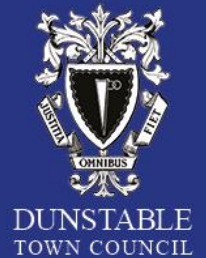


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**Paul Hodson**, Town Clerk and Chief Executive

Date: **Tuesday, 24 March 2026**

Dear Councillor,

A meeting of the **Full Council** will be held on **Monday 30 March 2026**, at **Grove House** in the **Council Chamber** at **7 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](mailto:democratic@dunstable.gov.uk) or 01582 513000 by 4 pm on **Friday 27 March 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), Michelle Henderson (Council Member), Peter Hollick (Council Member), Trevor Adams (Council Member), Sally Kimondo (Councillor), Robert Blennerhassett (Council Member) and Shaun Moulster (Council Member)

## **AGENDA**

**121/26 Apologies for Absence**

**122/26 Declarations of Interest**

**123/26 Public Question Time**

**124/26 To agree as a correct record the Minutes of the Council Meeting held on Monday 9 February 2026**

**125/26 Town Mayor's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from 1 February 2026**

**126/26 To receive reports of the following Committees:**

**126.1/26 Community Services Monday 2 March 2026**

**126.2/26 Grounds and Environmental Services Monday 9 March 2026**

**126.3/26 Finance and General Purposes Monday 16 March 2026**

**127/26 Action Tracker – to review progress of previously agreed actions**

**128/26 To receive the minutes from the meeting of the Dunstable Joint Committee held on 27 November 2025 and a verbal update from the meeting held on 19 March 2026**

**129/26 To receive reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council**

**130/26 Annual Council Meeting**

**131/26 Reference up Reports**

a) Personnel Sub-Committee - 5 March 2026

b) Finance & General Purposes Committee - 16 March 2026

**132/26 Constitution and Standing Orders**

**133/26 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.

**134/26 To receive a verbal report from the Town Clerk on recent issues**

**135/26 Date of Next Meeting - Monday 22 June 2026 at 7:00pm**

## DUNSTABLE TOWN COUNCIL

### MINUTES OF THE MEETING OF THE DUNSTABLE TOWN COUNCIL

HELD ON MONDAY 9 FEBRUARY 2026 FROM 7 PM

**Present:** Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Wendy Bater, Phillip Crawley, Mark Davis, John Gurney, Kenson Gurney, Michelle Henderson, Peter Hollick, Nicholas Kotarski, Matthew Neall, Robert Blennerhassett and Johnson Tamara

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

**In Attendance:** None  
**(Remotely)**

**Public:** None

The meeting commenced with a minute's silence to honour the passing of former Councillor Alan Corkhill. Pastor Julian Richards led the council in prayer.

#### **053/26 - Apologies for Absence**

Apologies for absence were received from Councillors Trevor Adams, Matthew Brennan, Gregory Alderman and Councillor O'Riordan.

Members were informed that the last meeting attended by Cllr Louise O'Riordan was 18 August 2025. The Mayor read the following reason that had been submitted by Councillor O'Riordan as a request for Members to formally approve her absence.

*"Councillor O'Riordan's absence is due to health impacts arising from unresolved council related safeguarding concerns and bullying, and ongoing recovery following that failure."*

Councillor O'Riordan's request was discussed. It was

**RESOLVED:** Not to accept Councillor O'Riordan's reason for non-attendance.

#### **054/26 - Declarations of Interest**

No specific declarations were made.

#### **055/26 - Public Question Time**

None

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

**RESOLVED:** that the minutes of the meeting of the Full Council held on 1 December 2025 be signed as a correct record

**057/26 - Town Mayor's Remarks including Civic Events and Mayoral Activities**

The Mayor expressed gratitude to everyone who had participated in recent civic events and encouraged continued engagement with local residents through these activities. The Mayor highlighted several significant events, including the torchlight procession and the tree planting ceremony celebrating the Council's 40th anniversary.

The Deputy Mayor added remarks about various events he had attended, such as the Christmas shop window judging, the Scouts Christmas concert, and the Hospice at Home Christmas dinner. Both the Mayor and Deputy Mayor emphasised the positive impact these events had had on the community.

