1,088,247

GROUNDS AND ENVIRONMENTAL SERVICES

Cost Centre	Cost Centre Description	2025/26	Prospective			
		Budget	2026/27 budget	2027/28	2028/29	2029/30
200	STAFF AND VEHICLE COSTS	-987,404	-997,061	-1,014,988	-1,045,438	-1,076,800
201	ALLOTMENTS	3,418	3,596	4,008	4,444	4,906
202	CEMETERY	68,458	-29,944	-44,431	-94,401	-111,546
205	RECREATION GROUNDS	-84,527	-88,270	-93,747	-103,680	-106,642
206	TOWN RANGER SERVICES	-14,038	-11,280	-11,618	-11,967	-12,326
403	TOWN CENTRE GARDENS	-32,114	-29,721	-30,349	-30,995	-31,661
210	CAPITAL AND PROJECTS	-141,815	-186,085	-200,829	-201,624	-201,003
		-1,188,022	-1,338,766	-1,391,954	-1,483,660	-1,535,072

COMMUNITY SERVICES

Cost Centre	Cost Centre Description	2025/26	Prospective			
		Budget	2026/27 budget	2027/28	2028/29	2029/30
300	STAFF COSTS	-351,165	-369,323	-380,403	-391,815	-403,569
	OLDER PEOPLE'S DAY CARE					
209	SERVICE	-31,493	-25,823	-27,314	-28,850	-30,431
303	COMMUNITY ENGAGEMENT	-32,207	-27,505	-27,566	-27,629	-27,693
304	GROVE CORNER	-20,795	-20,929	-21,671	-22,696	-23,081
	BENNETT MEMORIAL RECREATION					
115	GROUND - SPLASH PARK	-69,353	-74,164	-76,767	-79,670	-81,947
401	EVENTS PROGRAMME	-192,557	-191,685	-197,173	-202,826	-208,648
402	PRIORY HOUSE	-134,707	-270,408	-291,864	-295,957	-301,576
405	TOWN CENTRE SERVICES	-125,750	-125,773	-128,970	-132,263	-135,655
	PUBLIC CONVENIENCES (ASHTON					
407	SQUARE)	-7,575	-7,802	-8,036	-8,277	-8,525
310	CAPITAL AND PROJECTS	-241,815	-120,287	-120,166	-127,045	-125,423
		-1,207,417	-1,233,699	-1,279,930	-1,317,028	-1,346,549

TOTAL	-3,282,168	-3,611,546	-3,690,821	-3,862,395	-3,969,869
--------------	-------------------	-------------------	-------------------	-------------------	-------------------

PRECEPT	-3,611,546
BAND D COUNCIL TAX	-265.63
TAX BASE	13,596

CORPORATE SERVICES

STAFF COSTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
100	4001	Salaries	-544,549	-550,680	-567,200	-584,216	-601,743
			-544,549	-550,680	-567,200	-584,216	-601,743

CENTRAL SERVICES

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
101	4007	Training	-22,500	-20,000	-20,600	-21,218	-21,855
101	4010	Payroll Services	-6,994	-7,344	-7,564	-7,791	-8,025
101	4021	Telephones/Data Links	-16,650	-14,150	-14,575	-17,012	-15,522
101	4022	Postage	-1,000	-1,000	-1,000	-1,000	-1,000
101	4023	Stationery	-3,000	-3,000	-3,000	-3,000	-3,000
101	4025	Subscriptions/Publications	-7,500	-8,827	-9,092	-9,365	-9,646
101	4037	Eqpt/IT Maintenance/Support	-46,870	-49,384	-50,866	-52,391	-53,963
101	4039	Equipment Hire	-6,400	-6,400	-4,000	-4,120	-4,244
101	4058	Professional Services	-20,500	-26,525	-27,851	-29,244	-30,706
			-131,414	-136,630	-138,547	-145,141	-147,960

GROVE HOUSE

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
102	1001	INC - Lettings/Facility Hire	2,500	5,000	5,000	6,000	6,000
102	1002	INC - Rent Receivable	25,072	28,072	28,072	28,072	28,072
102	4011	Rates	-16,100	-18,032	-21,278	-25,959	-26,478
102	4012	Water	-1,000	-1,000	-1,000	-1,000	-1,000
102	4014	Electricity	-9,000	-9,000	-9,000	-9,000	-9,000
102	4015	Gas	-10,000	-10,000	-10,000	-10,000	-10,000
102	4016	Cleaning	-11,464	-14,308	-14,737	-15,179	-15,635
102	4017	Waste Disposal	-979	-1,008	-1,039	-1,070	-1,102
102	4018	Security	-200	-200	-200	-200	-200
102	4036	Maintenance Contracts	-3,708	-4,319	-4,449	-4,582	-4,719
102	4038	Repairs & Maintenance	-7,000	-7,210	-7,426	-7,649	-7,879
102	4040	Equipment/Materials/Tools	-3,863	-3,979	-3,979	-4,098	-4,221
			-35,742	-35,984	-40,035	-44,665	-46,162

CORPORATE SERVICES

CORPORATE MANAGEMENT

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
106	4032	Publicity / Marketing	-5,500	-5,500	-5,500	-5,500	-5,500
106	4033	Newsletter	-36,050	-40,132	-41,336	-42,576	-43,853
106	4034	Website	-4,500	-4,500	-4,500	-4,500	-4,500
106	4006	Health & Safety	-10,300	-30,609	-31,527	-32,473	-33,447
106	4003	Pension Payments (early retire)	-7,920	-8,157	-8,402	-8,654	-8,913
106	4019	DBS Checks (prev CRB)	-550	-550	-550	-550	-550
106	4062	HR Related Costs	-3,605	-3,713	-3,824	-3,939	-4,057
106	4063	Uniform	-3,090	-3,183	-3,278	-3,377	-3,478
106	1096	INC - Interest Receivable	101,000	101,000	101,000	101,000	101,000
106	1099	INC - Recharges etc	6,150	6,335	6,525	6,721	6,922
106	4026	Insurance	-71,703	-80,854	-83,280	-85,778	-88,351
106	4056	Audit Fees - External	-3,543	-3,649	-3,758	-3,871	-3,987
106	4057	Audit Fees - Internal	-2,524	-2,599	-2,677	-2,757	-2,840
106	4061	Annual Report	-1,250	0	0	0	0
106	4096	Bank Charges	-2,500	-2,000	-2,000	-2,000	-2,000
			-45,885	-78,111	-83,108	-88,255	-93,556

DEMOCRATIC SERVICES

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
107	1099	INC - Recharges etc	0	0			
107	4007	Training	-1,000	-1,000	-1,000	-1,000	-1,000
107	4024	Printing	-1,250	-1,250	-1,250	-1,250	-1,250
107	4025	Subscriptions/Publications	-2,300	-2,369	-2,440	-2,513	-2,589
107	4501	Mayor's Transport	-3,500	-3,500	-3,500	-3,500	-3,500
107	4502	Mayor's Allowance	-4,500	-4,500	-4,500	-4,500	-4,500
107	4503	Civic Hospitality	-8,600	-9,558	-9,845	-10,140	-10,444
107	4504	Civic Regalia	-500	-1,000	-1,000	-1,000	-1,000
107	4515	Remembrance Events	-3,090	-3,183	-3,278	-3,377	-3,478
			-24,740	-26,360	-26,813	-27,280	-27,761

CORPORATE SERVICES

CAPITAL AND PROJECTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
110	4051	Loan Interest Payable	-10,932	-9849	-8,766	-7,683	-6,599
110	4052	Loan Capital Repaid	-23,567	-23567	-23,567	-23,567	-23,567
110	4721	Tfr to IT/Equipment Reserve	-20,000	-20000	-25,000	-35,000	-35,000
110	4723	Tfr to Election Reserve	0	-20000	-30,000	-30,000	-30,000
110	4724	Tfr to Building Maint Res	-49,000	-69000	-69,000	-69,000	-69,000
110	4952	NEW Health and Safety Reserve		-5000	-5,000	-5,000	-5,000
110	4936	Res Exp- Personnel Reserve			-1,000	-1,000	-1,000
110	4949	Res Exp- Website Development	-900	-900	-900	-900	-900
110	NEW	NEW Capital tax base contingency		-63000			
			-104,399	-211,316	-163,233	-172,150	-171,066

SUMMARY
Prospective

Cost Centre	Cost Centre Description	2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
100	STAFF COSTS	-544,549	-550,680	-567,200	-584,216	-601,743
101	CENTRAL SERVICES	-131,414	-136,630	-138,547	-145,141	-147,960
102	GROVE HOUSE	-35,742	-35,984	-40,035	-44,665	-46,162
106	CORPORATE MANAGEMENT	-45,885	-78,111	-83,108	-88,255	-93,556
107	DEMOCRATIC SERVICES	-24,740	-26,360	-26,813	-27,280	-27,761
110	CAPITAL AND PROJECTS	-104,399	-211,316	-163,233	-172,150	-171,066
		-886,729	-1,039,081	-1,018,937	-1,061,707	-1,088,247