**058/26 - To receive reports of the following Committees:**

**058.1/26 - Community Services 12 January 2026**

**RESOLVED:** that the minutes of the Community Services Committee held on 12 January 2026 be received

**058.2/26 - Grounds and Environmental Services 19 January 2026**

**RESOLVED:** that the minutes of the Grounds and Environmental Services Committee held on 19th January 2026 be received

**058.3/26 - Finance and General Purposes 26 January 2026**

**RESOLVED:** that the minutes of the Finance and General Purposes Committee held on 26th January 2026 be received

**059/26 - Budget Report 2026/27**

Councillor Kotarski, Chair of the Finance and General Purposes Committee, presented the budget report for 2026/27. The report detailed the Council's financial plans, including the introduction of new features to Dunstable, such as the wedding venue at Grove House and expansion of the Town Ranger service. The budget aimed to balance the need for new initiatives with the minimisation of Council tax increases. The proposed budget included a precept upon Central Bedfordshire Council, resulting in a charge of £265.63 per Band D property per year, an increase of 7.92%. The recommendations were supported and seconded, and the motion was carried.

**RESOLVED:**

- 1.1. That the proposed budget and fees and charges for 2026/27 be approved, as presented in enclosed at Appendices 1 and 2

- 1.2. That the proposed ear marked reserves for 2026/27 be approved, as listed in Appendix 3
- 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.

### **060/26 - External Audit**

Members were informed that the external audit for the financial year 2024 to 2025 had been completed in December 2025 without any exceptions. The Council expressed gratitude to the officers involved in ensuring the audit's completion.

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

Following the resignation of Councillor Jones, the Council was asked to appoint an additional member of the Personnel Committee. Councillor Tamara was nominated and seconded for the position.

**RESOLVED:** that Councillor Tamara be appointed as an additional member of the Personnel Committee.

The election of the Vice Chair was deferred to the Personnel Committee's next meeting.

### **062/26 - Representatives To Outside Bodies**

Members discussed the appointment of representatives to outside bodies, specifically Dunstable Pride and Friends of Priory House.

**RESOLVED:**

- 1.1 To appoint a representative to Pride in Dunstable
- 1.2 To appoint Councillor Brennan as the representative for Dunstable Pride.
- 1.3 To appoint a representative to the Friends of Priory House and Gardens.
- 1.4 To appoint Councillor Kotarski as the representative for the Friends of Priory House and Gardens.

### **063/26 - Dunstable Charities Representatives**

The Council needed to appoint replacement representatives for two Dunstable charities following the resignation of Councillor Jones.

**RESOLVED:** that Councillor Tamara be appointed as the representative for Dunstable Poor's Charity.

**RESOLVED:** that Councillor Tamara be appointed as the representative for Blandina Marshe/Mary Lockington Charity.

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

The Council discussed the need for an additional representative to the Dunstable Joint Committee due to Councillor Matthew Neall's dual representation. After consideration, the Council decided to maintain the current representation without appointing an additional member.

#### **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**

The minutes of the Dunstable Joint Committee held on 18th September 2025 were received. Councillor Attwell gave a verbal update from the meeting held on 27th November 2025, noting that the working group had responded to the CBC budget consultation. No further questions were raised.

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

Members of Central Bedfordshire Council provided updates on matters of interest, including the upcoming budget discussions and the introduction of glass collection throughout Central Bedfordshire. The importance of washing glass before recycling was emphasised. Members acknowledged the tight budget constraints faced by Central Bedfordshire Council.

#### **067/26 - Exclusion of Public and Press**

**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 the press be excluded

The public and press were asked to leave the meeting, and the live stream was ended

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

The recommendation provided was discussed and it was

**RESOLVED:** to defer the matter until it was necessary to do something further

#### **069/26 - Cemetery Land**

Members discussed a proposal to purchase land at Cottage Bottom Field to enable the development of a new cemetery. It was

**RESOLVED:** to purchase the land outlined from Central Bedfordshire Council for a cost not greater than £102,500.

to delegate to the Town Clerk & Chief Executive to negotiate with CBC and any other interested parties on additional associated costs and timescales for the purchase of the land.

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

**The meeting closed at 9:00 PM**



Date	Organsiation	Event	Venue	Comments
31.01.26	KR Football Academy	Connection meeting	Priory Academy, Dunstable	
10.02.26	University of Bedfordshire	Festival of Culture	University of Bedfordshire, Luton	I was truly grateful for the opportunity to be a guest speaker at the University of Bedfordshire ( this is where I studied). Reflecting on my journey as a mature student and single mother, I understood the challenges many of them faced. Eventually, I graduated as a social worker. Sharing my story was not only inspiring; it reinforced the belief that every journey shapes us, whether through learning, self-improvement, or personal growth. I thoroughly enjoyed the insightful questions. It's a beautiful reminder that we are all on unique journeys, learning from each step we take.
11.02.26	The Quadrant	Shop Watch Meeting		
12.02.26	Coffee #1	Store Opening		
14.02.26	Hospice at Home Volunteers	Official Opening	Incuba Centre, Dunstable	I had the pleasure of joining the High Sheriff of Bedfordshire Camila, for the official opening of the Hospice at Home Volunteers - Dunstable & Houghton Regis areas offices at the Incuba Centre. It's always a delight to engage with the trustees and volunteers who contribute such valuable services and support to our communities. The Hospice at Home volunteers Dunstable provides compassionate care, allowing individuals to receive end-of-life support in the comfort of their own homes & they also provide support to their families.
14.02.26	Dunstable Town Council	Wedding Open Day	Grove House, Dunstable	Thrilled to announce the official reopening of Grove House as a licensed wedding venue today, 14th February, 2026!

25.02.26	Best Bar None	Awards Presentation	Priory House, Shefford	Kudos to all the Dunstable Best Bar None accredited establishments that were honoured with their awards today. A big thank you to Deputy Mayor Richard Attwell for standing in for me
27.02.26	Luton Borough Council	Civic Celebration	St Marys Church, Luton	
27.02.26	Ashridge Estate	Protecting Our Roots	Little Gaddesden Village Hall	The Deputy Town Mayor, Councillor Attwell attended on my behalf.
28.02.26	Dunstable Town Band	Charity Concert	Methodist Church, Dunstable	The Deputy Town Mayor and his consort attended on behalf of myself.
01.03.26	Dunstable Town Council	Civic Service		It was truly a special day for my Civic Service. The theme was kindness. The turn out was tremendous. Thanks to Hospice at Home Volunteers and CHUMS for their time and support in serving refreshments.
07.03.26	Rise Fitness Gym	Meeting to discuss proposed closure		
08.03.26	Leighton-Linslade Town Council	Civic Service		
09.03.26	Dunstable Town Council	Commonwealth Day, Flag Raising	Grove House, Dunstable	I gave a speech recognising all the Commonwealth has to offer before proudly raising the flag
12.03.26	Keech Hospice	Community Iftar		
12.03.26	Mayor of Luton	Luton Civic Charitable Iftar		I attended the Big Iftar on Friday at Crescent Hall in Luton. It was a fantastic event, providing an opportunity to engage with our partner agencies and connect with members of the community.
13.03.26	Mayor of Irthlingborough	Quiz Night		
14.03.26	Luton Irish Forum	St Patricks Day Festival		It was lovely to be able to join the Mayor of Luton to celebrate St Patricks Day. We joined the parade and was entertained by the Irish community of Luton

14.03.25	Haneefah Muhammad	Voices of Nubian Queens		
15.03.25	Ampthill Town Council	Civic Service		

## DUNSTABLE TOWN COUNCIL

### Minutes of the meeting of the Community Services Committee

held on Monday 2 March 2026 from 19:00

- Present:** Councillors Matthew Neall (Chair), Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Trevor Adams, Robert Blennerhassett and Gregory Alderman
- In attendance:** Councillors Peter Hollick and Shaun Moulster, Paul Hodson (Town Clerk & Chief Executive), Becky Wisbey (Head of Community Services), Gill Peck (Youth and Community Manager and Gina Thanky (Events Officer)
- In attendance: (remotely)** Councillor Nicholas Kotarski and Annette Clynes (Town Centre Manager)
- Public:** One

**071/26 APOLOGIES FOR ABSENCE**

Councillors Nicholas Kotarski, Wendy Bater, John Gurney, and Mark Davies

**072/26 DECLARATIONS OF INTEREST**

None

**073/26 PUBLIC QUESTION TIME**

None

**074/26 TO AGREE THE MINUTES OF THE MEETING OF 12 JANUARY 2026 AS AN ACCURATE RECORD**

The minutes of the meeting held on 12 January 2026 were agreed upon as an accurate record and signed by the Chair.