GROUNDS AND ENVIRONMENTAL SERVICES

STAFF AND VEHICLE COSTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
200	4001	Salaries	-933,559	-945,195	-961,566	-990,413	-1,020,125
200	4005	Overtime	-13,600	-18,125	-18,669	-19,229	-19,806
200	4045	Vehicle Fuel	-22,050	-15,000	-15,450	-15,914	-16,391
200	4145	Vehicle Maintenance Costs	-18,195	-18,741	-19,303	-19,882	-20,479
			-987,404	-997,061	-1,014,988	-1,045,438	-1,076,800

ALLOTMENTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
201	1002	INC - Rent Receivable	11,150	11,485	12,059	12,662	13,295
201	1091	INC - Miscellaneous	500	500	500	500	500
201	1099	INC - Recharges etc	3,000	3,090	3,183	3,278	3,377
201	4012	Water	-4,000	-4,120	-4,244	-4,371	-4,502
201	4014	Electricity	-3,000	-3,000	-3,000	-3,000	-3,000
201	4017	Waste Disposal	-1,622	-1,671	-1,721	-1,773	-1,826
201	4038	Repairs & Maintenance	-2,060	-2,122	-2,186	-2,251	-2,319
201	4041	Tree Planting/Surgery	-550	-567	-583	-601	-619
			3,418	3,596	4,008	4,444	4,906

CEMETERY

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
202	1021	INC - Burial Fees	175,000	175,000	183,750	192,938	202,584
202	1022	INC - Book of Remembrance	600	600	600	600	600
202	1023	INC - Memorials	54,450	56,084	58,888	61,833	64,924
202	1027	INC - Kerb Blocks	1,000	1,000	1,000	1,000	1,000
202	1028	INC - Sanctums	2,500	2,500	2,500	2,500	2,500
202	4001	Salaries	-96,865	-94,352	-97,183	-100,098	-103,101
202	4011	Rates	-9,100	-10,192	-12,027	-14,672	-14,966
202	4012	Water	-4,000	-4,120	-4,120	-4,244	-4,371
202	4014	Electricity	-5,000	-5,000	-5,000	-5,000	-5,000
202	4015	Gas	-2,200	-2,200	-2,200	-2,200	-2,200
202	4016	Cleaning	-6,489	-6,684	-6,885	-7,091	-7,304
202	4017	Waste Disposal	-8,868	-9,134	-9,408	-9,690	-9,981
202	4018	Security	-3,550	-3,657	-3,767	-3,880	-3,996
202	4023	Stationery	-600	-600	-600	-600	-600
202	4036	Maintenance Contracts	-3,000	-3,090	-3,183	-3,278	-3,377
202	4037	Eqpt/IT Maintenance/Support	-5,520	-5,686	-5,857	-6,032	-6,213
202	4038	Repairs & Maintenance	-8,240	-8,487	-8,742	-9,004	-9,274
202	4040	Equipment/Materials/Tools	-7,210	-7,426	-7,649	-7,878	-8,115
202	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
202	4047	GREEN FLAG	-400	-400	-400	-400	-400
202	4127	Kerb Blocks	-500	-500	-500	-500	-500
202	4128	Sanctums	-1,500	-1,500	-1,500	-1,500	-1,500
202	4201	Book of Remembrance	-400	-400	-400	-400	-400
202	NEW	NEW - New Cemetery Development		-100,000	-120,000	-175,000	-200,000
			68,458	-29,944	-44,431	-94,401	-111,546

GROUNDS AND ENVIRONMENTAL SERVICES

RECREATION GROUNDS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
205	1009	INC - Pitch Hire	7,500	7,875	8,269	8,682	9,116
205	1024	INC - Maintenance	2,400	2,400	2,400	2,400	2,400
205	4011	Rates	-4,110	-4,603	-5,432	-6,626	-6,759
205	4012	Water	-3,000	-3,090	-3,183	-3,278	-3,377
205	4013	Rent Payable - Depot	-17,000	-17,500	-18,375	-19,294	-20,258
205	4014	Electricity	-11,800	-11,800	-11,800	-11,800	-11,800
205	4016	Cleaning	-2,000	-2,060	-2,122	-2,185	-2,251
205	4017	Waste Disposal	-9,517	-9,803	-10,097	-10,400	-10,712
205	4018	Security	-10,440	-10,753	-11,076	-11,408	-11,750
205	4036	Maintenance Contracts	-2,750	-4,333	-4,463	-4,597	-4,735
205	4038	Repairs & Maintenance	-15,000	-15,000	-15,450	-15,914	-16,391
205	4040	Equipment/Materials/Tools	-5,760	-5,933	-6,111	-6,294	-6,483
205	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
205	4046	Play Areas Equipment/Maintenan	-19,000	-19,570	-20,157	-20,762	-21,385
205	4047	GREEN FLAG	-400	-400	-400	-400	-400
205	4834	Tfr from Pavlions Mtce Rsv	8,000	8,000	6,000	0	0
			-84,527	-88,270	-93,747	-103,680	-106,642

TOWN RANGER SERVICES

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
206	1024	INC - Maintenance	6,000	8,240	8,487	8,742	9,004
206	4017	Waste Disposal	-1,298	-1,337	-1,377	-1,418	-1,461
206	4036	Maintenance Contracts	-618	-637	-656	-676	-696
206	4038	Repairs & Maintenance	-4,532	-4,668	-4,808	-4,952	-5,101
206	4040	Equipment/Materials/Tools	-3,090	-3,183	-3,278	-3,377	-3,478
206	4045	Vehicle Fuel	-4,000	-3,000	-3,090	-3,183	-3,278
206	4145	Vehicle Maintenance Costs	-6,500	-6,695	-6,896	-7,103	-7,316
			-14,038	-11,280	-11,618	-11,967	-12,326

TOWN CENTRE GARDENS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
403	1009	INC - Pitch Hire	2,500	1,751	1,804	1,858	1,913
403	1051	INC - Town Centre Agency CBC	38,007	39,147	40,321	41,531	42,777
403	4012	Water	-800	-824	-849	-874	-900
403	4014	Electricity	-5,000	-5,000	-5,000	-5,000	-5,000
403	4016	Cleaning	-1,500	-1,545	-1,591	-1,639	-1,688
403	4017	Waste Disposal	-9,135	-9,409	-9,691	-9,982	-10,281
403	4036	Maintenance Contracts	-7,746	-8,978	-9,247	-9,525	-9,811
403	4038	Repairs & Maintenance	-4,120	-4,244	-4,371	-4,502	-4,638
403	4040	Equipment/Materials/Tools	-2,060	-2,122	-2,186	-2,251	-2,319
403	4041	Tree Planting/Surgery	-1,650	-1,700	-1,751	-1,804	-1,858
403	4043	Bedding Plants	-34,750	-30,875	-31,801	-32,755	-33,738
403	4047	GREEN FLAG	-800	-800	-800	-800	-800
403	4075	Skateboard Park	-3,000	-3,000	-3,000	-3,000	-3,000
403	4540	Parks Development	-2,060	-2,122	-2,186	-2,251	-2,319
			-32,114	-29,721	-30,349	-30,995	-31,661

GROUNDS AND ENVIRONMENTAL SERVICES

CAPITAL AND PROJECTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
210	4051	Loan Interest Payable	-10,098	-9,285	-8,473	-7,708	-6,991
210	4052	Loan Capital Repaid	-16,062	-16,062	-15,531	-15,000	-15,000
210	4712	Tfr to Vehicles Reserve	-20,000	-60,000	-61,000	-62,000	-44,000
210	4719	Tfr to Cem Memorial Safety	-1,655	-1,738	-1,825	-1,916	-2,012
210	4728	Tfr to Priory Churchyard		-5,000	-10,000	-12,000	-12,000
210	4731	Tfr to Tree Reserve	-15,000	-15,000	-15,000	-15,000	-15,000
210	4732	Tfr to Open Spaces Improvement	-30,000	-30,000	-30,000	-30,000	-30,000
210	4734	Tfr to Pavilions Building Main	-15,000	-15,000	-15,000	-15,000	-15,000
210	4738	Tfr to Allotments Reserve	-5,000	-5,000	-5,000	-5,000	-5,000
210	4741	Tfr to Outdoor Leisure (non play)	-12,000	-12,000	-12,000	-12,000	-12,000
210	4743	Tfr to Cemetery Building Mai	-10,000	-10,000	-10,000	-10,000	-10,000
210	4744	Tfr to Fencing Reserve	-7,000	-7,000	-7,000	-7,000	-7,000
			-141,815	-186,085	-190,829	-192,624	-174,003

SUMMARY
Prospective

Cost Centre	Cost Centre Description	2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
200	STAFF AND VEHICLE COSTS	-987,404	-997,061	-1,014,988	-1,045,438	-1,076,800
201	ALLOTMENTS	3,418	3,596	4,008	4,444	4,906
202	CEMETERY	68,458	-29,944	-44,431	-94,401	-111,546
205	RECREATION GROUNDS	-84,527	-88,270	-93,747	-103,680	-106,642
206	TOWN RANGER SERVICES	-14,038	-11,280	-11,618	-11,967	-12,326
403	TOWN CENTRE GARDENS	-32,114	-29,721	-30,349	-30,995	-31,661
210	CAPITAL AND PROJECTS	-141,815	-186,085	-200,829	-201,624	-201,003
		-1,188,022	-1,338,766	-1,391,954	-1,483,660	-1,535,072