**075/26 ACTION TRACKER**

The action tracker was reviewed, and Members noted the updates provided.

**076/26 EVENTS**

The Events Manager summarised the report. 13 teams had enquired about the Soapbox Derby and two applications had already been submitted. It was explained that no maximum number of teams had been set, and more applications would be welcome.

Councillor Hollick declared a non-pecuniary interest as President of the Dunstable Musical Theatre Company and did not take part in the vote.

**RESOLVED** to provide one of the Council's two free uses of the Grove Theatre to the Dunstable Musical Theatre Company for a performance of Chitty Chitty Bang Bang on Friday 16 October 2026.

- 077/26 TOWN CENTRE SERVICES**  
The Town Centre Manager updated Members that the markets planned for both 14 and 21 March had 31 stalls booked already. The premises of concern tasking group was addressing shops suspected of selling illegal products, working in partnership to ensure appropriate action was taken.
- 078/26 PRIORY HOUSE**  
The Head of Community Services summarised the report. Members discussed the logistics of hosting weddings at Grove House during major events; it was noted that events are planned a year in advance and anyone seeking to arrange a wedding would be informed of event dates before making a booking.
- 079/26 GROVE CORNER AND COMMUNITY ENGAGEMENT**  
The Community Engagement Manager summarised the report. Members acknowledged the positive impact of youth engagement efforts and encouraged councillors to visit sessions to see the work firsthand.
- 080/26 OLDER PEOPLE'S SERVICES**  
The Good Companions Club had expressed interest in a seaside trip, and efforts were underway to explore how this could be facilitated.  
  
The upcoming Big Lunch event would be advertised in "Talk of the Town," with tickets available via telephone only to ensure fairness. Members expressed appreciation for the team's efforts to continue to develop services to support older people.
- 081/26 REPORTS FROM OUTSIDE BODIES**  
  
**South Beds Dial-a-Ride Management Committee**  
Councillor Peter Hollick reported concerns over the issue of blue badges for the organisation's buses. Discussions with Dial A Ride were ongoing. A new second hand bus was to be purchased in line with the Dial-a-Ride's vehicle replacement policy.  
  
**Dunstable Town Band**  
Councillor Robert Blennerhassett reported no update.  
  
**Men in Sheds** - Councillor Richard Attwell noted that the group is taking on new members and settling down with a new secretary and chair.
- 082/26 DATE OF THE NEXT MEETING**  
Monday 1 June 2026 at 7.00 pm.

**The meeting closed at 7.38 pm**

## DUNSTABLE TOWN COUNCIL

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

HELD ON MONDAY 9 MARCH 2026 FROM 7 PM

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

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Daniel Mott (Grounds Operations Manager), James Stenson (Cemetery Manager) and Jackie Carrington (Democratic Services Manager)

Public: One

#### **092/26 - Apologies for Absence**

Councillors Johnson Tamara and Nicholas Kotarski

#### **093/26 – Specific Declarations of Interest**

Cllr Henderson – Non-pecuniary (Allotment tenant)

#### **094/26 - Public Question Time**

A member of the public raised concerns about the cemetery. The Chair undertook that a written response to the raised issues would be provided.

***ACTION:** Town Clerk & Chief Executive*

#### **095/26 – Minutes of the Previous Meeting**

**RESOLVED:** that the minutes from the meeting of the Grounds & Environmental Services Committee held on Monday 19 January 2026 be approved as a correct record and signed by the Chair.

#### **096/26 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 2 February 2026 and 23 February 2026.**

**RESOLVED:** that the minutes from the Plans Sub-Committee meetings held on 2 February and 23 February 2026 be received

#### **097/26 - Action Tracker – to receive updates on previous actions**

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 following the withdrawal of Central Bedfordshire funding officers would calculate the potential cost of the salt, additional staffing requirements and adaptations of existing equipment to enable officers to undertake the gritting themselves. It was agreed that the action be closed and the findings to be discussed at a future meeting.

**ACTION:** *Grounds Operations Manager*

The issue of CCTV across the Council's estate was raised,

**RESOLVED:** Members suggested that Councillors request this item be discussed at the Joint Committee with CBC and the police to better define the problem and potential solutions.

### **098/26 - Grounds – Information Report**

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

Repairs and maintenance works were ongoing. Two self-closing gates had been installed in Grove Gardens, and the Play Area Inspection Report has been received. The Ranger service had completed numerous job requests, and efforts were being made to address issues in the town centre. The Cemetery Manager updated members on the allotments and the number of burials taken place.

Members thanked officers for their work in the planting of the trees for the 40<sup>th</sup> Anniversary which was in its final phase and the planting included eight apple trees. Dunstable in Bloom's theme for the year was to be 'Community Spirit' and plans were underway for the Anglia in Bloom and Britain in Bloom campaigns.

### **099/26 - Allotment Improvement Plan**

The allotment improvement plan was reviewed. Members noted the pressing need for security improvements at the Meadway allotments site. Members also noted that there had been no recent requests for composting toilets to be installed, and that this action would be postponed, not removed, if the Meadway measures were prioritised.

It was proposed, seconded and

**RESOLVED:** that the £10,000 reserved for toilets be redirected towards installing security fencing at Meadway allotments

### **100/26 - Reports from Outside Organisations:**

The Chair reported that Councillor Kotarski had indicated that there was nothing to report from the CBC Development Committee.

### **101/26 - Motion to exclude public and press**

It was proposed, seconded and

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

**102/26 - To appoint a contractor to develop the new cemetery**

Members discussed the recommendation report. Members reviewed the scores achieved by each bidder, and

**RESOLVED:** to recommend to the Finance and General Purposes Committee to appoint Bidder A to carry out the development work for the new cemetery

**103/26 - Date of the next meeting – Monday 8 June 2026 at 7 pm**

**The meeting closed at 8:30 PM**

## DUNSTABLE TOWN COUNCIL

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

HELD ON MONDAY 16 MARCH 2026 FROM 7 PM

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

**In Attendance:** Paul Hodson (Town Clerk and Chief Executive), Jackie Carrington (Democratic Services Manager) Corinne Gilmore (Corporate Performance & Compliance Manager) and Rachel Connor (Corporate Marketing and Communications Officer)

**In Attendance:** None  
**(Remotely)**

**Public:** None

#### **104/26 - Apologies for Absence**

Councillors Sally Kimondo (Town Mayor), Kenson Gurney and Shaun Moulster

#### **105/26 - Declarations of Interest**

There were no specific declarations of interest

#### **106/26 - Public Question Time**

There were no questions from the public.

#### **107/26 - To approve as an accurate record the minutes of the meeting of the Finance and General Purposes Committee held on Monday 26 January 2026.**

**RESOLVED:** The Minutes of the meeting of the Finance and General Purposes Committee held on 26 January 2026 were approved as a correct record and were signed by the Chair.

#### **108/26 - Action Tracker**

Members received and noted the Action Tracker. It was noted that the action for Dunstable and District Scouts to be repositioned at the Remembrance Parade had been incorporated into the event plan and could be removed from the Action Tracker.

## **109/26 - Finance Report**

The Town Clerk & Chief Executive summarised the report.