COMMUNITY SERVICES

STAFF COSTS

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective			
			Budget	2026/27 budget	2027/28	2028/29	2029/30
300	4000	Salaries - Funded	-81,722	-81,722			
300	4001	Salaries	-351,165	-369,323	-380,403	-391,815	-403,569
300	1071	INC - Rev Grant Rec'd	81,722	81,722			
			-351,165	-369,323	-380,403	-391,815	-403,569

OLDER PEOPLE'S DAY CARE SERVICE

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective			
			Budget	2026/27 budget	2027/28	2028/29	2029/30
209	1004	INC - Activities	1,640	2,520	2,520	2,520	2,520
209	1006	INC - CBC Contribution/Grant	9,156	9,656	9,656	9,656	9,656
209	1007	INC - Fees O P Day Care Serv	14,000	16,000	16,000	16,000	16,000
209	4001	Salaries	-28,064	-27,362	-28,183	-29,028	-29,899
209	4036	Maintenance Contracts	0	-100	-100	-100	-100
209	4064	Hall Hire	-5,525	-3,500	-3,605	-3,713	-3,825
209	4065	Lunchclub Catering	-11,000	-13,837	-14,252	-14,680	-15,120
209	4066	Entertainment/Activities	-4,200	-4,200	-4,200	-4,200	-4,200
209	4313	OPHLP - Transport	-7,500	-5,000	-5,150	-5,305	-5,464
			-31,493	-25,823	-27,314	-28,850	-30,431

COMMUNITY ENGAGEMENT

Cost Centre	Nominal Code	Nominal Description	2025/26	Prospective			
			Budget	2026/27 budget	2027/28	2028/29	2029/30
303	1001	INC - Lettings/Facility Hire	7,000	7,000	7,000	7,000	7,000
303	1004	INC - Activities	2,200	2,200	2,200	2,200	2,200
303	1071	INC - Rev Grant Rec'd		31,000	31,930	32,888	33,875
303	4001	Salaries (Detached)		-31,000	-31,930	-32,888	-33,875
303	1013	INC - Community Lottery		2,500	2,500	2,500	2,500
303	4068	EXP - including licence costs		-750	-750	-750	-750
303	4032	Publicity / Marketing	-300	-300	-300	-300	-300
303	4038	Repairs & Maintenance	0	-1,000	-1,030	-1,061	-1,093
303	4040	Equipment/Materials/Tools	-1,000	-1,030	-1,061	-1,093	-1,126
303	4066	Entertainment/Activities	-8,507	-8,500	-8,500	-8,500	-8,500
303	4067	Community Projects	-8,100	-10,125	-10,125	-10,125	-10,125
303	4069	ACTIVITIES- DETACHED	-10,000	-4,000	-4,000	-4,000	-4,000
303	4321	Service Level Agreements	-13,500	-13,500	-13,500	-13,500	-13,500
			-32,207	-27,505	-27,566	-27,629	-27,693

COMMUNITY SERVICES

GROVE CORNER

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
304	1001	INC - Lettings/Facility Hire	11,000	11,330	11,670	12,020	12,381
304	1032	INC - Bar & Catering Sales	750	0			
304	4001	Salaries	-9,549	-9,263	-9,541	-9,827	-10,122
304	4002	Wages	-4,000	-3,772	-3,885	-4,002	-4,122
304	4011	Rates	-2,510	-2,811	-3,317	-4,047	-4,128
304	4012	Water	-1,200	-1,236	-1,273	-1,311	-1,351
304	4014	Electricity	-2,500	-2,500	-2,500	-2,500	-2,500
304	4015	Gas	-3,125	-3,125	-3,125	-3,125	-3,125
304	4016	Cleaning	-618	-637	-656	-676	-696
304	4027	Licences	-500	-700	-500	-500	-500
304	4032	Publicity / Marketing	-400	-250	-400	-400	-400
304	4036	Maintenance Contracts	-2,987	-3,487	-3,592	-3,699	-3,810
304	4038	Repairs & Maintenance	-1,428	-1,470	-1,514	-1,560	-1,606
304	4040	Equipment/Materials/Tools	-978	-1,008	-1,038	-1,069	-1,101
304	4060	Bar & Catering Stock	-750	0			
304	4066	Entertainment/Activities	-2,000	-2,000	-2,000	-2,000	-2,000
			-20,795	-20,929	-21,671	-22,696	-23,081

BENNETT MEMORIAL RECREATION GROUND - SPLASH PARK

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
115	1001	INC - Lettings/Facility Hire	4,500	3,500	3,605	3,713	3,825
115	1004	INC - Activities	0	1,800	1,854	1,910	1,967
115	1032	INC - Bar & Catering Sales	55,500	45,000	46,350	47,741	49,173
115	1092	INC - Concessions	5,000	5,500	5,500	5,500	5,500
115	4001	Salaries	-44,412	-43,530	-44,836	-46,181	-47,566
115	4002	Wages	-37,874	-38,745	-39,907	-41,105	-42,338
115	4011	Rates	-2,670	-2,990	-3,529	-4,305	-4,391
115	4012	Water	-1,250	-1,250	-1,250	-1,250	-1,250
115	4014	Electricity	-6,300	-6,300	-6,300	-6,300	-6,300
115	4016	Cleaning	-2,575	-2,652	-2,732	-2,814	-2,898
115	4017	Waste Disposal	-3,000	-3,090	-3,183	-3,278	-3,377
115	4027	Licences	-220	-420	-433	-446	-459
115	4032	Publicity / Marketing	-300	-300	-300	-300	-300
115	4036	Maintenance Contracts	-8,652	-8,912	-9,179	-9,455	-9,738
115	4038	Repairs & Maintenance	-1,500	-1,545	-1,591	-1,639	-1,688
115	4040	Equipment/Materials/Tools	-1,000	-1,030	-1,061	-1,093	-1,126
115	4059	Kitchen/Catering Expenses	-2,600	-2,000	-2,060	-2,122	-2,185
115	4060	Bar & Catering Stock	-22,000	-16,000	-16,480	-16,974	-17,484
115	4066	Entertainment/Activities	0	-1,200	-1,236	-1,273	-1,311
			-69,353	-74,164	-76,767	-79,670	-81,947

COMMUNITY SERVICES**EVENTS**

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
401	1092	INC - Concessions	13,000	11,979	12,338	12,709	13,090
401	4001	Salaries	-48,392	-46,807	-48,211	-49,658	-51,147
401	4002	Wages	-4,147	-4,411	-4,543	-4,680	-4,820
401	4014	Electricity	-2,750	-2,750	-2,750	-2,750	-2,750
401	4017	Waste Disposal	-18,150	-17,884	-18,421	-18,973	-19,542
401	4032	Publicity / Marketing	-6,000	-6,000	-6,000	-6,000	-6,000
401	4035	Cultural/National Event	-10,915	-11,242	-11,579	-11,927	-12,284
401	4036	Maintenance Contracts	-300	-309	-318	-328	-338
401	4040	Equipment/Materials/Tools	-1,030	-1,061	-1,093	-1,126	-1,159
401	4055	External Contracts	-7,134	-7,348	-7,568	-7,795	-8,029
401	4511	St Georges Day Event	-4,851	-6,497	-6,692	-6,893	-7,099
401	4512	Party in the Park	-25,593	-26,361	-27,152	-27,966	-28,805
401	4514	Torchlight Carols Event	-12,202	-12,568	-12,945	-13,333	-13,733
401	4518	Band Concerts	-3,465	-3,569	-3,676	-3,786	-3,900
401	4522	Dunstable Live	-10,915	-11,242	-11,579	-11,927	-12,284
401	4523	Proms In The Park	-12,128	-12,492	-12,867	-13,253	-13,650
401	4524	Priory Pictures	-14,553	0	0	0	0
401	4526	Motor Rally	-3,032	-3,123	-3,217	-3,313	-3,413
401	4527	NEW - Soapbox		-20,000	-20,600	-21,218	-21,855
401	4525	Events	-20,000	-10,000	-10,300	-10,609	-10,927
			-192,557	-191,685	-197,173	-202,826	-208,648