- RESOLVED:** 1.1) To note the revenue budgetary position for the financial year 2025/26
- 1.2) To note the Council's earmarked reserves
- 1.3) To note the current investments
- 1.4) To create an ear-marked reserve for play area replacement, and for any underspend of the play area revenue budget in the current financial year to be transferred to that ear-marked reserve
- 1.5) To note the outcome of the 2<sup>nd</sup> Interim Internal Audit

It was proposed, seconded and

- RESOLVED:** 1.6) To recommend to Full Council the appointment of Bidder A as the Council's Internal Auditor, for the financial year 2026/27
- 1.7) To recommend to Full Council the proposed amendments to Financial Regulations

## **110/26 - Compliance and Facilities Report**

The Corporate Compliance and Performance Manager summarised the report and gave details of Grove House weddings, lone working devices and the re-introduction of The Health and Safety Advisory Group. Members noted the ongoing building works at Grove House.

## **111/26 - Marketing and Communications Report**

The Marketing and Communications officer summarised the report.

## **112/26 - Community Lottery Decision Report**

Members received and discussed the report.

It was proposed, seconded and

- RESOLVED:** to approve to spend up to £450 from the Community Lottery Central Fund as an incentive for good causes to sign up and drive ticket sales to be allocated either as recommended or through an amended version, if an alternative approach was agreed with Gatherwell in consultation with the Chair

## **113/26 - Corporate and Financial Risk Management Report**

The Town Clerk & Chief Executive presented the report outlining the revised risk management arrangements and corporate risk assessment.

It was proposed, seconded and

- RESOLVED:** 1.1 to approve the revised risk management policy  
1.2 to recommend to Full Council to adopt the Corporate and Financial Risk Assessment, including the updates identified by Members

### **114/26 - Reference Up Report**

The report was summarised by The Town Clerk and Chief Executive

- RESOLVED:** 1.1) To adopt the amended Grievance and Disciplinary policies  
1.3) That members of the Personnel Committee be asked to undertake HR Training within three months of taking up the role  
1.4) That the Council's staff awards scheme be extended to volunteers

### **115/26 - Reports from Outside Organisations:**

Citizen's Advice Management Committee – Councillor Attwell - no update

Dunstable International Town Twinning Association – Councillor Hollick had met with the Town Clerk and Chief Executive; a visit of four representatives to Portz is planned for June.

Hospice at Home Management Committee – Councillor Bater - no update

Ashton Almshouses Charity – Councillor Alderman stated the charity was progressing well

Ashton Schools Foundation – Councillor Hollick reported that funding to Ashton Middle School and Manshead had now ended, following contributions made to the two schools.

Chew's Foundation – Councillor Brennan - no update

Poor's Land Charity – Councillor Tamara and Councillor Kenson Gurney Councillor Tamara had attended a recent meeting where the charity had agreed to make suitable donations.

Lockington Charity and Marshe Charity – Councillors Kenson Gurney and Tamara – no update

Dunstable and District Scout Council Executive – Councillor Kotarski stated that plans for the St Georges Day parade were in hand

Friends of Priory House and Gardens – Councillor Kotarski – it was noted that the Friends were holding a Coffee Morning at Priory Church Hall and all Councillors were invited

### **116/26 - Motion to exclude public and press**

- RESOLVED:** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information

relating to establishment and contractual matters and it was therefore **AGREED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

### **117/26 - Support Service**

It was proposed, seconded and

**RESOLVED:** To adopt the proposal from Breakthrough Communications to undertake a comprehensive data protection compliance review, and to refresh the Council's data protection policies and procedures.

### **118/26 - Priory House Structure**

It was proposed, seconded and

**RESOLVED:** To adopt the proposed new staffing structure for Priory House.

### **119/26 – Reference Up Report**

**RESOLVED:** To approve the recommended contractor, Bidder A, to carry out the Council's cemetery development work as per Appendix 1.

### **120/26 - Date of the next meeting**

Monday 15 June 2026 at 7 pm

**The meeting closed at 9:22 pm**

Committee	Minute	Date	Action	Action Full	Responsible	Update	Status
GES	224/23	6/11/2023	Allotment Land at each recreation ground	To consider opportunities to develop allotment land at each recreation ground as part of the management plan development scheme.	Head of GES	The process commenced in April 2024 as part of the agreed programme. Consultation outcomes have been presented to Member working groups for further discussion.	Ongoing
GES	018/25	1/13/2025	CCTV	Members requested that a review be carried out of the use of CCTV across the Council's estate. It was agreed that officers would produce a report for consideration by members at a later meeting.	The Head of Grounds and Environmental Services	This matter will be raised at Joint Committee as an opportunity for Members to raise any specific concerns with partner organisations. Officers will provide a report once investigative work has been completed. An update was given and Cllr Brennan will ask for this item to be added to the Dunstable Joint Committee Priority Setting Agenda	Ongoing

GES		10/11/2025	Grounds - Information Report	Members requested a future report on managing the allotment waiting list to include inspection arrangements, plot splitting and checking the waiting list on a regular basis.	Cemetery Manager	A report will be presented to a future Committee meeting once a new Head of Service is in post.	<b>Ongoing</b>
FGP	048/26	1/26/2026	Reports from Outside Organisations	Town Twining - Town Clerk to meet with Councillor Peter Hollick	Town Clerk and Chief Executive		<b>In Progress</b>

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE HELD  
AT GROVE VIEW, DUNSTABLE ON 27 NOVEMBER 2025 AT 18.30**

Present:

**Central Bedfordshire Councillors:**

Cllr Crawley  
Cllr Neall  
Cllr Hegley  
Cllr Young

**DTC Councillors:**

Cllr Alderman  
Cllr Atwell  
Cllr Horlick  
Cllr Kortaski

**CBC Officers:**

Mr C Martin  
Ms C O'Hara  
Ms S Hughes  
Ms S Hobbs  
Ms J Jones

**DTC Officers**

Ms B Wisbey  
Mr P Hobson

**Outside Body Representatives**

J Bowes - Dunstable Cultural Consortium  
S Warboys - DLDD Trust  
Ian Coulter - Dunstable Citizens Advice

**Remote Participants**

Pride in Dunstable

**1. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Kimondo and S Knott (DLDD Trust)

## **2. DECLARATIONS OF INTEREST**

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

## **3. QUESTIONS FROM THE PUBLIC**

None were received.

## **4. CHAIRS ANNOUNCEMENTS**

The Chair expressed his sadness at the passings of former CBC Councillor Caroline Maudlin, and former DTC Mayor Sylvia Powdrill. The chair invited the committee to observe a minute's silence in Caroline and Sylvia's memory.

## **5. MINUTES OF PREVIOUS MEETING**

### **RESOLVED**

**That the minutes of the meeting from 18 September 2025 be approved as a true and accurate record subject to Cllr Kotarski being added as an attendee.**

## **6. BEDFORDSHIRE POLICE UPDATE REPORT.**

Officers from Bedfordshire Police presented a report updating the Committee on matters effecting the local area.

### **Points and Comments Included:**

- The Newly appointed Sergeant of Dunstable Community Policing Team introduced himself to the Committee.
- The team included 2 sergeants, 6 officers and 2 PCSOs.
- Committee services officers and police would work to get the report out as early as possible when the agenda is published.

### **NOTED**

**The Update from the Bedfordshire Police.**

## **7. HIGHWAYS CAPITAL PLAN.**

The Committee received a verbal update on Central Bedfordshire Councils Highways Capital Plan.

## **Points and Comments Included:**

- Officers provided an overview of the capital works programme, this included 25 carriageway, 2 footway, 14 transport and active travel, 3 ROW, 2 bridges and structures, 4 drainage schemes.
- It was confirmed that projects are feasibility dependent.
- Officers operated a data led approach, focusing on long term planning and prioritising safety, network importance and public impact.
- Analysis on accident statistics, with the idea of bringing forward some road safety schemes in the future.
- It was confirmed that local knowledge and member feedback helps refine priorities.
- General maintenance and gully maintenance is not included in the list provided in the report as this work is funded from an alternative budget stream.

## Points and Comments included

- Members were encouraged to contact highways with any comments on the programme by 1<sup>st</sup> December, for response by 10<sup>th</sup> December.
- Comments were made about the condition of Kirby Road, Old Hill, Leighton Buzzard Bypass, Borough Road.
- Members discussed issues with parking and drivers entering yellow box junctions and how ANPR cameras could be used to tackle these issues.
- Officers confirmed that work was underway on the possible installation of ANPR cameras and encouraged members to recommend areas they could be installed.
- Members recommended the junction of station road and church street and the junction of Queensway and High Street North and Regents Street.