PRIORY HOUSE

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
402	1001	INC - Lettings/Facility Hire	0	1,000	6,000	6,000	6,000
402	1004	INC - Activities	1,200	1,200	1,200	1,200	1,236
402	1030	INC - Retail Sales	20,000	20,600	21,218	21,855	22,511
402	1032	INC - Bar & Catering Sales	8,000	45,000	135,000	135,000	139,050
402	4001	Salaries	-72,305	-177,520	-294,282	-303,110	-312,204
402	4005	Overtime	-6,802	-14,751	-15,194	-15,649	-16,119
402	4011	Rates	-7,200	-17,250	27,140	33,111	33,773
402	4012	Water	-2,500	-2,500	-2,575	-2,652	-2,732
402	4014	Electricity	-17,000	-17,000	-17,000	-17,000	-17,000
402	4015	Gas	-5,500	-5,500	-5,500	-5,500	-5,500
402	4016	Cleaning	-600	-10,000	-16,275	-16,763	-17,266
402	4017	Waste Disposal	-2,300	-2,369	-2,440	-2,513	-2,589
402	4020	Miscellaneous Expenses	-1,500	-3,543	-1,500	-1,500	-1,500
402	4027	Licences	-3,000	-3,000	-3,000	-3,000	-3,000
402	4032	Publicity / Marketing	-1,000	-7,500	-7,500	-7,500	-7,500
402	4036	Maintenance Contracts	-10,000	-14,200	-14,626	-15,065	-15,517
402	4038	Repairs & Maintenance	-5,000	-7,500	-7,725	-7,957	-8,195
402	4039	Equipment Hire	-4,700	-4,700	-4,700	-4,700	-4,700
402	4040	Equipment/Materials/Tools	-1,500	-3,500	-3,605	-3,713	-3,825
402	4059	Kitchen/Catering Expenses	-2,000	-4,375	-8,500	-8,500	-8,500
402	4060	Bar & Catering Stock	-8,000	-30,000	-65,000	-65,000	-65,000
402	4601	Retail Purchases	-9,000	-9,000	-9,000	-9,000	-9,000
402	4611	Education/Events	-4,000	-4,000	-4,000	-4,000	-4,000
			-134,707	-270,408	-291,864	-295,957	-301,576

COMMUNITY SERVICES

TOWN CENTRE SERVICES

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
405	1011	INC - Hire of Stalls & Pitches	12,000	12,360	12,731	13,113	13,506
405	1093	INC - Advertising/Sponsorship	800	800	800	800	800
405	1094	INC - Licences	1,000	1,030	1,061	1,093	1,126
405	4001	Salaries	-73,072	-71,749	-73,901	-76,119	-78,402
405	4002	Wages	-4,458	-4,590	-4,728	-4,870	-5,016
405	4027	Licences		-500	-515	-530	-546
405	4032	Publicity / Marketing	-1,000	-1,000	-1,000	-1,000	-1,000
405	4040	Equipment/Materials/Tools	-5,220	-5,220	-5,377	-5,538	-5,704
405	4066	Entertainment/Activities	-30,000	-30,900	-31,827	-32,782	-33,765
405	4520	Christmas Lights	-19,000	-19,000	-19,000	-19,000	-19,000
405	4715	Street Dressing	-6,800	-7,004	-7,214	-7,431	-7,653
			-125,750	-125,773	-128,970	-132,263	-135,655

PUBLIC CONVENIENCES (ASHTON SQUARE)

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
407	4016	Cleaning	-3,000	-3,090	-3,183	-3,278	-3,377
407	4036	Maintenance Contracts	-1,575	-1,622	-1,671	-1,721	-1,772
407	4038	Repairs & Maintenance	-3,000	-3,090	-3,183	-3,278	-3,377
			-7,575	-7,802	-8,036	-8,277	-8,525

CAPITAL AND PROJECTS

Cost Centre	Nominal Code	Nominal Description	Prospective				
			2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
310	4051	Loan Interest Payable	-19,666	-17,745	-16,124	-14,503	-12,881
310	4052	Loan Capital Repaid	-31,792	-31,792	-31,792	-31,792	-31,792
310	4740	Tfr to Community Lottery Res		-1,750	-1,750	-1,750	-1,750
310	4714	Tfr to Christmas Lights Res	-7,000	-7,000	-7,000	-7,000	-7,000
310	4716	Tfr to Downside Building Maint	-27,000	-5,000	-5,000	-5,000	-5,000
310	4717	Tfr to Grove Corner Building M	-4,000	-4,000	-4,000	-4,000	-4,000
310	4720	Tfr to Tearooms Equipment Res	-3,000	-3,000	-3,000	-3,000	-3,000
310	4733	Tfr to Priory House Building M	-149,357	-117,872	-51,500	-60,000	-60,000
			-241,815	-188,159	-120,166	-127,045	-125,423

**SUMMARY
Prospective**

Cost Centre	Cost Centre Description	2025/26 Budget	2026/27 budget	2027/28	2028/29	2029/30
300	STAFF COSTS	-351,165	-369,323	-380,403	-391,815	-403,569
	OLDER PEOPLE'S DAY CARE					
209	SERVICE	-31,493	-25,823	-27,314	-28,850	-30,431
303	COMMUNITY ENGAGEMENT	-32,207	-27,505	-27,566	-27,629	-27,693
304	GROVE CORNER	-20,795	-20,929	-21,671	-22,696	-23,081
	BENNETT MEMORIAL RECREATION					
115	GROUND - SPLASH PARK	-69,353	-74,164	-76,767	-79,670	-81,947
401	EVENTS PROGRAMME	-192,557	-191,685	-197,173	-202,826	-208,648
402	PRIORY HOUSE	-134,707	-270,408	-291,864	-295,957	-301,576
405	TOWN CENTRE SERVICES	-125,750	-125,773	-128,970	-132,263	-135,655
	PUBLIC CONVENIENCES (ASHTON SQUARE)					
407	SQUARE)	-7,575	-7,802	-8,036	-8,277	-8,525
310	CAPITAL AND PROJECTS	-241,815	-120,287	-120,166	-127,045	-125,423
		-1,207,417	-1,233,699	-1,279,930	-1,317,028	-1,346,549

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

MONDAY 9 FEBRUARY 2026

BUDGET & EAR MARKED RESERVES FOR 2026/27

Purpose of Report: For members to approve the proposed budget, fees & charges, ear marked reserves and precept for 2026/27

1. RECOMMENDATIONS

- 1.1. That the proposed budget and fees and charges for 2026/27 be approved (enclosed at Appendices 1 and 2), as recommended by Community Services Committee on 12 January 2026, Grounds and Environmental Services Committee on 19 January 2026 and Finance and General Purposes Committee on 26 January 2026.
- 1.2. That the proposed ear marked reserves for 2026/27 (enclosed at Appendix 3) be approved.
- 1.3. That, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council of £3,611,546, resulting in a Dunstable Town Council Tax charge of £265.63 for a Band D property per year, being an increase of 7.92%, which equates to an increase of £19.50, or 37.5p per week.
- 1.4. That the proposed four-year budget be adopted for the purpose of forward planning.

2. BACKGROUND

- 2.1. Members considered proposals for the draft 2026/27 revenue budget for Community Services at meetings held on 3 November 2025 and 12 January 2026, for Grounds and Environmental Services at meetings held on 10 November 2025 and 19 January 2026 and for Corporate Services at meetings of the Finance and General Purposes Committee held on 17 November 2025 and 26 January 2026.
- 2.2. At the meeting of the Finance and General Purposes Committee on 26 January 2026, Members were provided with the full draft budget which included the reserve contributions proposed from the revenue budget for 2026/27. The Committee RESOLVED that the proposed budget for 2026/27 be presented to Council for approval
- 2.3. It is the Council's policy to maintain a minimum general reserve of 25% of the salary budget. Based on the proposed budget for 2026/27 the Council would require a general reserve minimum balance of £548,703. The general reserve has a current balance of £565,701.

- 2.4. The proposed budget for **all** service areas is **£3,611,546** which results in a Council Tax increase of 7.92% which equates to an increase of £19.50, or 0.375p per week on a Band D council tax charge.

3. FINANCIAL IMPLICATIONS

- 3.1. The proposed budget would ensure the Council continued to provide the current level of service while maintaining good governance and treasury management. The provision of indicative budget changes for the following three years enables Members to ensure that plans are in place to maintain sufficient reserves to sustain the Council's current assets and service delivery.

4. POLICY AND CORPORATE PLAN IMPLICATIONS

- 4.1. The Council has set itself a number of challenges and aspirations within the Corporate Plan for 2024-2027. The budget proposed would enable the Council to progress with proposed initiatives while maintaining the current range and quality of services provided.

5. HEALTH AND SAFETY IMPLICATIONS

- 5.1. The draft health and safety budget for 2026/27 has been increased to account for known cost increases and requirements in the coming year. In addition, a new earmarked reserve for health and safety has been proposed to enable additional required improvement works be completed in the coming period.

6. HUMAN RESOURCE IMPLICATIONS

- 6.1. The staffing costs included in the proposed budget assume that the national pay negotiation will result in an increase of 4% for all staff.

7. EQUALITIES AND LEGAL IMPLICATIONS

- 7.1. The Council has a legal obligation to set a balanced budget.

8. ENVIRONMENTAL IMPLICATIONS

- 8.1. The proposed budget supports the Council's Environmental Policy.

9. SEPARATE ENCLOSURES

Appendix 1 - Draft budget 2026/27

Appendix 2 - Draft fees and charges 2026/27

Appendix 3 - Reserves Summary 2025/26 with proposed contributions for 2026/27

10. BACKGROUND PAPERS

[Community Services Budget report 26-27 12 January 2026.pdf](#)

[Grounds and Environmental Services Budget report 26-27 19 January 2026.pdf](#)

[Corporate and Full Council Budget Report 26-27 FGP 26 January 2026.pdf](#)

11. AUTHOR

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

DUNSTABLE TOWN COUNCIL

PROPOSED FEES AND CHARGES 2026/27

COMMUNITY SERVICES

OLDER PEOPLE'S DAY CARE SERVICE (figures show inclusive of VAT)	2025/26 £ per hour	2026/27 £ per hour
Good Companions Club	10.50	11.00
Good Companions Club including transport	13.50	14.00
Lunch Bunch	9.50	10.50
Lunch Bunch including transport	12.50	13.50
Breakfast Club		5.50

GROVE CORNER ROOM HIRE	2025/26 £ per hour	2026/27 £ per hour
Monday to Friday Commercial Bookings	20.00	20.00
Monday to Friday Bookings for local community groups	11.00	11.00

BENNETT'S COMMUNITY HUB - ROOM HIRE	2025/26 £ per hour	2026/27 £ per hour
Dunstable Voluntary Organisations	15.00	15.00
Commercial / Organisations outside Parish of Dunstable	20.00	20.00

SPECIAL MARKETS (figures shown inclusive of VAT)	2025/26 £ per stall	2026/27 £ per stall
Themed/craft market Saturdays only - March-October	23.00	23.00
Themed/craft market Saturdays only - November December	26.00	36.00
Event Days/Twilight 3 day Event - Young Trader	30.00	30.00
Event Days/Twilight 3 day Event - Standard	35.00	36.00 / 40.00 for Saturday
Torchlight Event - Food Concessions	60.00	60.00

EVENTS (figures shown inclusive of VAT)	2025/26 £ per stall	2026/27 £ per stall
Small stall pitch (St George's Day, ATW & Motor Rally)	36.00	36.00
Large stall pitch (St George's Day, ATW & Motor Rally)	55.00	55.00
Small stall pitch (Party in the Park)	40.00	40.00
Large stall pitch (Party in the Park)	60.00	60.00
Catering pitch fee	between £84.00 and £180.00 (dependant on event) + power charge*	between £84.00 and £180.00 (dependant on event) + power charge*
Catering pitch fee 2	(now included in above)	(now included in above)
Catering pitch fee 3	(now included in above)	(now included in above)

*13 amp single phase = £36.00

*16 amp single phase = £48.00

*32 amp single phase = £60.00

DUNSTABLE TOWN COUNCIL

PROPOSED FEES AND CHARGES 2026/27

COMMUNITY SERVICES

PRIORY HOUSE (figures shown inclusive of VAT)	2025/26 £ per hour	2026/27 £ per hour
Jacobean Room - Commercial (2 hours minimum)	max 30.00	max 30.00
Jacobean Room - Small Groups/Organisations	max 13.00	max 13.00
Hire of Undercroft and Tea Room	max 30.00	upto 50.00
Hire of Undercroft, Tea Room and Lounge	max 40.00	upto 50.00
Evening and Sunday Hirings (double fee)		

		2026/27 £
Weddings at Priory House:		
Standard Ceremony (all year round)	Monday to Friday	325.00
Standard Ceremony (1 March to 31 October)	Saturday	375.00
Standard Ceremony (1 November to 29 February)	Saturday	325.00
Standard Ceremony (all year round)	Sunday	475.00
Outdoor Ceremony (seasonal)	Monday to Saturday	675.00
Twilight Ceremony (1 October to 31 March)	Monday to Friday 5 pm ONLY	425.00

		2026/27 £
Weddings at Grove House:		
Standard Ceremony (all year round)	Monday to Friday	250.00
Standard Ceremony (1 March to 31 October)	Saturday	300.00
Standard Ceremony (1 November to 29 February)	Saturday	250.00
Standard Ceremony (all year round)	Sunday	400.00
Outdoor Ceremony	Monday to Saturday	650.00
Twilight Ceremony (1 October to 31 March)	Monday to Friday 5 pm ONLY	350.00

CEMETERY

The Cemetery fees and charges set out in parts 1 to 6 show the full rates payable by non-inhabitants of Dunstable and the discounted rates payable by inhabitants of Dunstable at the relevant date, which in the case of an interment is the date of death and in any other case is the date on which the appropriate application is received.

A person is deemed to be an inhabitant if at the relevant date:

- a) his ordinary place of residence was within Dunstable **OR**
- b) he died while resident in a hospital, nursing home, old people's home or institution of any kind and his last place of residence had been within Dunstable **OR**
- c) he had moved away from Dunstable within the preceding twelve months, having been a resident throughout the previous five years

In the case of a person who is not an inhabitant of Dunstable but the Exclusive Right of Burial has already been granted at the discounted rate applicable to an inhabitant then the discounted rate will continue to apply.

For children's grave spaces (up to and including 12 years of age) the discounted rate will apply in all cases.

For any burial fees listed below which would be applicable for children under the age of 18 and for stillborn babies after 24 weeks of pregnancy, as well as the interment of cremated remains where the burial or cremation has taken place in England after 23 July 2019, Dunstable Town Council will recover these costs from the Governments Children's Funeral Fund.

Dunstable is made up of the following Central Bedfordshire Wards: Dunstable East, Dunstable North, Dunstable Central, Dunstable West and Dunstable South.

Part 1 EXCLUSIVE RIGHTS OF BURIAL (all ERoB fees include the Deed of Grant and all the expenses thereof)	2025/26	2026/27	2025/26	2026/27
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
ERoB for a period of 75 years - in an earthen grave (Adult plot)	2,574.00	2,703.00	572.00	601.00
ERoB for a period of 75 years - in an earthen grave for a child whose age at the time of death did not exceed 12 years (Child's plot)	262.00	275.00	262.00	275.00
ERoB for a period of 75 years - in an earthen grave for a child whose age at the time of death exceeded 12 years but did not exceed 16 years (Adult plot)	1,179.00	1,238.00	262.00	275.00
ERoB for a period of 75 years and the right to construct walled grave or vault	5,152.50	5,410.00	1,145.00	1,202.00
ERoB for a period of 75 years to inter cremated remains - in an earthen grave	1,080.00	1,134.00	240.00	252.00

Part 2 INTERMENT	2025/26	2026/27	2025/26	2026/27
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
(i) Interment Fee - of the body of a still-born child, or a child whose age at the time of death did not exceed 12 years	No Charge	No Charge	No Charge	No Charge
(ii) Interment Fee - of the body of a person whose age at the time of death exceeded 12 years but did not exceed 16 years	1,426.50	1,426.50	317.00	333.00
(iii) Interment Fee - if age upon death exceeds 100 years	936.00	936.00	208.00	218.00
(iv) Interment Fee - other than above:				
Single depth grave	2,092.50	2,092.50	465.00	488.00
Double depth grave	2,997.00	2,997.00	666.00	699.00
(v) Interment fee - in a walled grave or vault - In addition to the above fees	1,516.50	1,592.00	337.00	354.00
(vi) Interment Fee - in a Heritage Grave - In addition to the above fees	5,886.00	6,180.00	1,308.00	1,373.00
(vii) Interment Fee for cremated remains in a Garden of Remembrance plot (maximum of three interments per plot)	720.00	756.00	160.00	168.00
(viii) Additional charge for a second set of cremated remains being interred at the same time as the first set or at the same time as a full body burial.	432.00	454.00	96.00	101.00
(ix) Interment of the cremated remains of a child whose age at the time of death did not exceed 12 years	No Charge	No Charge	No Charge	No Charge
Part 3 MISCELLANEOUS				
Hire of Cemetery Chapel	747.00	784.00	166.00	174.00
Cemetery staff acting as bearers - per staff member	211.50	222.00	47.00	49.00
Note: All interments after 3.30 pm Monday to Friday are charged at an additional 25%. All interments on a Saturday are charged at an additional 50%. Saturday interments are available at the discretion of the Cemetery Manager				

Part 4 MEMORIALS (For the right to place and maintain for a period not exceeding 75 years on a grave in respect of which the EROB has been granted)	All fees listed below include an inscription relating to the first person interred. Sizes to include all foundations, vases, statuary, kerbing, landings and surrounds.			
	2025/26	2026/27	2025/26	2026/27
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
Garden of Remembrance				
Memorial not exceeding 18" in height and occupying a space not exceeding 18" x 18"	900.00	945.00	200.00	210.00
Memorial Vase/Flat Tablet not exceeding 10" in height and occupying a space not exceeding 10" x 10"	274.50	288.00	61.00	64.00
Children's Section				
Memorial or kerb set (not exceeding 18" in height and occupying a space not exceeding 48" x 24")	148.00	155.00	148.00	155.00
All other Memorials				
Memorial not exceeding 18" in height and occupying a space not exceeding 18" x 18"	900.00	945.00	200.00	210.00
Memorial not exceeding 30" in height and occupying a space not exceeding 30" x 18"	1,444.50	1,517.00	321.00	337.00
Memorial not exceeding 36" in height and occupying a space not exceeding 30" x 18"	1,899.00	1,994.00	422.00	443.00
Kerbing not exceeding 7' x 3' and including memorial not exceeding 36" in height	2,772.00	2,911.00	616.00	647.00
Any memorial exceeding 36" in height to a maximum height of 6' 6"	5,130.00	5,387.00	1,140.00	1,197.00
To add kerbing or walkaround to existing memorial	900.00	945.00	200.00	210.00
For cemetery staff to remove a cremation memorial to allow interment to take place	526.50	553.00	117.00	123.00
For each inscription thereafter.	288.00	302.00	64.00	67.00

Part 5 BOOK OF REMEMBRANCE	2025/26	2026/27	2025/26	2026/27
----------------------------	---------	---------	---------	---------

	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
Book				
2 Line Entry	328.50	345.00	73.00	77.00
5 Line Entry	720.00	756.00	160.00	168.00
Floral emblem, badge, etc (with 5 line entry only)	999.00	1,049.00	222.00	233.00
Replica Memorial Card				
2 Line Entry	270.00	284.00	60.00	63.00
5 Line Entry	513.00	539.00	114.00	120.00
Floral emblem, badge, etc (with 5 line entry only)	747.00	784.00	166.00	174.00
Replica Miniature Memorial Booklet				
2 Line Entry	450.00	473.00	100.00	105.00
5 Line Entry	747.00	784.00	166.00	174.00
Floral emblem, badge, etc (with 5 line entry only)	1134.00	1,191.00	252.00	265.00

Part 6 CEMETERY EXTENSION**LAWN SECTION**

Charges are as per Parts 1, 2, 3 and 4 above

ASHES SANCTUMS	2025/26	2026/27	2025/26	2026/27
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
For the right to lease a sanctum for a period of 25 years (including first interment and the engraving of a plaque not exceeding 80 characters)	1,664.00	1,747.00	1,331.00	1,398.00
For the right to lease a sanctum for a period of 35 years (including first interment and the engraving of a plaque not exceeding 80 characters)	1,997.00	2,097.00	1,664.00	1,747.00
For the second interment of ashes in the above sanctum	146.00	153.00	73.00	77.00
Additional charge per character over and above the 80 characters included in the lease cost	4.00	4.20	3.00	3.15
Additional charge for motifs and designs	From 106	From 111	From 67.00	From 70
Additional charge for plaque incorporating a photo	160.00	168.00	93.00	98.00

MEMORIAL KERB BLOCKS	2025/26	2026/27	2025/26	2026/27
	FULL RATE	FULL RATE	DISCOUNTED	DISCOUNTED
	£	£	£	£
For the right to place a plaque / lease a space on a memorial kerb block for a period of 25 years (including the engraving of a plaque not exceeding 50 characters)	665.00	698.00	532.00	559.00
For the right to place a plaque / lease a space on a memorial kerb block for a period of 35 years (including the engraving of a plaque not exceeding 50 characters)	799.00	839.00	665.00	698.00
Additional charge per character over and above the 50 characters included in the above cost	4.00	4.20	3.00	3.15
Additional charge for motifs and designs	From 106	From 111	From 67.00	From 70
Additional charge for plaque incorporating a photo	160.00	168.00	93.00	98.00

(All fees and charges shown exclusive of VAT)

DUNSTABLE TOWN COUNCIL
PROPOSED FEES AND CHARGES 2026/27

GROUNDS AND ENVIRONMENTAL SERVICES

ALLOTMENTS	2024 / 25	2025 / 26
	£	£
Large Plot (10 poles)	72.00	76.00
Small Plot (5 poles)	36.00	38.00
Mini Plot	24.00	25.00
Rotavating	60.00	66.00
Strimming overgrown plot	36.00	39.00
NB: Plots let to non-residents will be charged at twice the above rate.		

FOOTBALL PITCH HIRE	2024 / 25	2025 / 26
	£	£
Senior		
Including changing accommodation	60.00	66.00
Without changing accommodation	42.00	46.20
Junior		
With changing accommodation	33.00	36.30
Without changing	26.00	28.60
Mini League and 9 v 9	26.00	28.60

CROQUET LAWN	2024 / 25	2025 / 26
	£	£
Hourly hire charge	6.60	7.00

DUNSTABLE TOWN COUNCIL
PROPOSED FEES AND CHARGES 2026/27

CORPORATE SERVICES

GROVE HOUSE - MEETING ROOM HIRE (figures shown inclusive of VAT)	2025 / 26 £ per hour	2026 / 27 £ per hour
Council Chamber:		
Dunstable Voluntary Organisations	17.30	18.20
Commercial/Organisations outside Parish of Dunstable	34.60	36.30
Marriage Room:	MAX	
Dunstable Voluntary Organisations	15.00	15.80
Commercial/Organisations outside Parish of Dunstable	25.00	26.30
Waiting Area:	MAX	
Dunstable Voluntary Organisations	15.00	15.80
Commercial/Organisations outside Parish of Dunstable	25.00	26.30
Registrar Room:	MAX	
Dunstable Voluntary Organisations	15.00	15.80
Commercial/Organisations outside Parish of Dunstable	25.00	26.30
Whole Area (excluding Council Chamber):		
Dunstable Voluntary Organisations	36.00	37.80
Commercial/Organisations outside Parish of Dunstable	60.00	63.00
Weekend Hirings double fee		

Weddings at Grove House (bookings taken via Priory House):		2026/27 £
Standard Ceremony (all year round)	Monday to Friday	250.00
Standard Ceremony (1 March to 31 October)	Saturday	300.00
Standard Ceremony (1 November to 29 February)	Saturday	250.00
Standard Ceremony (all year round)	Sunday	400.00
Outdoor Ceremony	Monday to Saturday	650.00
Twilight Ceremony (1 October to 31 March)	Monday to Friday 5 pm ONLY	350.00

Dunstable Town Council - Reserves Summary 2025/26

APPENDIX 2

	Description	Officer	Bal as at 31.12.25	Commitments/Programme of works, etc	Committed Amount	Bal after committed	26/27 proposed contribution	Balance Proposed for 1 April 2026
310	General Reserve	TC&CE / HofCorp	£593,193	FGP 16.06.25- Minute 167/25- Cemetery works (GES 09.06.25)	£-27,492	£565,701	-	£565,701
312	Vehicles Reserve	HofGES	£94,169	FGP 17.06.24- Minute 141/24- bal of £28,347 for 2 replacement vehicles & 1 additional ride on mower (of £92,337 approved)	£-28,347	£65,822	£60,000	£125,822
314	Christmas Lights Reserve	HofCS	£19,651	5 year replacement lighting plan 21/22-25/26 ; Council 15.04.24- Minute 99/24= release of £8,731 for replacement and repairs of lights	£-9,095	£10,556	£7,000	£17,556
315	Street Dressing Reserve	HofCS	£1,047	FGP 16.09.24- Minute 194/24= bal of £1,047.28 for 40th anniversary street dressing (of £7,467 approved)	£-1,047	£0		£0
316	Downside Building Maintenance Res	HofCS	£79,769	FGP 12.06.23- Minute 141/23= £36,679 & £8,792.55- for 2nd phase roof repairs	£-45,472	£34,297	£5,000	£39,297
317	Grove Corner Building Maint Reserve	HofCS	£42,565	Chairmans Approval 17.04.23= bal of £2,000 roof survey & development plans (of £5,000 approved)	£-2,000	£40,565	£4,000	£44,565
318	Building Security Systems	HofCorp	£5,357	Council 15.04.24- Minute 99/24= £5,357 for improved security for Grove House	£-5,357	£0		£0
319	Cemetery Memorial Safety	HofGES	£4,730	Council 15.04.24- Minute 99/24= £3,075 for periodic inspections and subsequent works	£-3,075	£1,655	£1,738	£3,393
320	Priory House Tearooms Equipment	HofCS	£12,000	Council 15.04.24- Minute 99/24= £9,000 for replacement of kitchen/catering equipment	£-9,000	£3,000	£3,000	£6,000
321	IT/Equipment Reserve	TC&CE / HofCorp	£21,213			£21,213	£20,000	£41,213
322	Older People's Day Care Service	HofCS	£12,325			£12,325		£12,325
323	Election Reserve	TC&CE / HofCorp	£20,000	Council 15.04.24- Minute 99/24= £20,000 for future election costs due to CBC	£-20,000	£0	£20,000	£20,000
324	Grove House Building Reserve	HofCorp	£162,634	Council 24.06.24- Minute 165/24= £213,276 for essential repair and maintenance works (of £226,550 approved)	£-93,634	£69,000	£69,000	£138,000
325	Priory House Works Contingency	HofCS	£29,864	Council 07.04.25- Minute 115/25= £29,864 for PH Exhibition (in £161,013 total with £11,149 on 327 & £120,000 on 333)	£-29,864	£0		£0
326	Mayoral Reserve	HofCorp	£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required	£-3,000	£0		£0
327	Priory House Exhibition	HofCS	£11,149	Council 15.04.24- Minute 99/24= £11,149 for programme of future exhibitions	£-11,149	£0		£0
328	Priory Churchyard	HofGES	£0			£0	£5,000	£5,000
330	Town Twinning Reserve	TC&CE / HofCorp	£8,274	Retained for twinning activities to be determined		£8,274		£8,274

	Description	Officer	Bal as at 31.12.25	Commitments/Programme of works, etc	Committed Amount	Bal after committed	26/27 proposed contribution	Balance Proposed for 1 April 2026
331	Tree Reserve	HofGES	£22,361	Council 15.04.24- Minute 99/24= bal of £7,361 for programme of tree inspections and subsequent works (from £15,488 approved)	-£7,361	£15,000	£15,000	£30,000
332	Open Spaces Improvement Plan	HofGES	£73,949	FGP 20.01.20- Minute 8- Bal of £4,723 for recreation grounds improvement works (from £26,668 agreed); Council 29.06.20- Minute 85- bal of £12,982 for Priory Gardens Pergola Repairs (from £15,000 agreed);	-£17,705	£56,244	£30,000	£86,244
333	Priory House Building Reserve	HofCS	£281,023	FGP Minute 41/23 23.01.23- bal of £113,293- Roof works (of £205,000 agreed); Council 07.04.25 - Minute 115/25= bal of £113,400 - Priory House Exhibition (of £120,000 agreed)	-£212,863	£68,160	£50,000	£118,160
334	Pavilion Buildings Maintenance Res	HofGES	£42,632			£42,632	£15,000	£57,632
335	Church Street Phone Box Maintenance	HofGES	£0			£0		£0
NEW	Health and Safety Reserve	TC&CE / HofCorp	£0			£0	£5,000	£5,000
NEW	Community Lottery Reserve	HofCS	£0			£0	£1,750	£1,750
338	Allotments Reserve	HofGES	£26,482	FGP Minute 107 20.06.22= bal for 5 year infrastructure improvement programme (upto £42,800 approved) (includes £5,000 pa contributions to 26/27)	-£15,112	£11,370	£5,000	£16,370
341	Outdoor Leisure (non play) Reserve	TC&CE / HofGES	£27,052			£27,052	£12,000	£39,052
342	Memorial Kerbs Reserve	HofGES	£461	Council 15.04.24- Minute 99/24= £300 for purchase of memorial kerbs	-£300	£161		£161
343	Cemetery Building Maintenance Res	HofGES	£27,281	GES Minute 150/25= £27,281 for cemetery building works, information board and footpath repairs	-£27,281	£0	£10,000	£10,000

Dunstable Town Council - Reserves Summary 2025/26

APPENDIX 2

	Description	Officer	Bal as at 31.12.25	Commitments/Programme of works, etc	Committed Amount	Bal after committed	26/27 proposed contribution	Balance Proposed for 1 April 2026
344	Fencing Maintenance Reserve	HofGES	£7,088			£7,088	£7,000	£14,088
346	HSHAZ/Priory House HAR	HofCS	-£201,695	HSHAZ scheme programme / HAR 1 Priory House works programme- to future claim / claims due	£201,695	£0		£0
349	Website Development	HofCorp	£900			£900	£900	£1,800
353	Neighbourhood Development	TC&CE / HofCorp	£12,668			£12,668		£12,668
	Earmarked Reserves Total		£1,441,142		-£367,460	£1,073,682	£346,388	£1,420,070

Capital Receipt - Sale of Land at Meadway

	Description	Officer	Bal as at 31.12.25	Commitments/Programme of works, etc	Committed Amount	Bal after committed	26/27 proposed contribution	Balance Proposed for 1 April 2026
371	White Lion Land Landscaping	HofGES	£10,000	Council 05.12.22 Minute 210- creation of new reserve from capital receipt received July 2022		£10,000		£10,000
372	New Cemetery Development	HofGES	£147,361	FGP 18.09.23- Minute 187/23= balance of £32,135.50 for development of the new cemetery (of £76,775 approved)	-£32,136	£115,225		£115,225
373	Grounds Depot Extension	HofGES	£97,235	FGP 17.06.24- Minute 141/24= bal of £94,235 - Depot Extension (of £100,000 approved)	-£97,235	£0		£0
374	Luton Road MUGA	HofGES	£42			£42		£42
375	Priory House Furniture	HofCS	£26,000	Council 17.04.23 Minute 93/23- release from capital receipt received July 2022 for Priory House furniture	-£26,000	£0		£0
376	Kingsbury Pavilion Refurbishment	HofGES	£166,250	Chairs Approval 11.04.25- bal of £1,830 (from £2,830 approved) - Professional Fees	-£166,250	£0		£0
377	Splash Canopies	TC&CE	£57		-£57	£0		£0
	Capital Receipts Total		£446,945		-£446,945	£0		£125,267

S106/External Funding/Ringfenced Expenditure specified by funding body

352	Development Contributions- REV	HofGES	£34,316	£8,000 committed in annual revenue budget from Bal of £22,129 for Willoughby (from S106 £47,645) Bal of £4,038 for Court Drive Landscaping (from CBC £15,000)	-£34,167	£149		£149
570	Joint Committee Fund	HofCS	£50,021	Bal in holding code as committed Joint Committees fund only = not DTC	-£50,021	£0		£0
	S106/External Funding Total		£84,337		-£84,188	£149		£149
			£1,972,424		-£898,593	£1,073,831	£346,388	£1,545,486

Key:

- = Finance and General Purposes Committee
- = Grounds and Environmental Services Committee
- = Community Services Committee

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

DUNSTABLE TOWN COUNCIL

ENTER PUBLICLY www.dunstable.gov.uk / WEBSITE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/11/2024 25/03/2025 05/06/2025

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SF Christopher

Date

05/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed			*Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

MINUTE REFERENCE
168/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY www.dunstable.gov.uk WEBSITE ADDRESS

Section 2 – Accounting Statements 2024/25 for

DUNSTABLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	2,860,550	2,168,307	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	2,791,245	2,933,469	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,856,248	2,058,695	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,200,520	2,184,074	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	125,813	122,376	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	3,013,403	2,713,490	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	2,168,307	2,140,531	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,277,012	2,135,048	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	8,207,590	8,406,182	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	920,242	841,714	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

13/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

MINUTE REFERENCE 168/25

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Dunstable Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

9 December 2025

Newcastle office
Sustainably routed via:
30 Old Bailey
London
EC4M 7AU



Tel: +44 (0)191 383 6300
forvismazars.com/uk

Mrs L Scheder
Dunstable Town Council
Grove House
76 High Street North
Dunstable
Bedfordshire
LU6 1NF

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 11 December 2025

Dear Mrs Scheder

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Forvis Mazars LLP

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

Minor scope for improvement in 2025/2026

The bank reconciliation initially provided by the Council did not include cash book figures to reconcile to the bank statements. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

DUNSTABLE TOWN COUNCIL

FULL COUNCIL

MONDAY 9 FEBRUARY 2026

ADDITIONAL OUTSIDE ORGANISATIONS

<p>Purpose of report: To adopt additional outside organisations and nominate representatives to them.</p>
--

1. RECOMMENDATIONS

- 1.1. To agree to appoint a representative to Pride in Dunstable
- 1.2. To select a member to represent the Council on Pride in Dunstable
- 1.3. To agree to appoint a representative to the Friends of Priory House and Gardens
- 1.4. To select a member to represent the Council on the Friends of Priory House and Gardens

2. BACKGROUND

- 2.1. The Town Council appoints representatives to a range of local organisations who provide benefit to residents. Two additional groups have approached the Council and requested the Council to provide a representative.

Pride in Dunstable

- 2.2. "Pride in Dunstable" organised the first Dunstable Pride event in Grove House Gardens in June 2025, and is planning the second event for summer 2026. Pride in Dunstable is an inclusive event that welcomes all members of the community. The first event was led by Bedfordshire College but run by a group of volunteers.

Friends of Priory House and Gardens

- 2.3. The aim of the Friends is to support, promote and fund raise for Priory House and its surroundings. The group's efforts have included success in raising funds to conserve and protect the Jacobean wall paintings on display in Priory House, the War Memorial in Priory Gardens, Priory Gateway and the new pergola in Priory Gardens. The friends have also held talks pm relevant subjects.

3. FINANCIAL IMPACT – none

4. POLICY AND CORPORATE PLAN IMPLICATIONS

- 4.1. Supporting the two groups proposed would further the Council's objective to To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable

5. EQUALITIES AND DIVERSITY IMPLICATIONS

- 5.1. Members are reminded of the Equalities Act 2010 and the Public Sector Duty within it, when making decisions on representation. Working with Pride in Dunstable would support the Council's efforts to engage with and support residents of all sexual orientations.

6. HEALTH AND SAFETY IMPLICATIONS- none

7. HUMAN RESOURCES IMPLICATIONS- none

8. LEGAL IMPLICATIONS - none

9. ENVIRONMENTAL AND BIODIVERSITY IMPLICATIONS – none

10. AUTHORS

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

Paul Hodson – Town Clerk and Chief Executive
Email – paul.hodson@dunstable.gov.uk

Representatives for Dunstable Charities		
CHARITY	MEETINGS	DUTIES
POOR'S LANDS CHARITY	Once a Year - February	Discuss the distribution of the Maundy Thursday Money. The DTC Rep would be expected to attend the meeting and also help with the money distribution on Maundy Thursday which is carried out in the council chambers.
BLANDINA MARSHE/MARY LOCKINGTON CHARITY	These 2 charities are linked so it is the same Trustees for both charities and the meetings are held as one meeting Meet in March, June and November	Annual inspection of the Ladies Lodge Almshouse being carried out prior to the start of the June meeting

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE HELD
AT GROVE VIEW, DUNSTABLE ON 18 SEPTEMBER 2025 AT 19:00**

Present:

Central Bedfordshire Councillors:

Cllr Brennan
Cllr Ghent (Substitute for Cllr P Crawley)
Cllr Hegley
Cllr Young

DTC Councillors:

Cllr Attwell
Cllr Hollick
Cllr Kimondo
Cllr Neall

CBC Officers:

Ms S Hobbs
Ms S Hughes
Mr C Martin
Ms N O'Donnell (Virtual)
Mr S Mooring (Virtual)

DTC Officers

Mr P Hodson
Ms B Wisbey (Virtual)

Outside Body Representatives

J Bowes- Dunstable Cultural Consortium
S Knott- Don't let Dunstable Die (DLDD)
S Patterson – Bedfordshire RCC
S Warboys- Don't let Dunstable Die (DLDD)
Mark Payne – Bedfordshire Police

Remote Participants

S Hadfield – Central Bedfordshire College

1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr P Crawley with Cllr N Young substituting.

2. DECLARATIONS OF INTEREST

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

Cllrs Brennan and Attwell were on the board of Citizens Advice Bureau.

3. QUESTIONS FROM THE PUBLIC

None were received.

4. CHAIRS ANNOUNCEMENTS

The Chair advised that he had requested an Officer attend to give an update on the recent flooding that had occurred in Dunstable. Although it was not possible for an Officer to attend, CBC Highways were committed to working with DTC to address the issues and a meeting with DTC Officers would be taking place.

5. MINUTES OF PREVIOUS MEETING

RESOLVED

that the minutes of the Dunstable Joint Committee meeting held on 5 June were signed by the Chair as a correct record.

6. BEDFORDSHIRE POLICE UPDATE REPORT

Bedfordshire Police presented a report highlighting the latest crime statics for matters effecting the local area.

Points and comments included:

- The new community Sergeant for Dunstable and Houghton Regis introduced himself to the Committee and invited questions on the report that had been shared with members prior to the meeting.
- Concerns were raised about the crime solve rate being 10%. The Sergeant agreed that these figures were concerning but that they were within the national average. It was reported that there were many reasons crimes remain unsolved including issues with evidence.
- It was confirmed that supermarkets show as two locations on figures as one location was the petrol station and the other was the main store.

- It was confirmed that the summer policing plan and trial was coming to an end and would be replaced with foot patrols and that government funding was in place for hot spot policing schemes involving the community team.

NOTED

the update from Bedfordshire Police.

7. UPDATE ON LICENSING POLICY CONSULTATION

The Committee received a verbal update on Central Bedfordshire Council's Licensing Policy consultation.

Points and comments made:

- The Committee were provided with a presentation on the consultation to the changes to CBC's Licensing Policy and the changes proposed were explained.
- Concerns were raised that members of the committee were not clear on what was being consulted on and that the consultation had closed.
- It was confirmed that this consultation was on the general statement of Licensing Policy and would be discussed at CBC's Licensing Committee before going to Full Council. Town and Parish Councils and current License holders had been contacted directly and invited to respond to the consultation.
- Members raised the issue of fees being introduced for Table and Chairs Licenses on the pavement. Officers confirmed that the consultation discussed was separate from the table and chairs licences, but those fees were to be discussed at CBC's Full Council meeting on 25 September.
- The Committee expressed their objection to the introduction of a fee for a Table and Chairs License and supported the recommendation that no fee be introduced that the Licensing Committee had made to Full Council.
- The Committee resolved that the Chair of DJC should speak in support of the recommendation at Full Council on behalf of the Joint Committee.

RESOLVED

- 1. that the Chair of Dunstable Joint Committee speak in support of the recommendation to Central Bedfordshire's Full Council meeting on behalf of the Joint Committee, that no charges be introduced for Table and Chairs Licenses.**

NOTED

The verbal update on the Licensing Policy Consultation.

10. CO-OPTED MEMBERSHIP REVIEW

The Committee received report on the annual review of Co-Opted membership and received applications for co-option to the Committee.

Points and comments included:

- Officers confirmed that the existing co-optees had been contacted and asked if they wished to continue as co-opted members of the committee. The representative from Central Bedfordshire College confirmed that even though they had not responded they would like to continue to be co-opted to DJC.
- Members agreed to remove the groups listed as not responded in Table 7 of the report.
- The Committee then received representations from groups that had applied to become co-opted members of DJC.
- These applications came from, Citizens Advice Bureau (CAB), Dunstable Pride, Dunstable Business Community (DBC) and Dunstable Retailers and Landlords Association (DRLA).
- The applicants made representations to the committee about what they could bring to the committee and the work they undertake in the community.

RESOLVED to exclude the Press and Public, including the applicants, under section 100A of the Local Government Act 1972.

The Committee resolved to consider the applications in private and the applicants were invited to leave the room while the committee made their deliberations.

RESOLVED to reopen the meeting to the public.

Following consideration of the applications, the Chair advised the following:

- The Committee resolved to accept CAB and Dunstable Pride as co-opted members of the Committee, noting the positive work they undertake and the positive influence they could have at Committee meetings.
- The Committee were positive about the work of DBC and DRLA and welcomed the impact they would have on Dunstable. The Committee reasoned that both groups were very new and had only just been formed.
- Members resolved to invite DBC and DRLA to present reports at the next two DJC meetings, to observe the work they have undertaken and how they have grown. The Committee would then decide on whether to accept them as full co-opted members of DJC.

RESOLVED

1. To remove the co-opted members that had not responded as per recommendation 1 of the Officer report, subject to Central Bedfordshire College remaining as a co-opted member
2. To accept the applications from Citizens Advice Bureau and Dunstable Pride to become co-opted members of Dunstable Joint Committee.
3. To invite Dunstable Business Community and Dunstable Retailers and Landlords Association to the next two meetings of Dunstable Joint Committee to provide updates of their work before determining their application for Co-Opted Membership.

9. TOWN CENTRE BENCHMARKING & HIGH STREET RENTAL AUCTION UPDATE

The Committee received a verbal update on Town Centre benchmarking and High Street Rental Auctions.

Points and comments included:

- HRSA legislation gave Local Authorities the power to auction the lease for buildings that had been left vacant, despite being in rentable condition.
- The first stage of introducing these powers was to formally designate the town centre area that the powers could be exercised in. The consultation was live setting out the proposed designation of the town centre area and members were encouraged to respond.
- It was confirmed that Officers were ensuring that the consultation was advertised widely to encourage significant contributions.
- Officers confirmed the types of building that these powers could be used for and that it could not be used for residential properties or shopping centres.
- Concerns were raised about the amount of information being passed to Dunstable Town Councillors, it was confirmed that Officers could provide a Members Briefing for DTC Councillors after the consultation had closed.

NOTED

The update on Town Centre Benchmarking and High Street Rental Auctions.

12. DUNSTABLE TOWN COUNCIL UPDATE REPORT

The Committee received an update on activities being undertaken by Dunstable Town Council.

Points and Comments included:

- Questions were raised about the ended of funding from CBC for detached youth work within Dunstable and currently no commitment to continuing post March 2026. It was confirmed that this did not mean that there would be no youth work provision in the town due to the Town Council continuing to fund youth work out of Grove Corner, but there would be a reduction with no detached youth work. An update would be provided at a future meeting once CBC's intention had become clearer.
- It was confirmed that a second older persons lunch session could not be offered due to a lack of Officer time and resources. The sessions would continue but a second session would not be added despite the waiting list.
- Concerns were raised that an application for UKSP Funding had been made for improvements to Bennett's Recreation Ground, after concerns were raised at the Joint Committee about over development at the park. Officers confirmed improvements to the park were part of the Town Council's open space plan and had been approved by DTC.

NOTED

The Dunstable Town Council update.

13. CENTRAL BEDFORDSHIRE COUNCIL UPDATE REPORT

The Committee received an update on activities being undertaken by Central Bedfordshire Council.

Points and comments included:

- The flood awareness event due to be held on 17 October at Pioneer Hall was highlighted to the committee.
- It was reported that an update on the CCTV team and its reporting process had been included in the report.

NOTED

The Central Bedfordshire Council update.

11. WORKPLAN

It was noted that the order of the agenda meant that issues were not being properly discussed. It was confirmed that amendments would be implemented for the next meeting to ensure all items get sufficient time.

RESOLVED

That the workplan contained within Appendix A be accepted.

12. DATE OF NEXT MEETING

It was confirmed that the next meeting of Dunstable Joint Committee would take place on Thursday 27 November 2025 at Grove View.