## **NOTED**

## **The Highways Capital Plan Update**

## **RECOMMENDATION**

**That Officers investigate installing ANPR on the junction of Station Road and Church Street, the junction of Queensway and High Street North, and Regents Street to assist with moving traffic offences.**

## **8. PROSPECTIVE CO-OPTED MEMBER REPORT**

The Committee received reports from prospective members of the Dunstable Committee on their work and activity in the Locality.

Points and comments included:

- It was confirmed that a representative of Dunstable Business Community was unable to attend the meeting.
- The Committee received a report from the Dunstable Business Retailers and Landlord Association. (DBRLA)
- 2 meetings had taken place since the last committee, with the next to take place in January 2026.
- Plans were underway to complete a website.
- The association were in the process of developing a welcome pack for businesses on the high street, creating a friendly environment and helping new businesses.
- Structure, Chair and Vice-Chair had been decided.
- A WhatsApp group for communication between retailers had been created.
- Questions were raised about the size of the group and what the objectives were. It was confirmed that the size of the group is increasing and will continue to increase. Objective is to make sure infrastructure is clear.
- Members asked about feedback from those who had already signed up and the frequency of the meetings. It was reported that feedback has been positive so far and all members were high street retailers. Meetings were once a month, understanding of the fact that retailers will not want to close their businesses to attend meetings.

## **NOTED**

### **The Prospective Member Report.**

## **9. CO-OPTED AND OUTSIDE BODIES REPORT**

The committee received updates from Co-Opted members about work undertaken in the locality.

### Dunstable Cultural Consortium

- Worked with Dunstable Town Council and volunteer groups to set up a Heritage open day on 13 September.
- Sites across the town were involved, including Grove House, Priory Church and the Windmill in Church Street.
- Over 200 visitors across the sites, included the local MP.
- The consortium had also submitted a bid for a new project and had received support in writing the bid so were hopeful they would be successful.

## Don't Let Dunstable Die Trust

- Hosted a successful job fair in October, with strong attendance from employers and jobseekers, with the next event planned to take place on 26 March 2026.
- The trust welcomed the offer to be put in touch with Central Bedfordshire Council's employment and skills team.
- The Don't Let Dunstable Die calendar had been launched and was selling well across the town and online.

## Dunstable in Bloom

- DIB hosted their annual awards evening with over 100 residents and businesses in attendances, their largest turnout to date.
- Deakin White were the main sponsor, with Dunstable Rotary Club set to be the main sponsor for 2026.
- Dunstable in Bloom had been invited by Anglia in Bloom to represent the Anglia Region at the National In Bloom competition. This was a great achievement, and thanks and congratulations were extended to all who had taken part.

## **NOTED**

### **The Co-Opted and Outside Body Reports.**

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

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

Points and Comments included:

- It was reported that the towns markets were proving popular in the run up to Christmas, with fantastic public support.
- The Council were in the process of going out for tender for another 5-year contract for Christmas lights.
- It was reported that older people's services had been popular, with strong numbers in all groups and diversity in groups offered.

- It was reported that the Town rangers have been busy since the last the report with 32 internal requests and 29 general public requests.
- Events were planned to celebrate the Councils 40<sup>th</sup> anniversary, including Grounds and Environmental Services working with local schools to plant bulbs, with over 16000 bulbs having planted at the time of the meeting.
- The community lottery was continuing to go well, with nearly £3000 revenue. Dunstable Town Council will continue to promote it widely.
- It was confirmed that the Town Council will be purchasing benches for Downside with Central Bedfordshire Council installing.
- It was confirmed that progress was being made in regard to Priory House with the possibility of the Council resuming ownership in October 2026. Although this had not been confirmed, this was reported as positive steps.

## **NOTED**

### **The Dunstable Town Council Update Report.**

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

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

### **Points and Comments Included:**

- It was reported that Trading Standards had closed three shops in the town via court order for selling illegal and counterfeit products.
- Concerns were raised about dog fouling in the town, noting that some streets are visited by officers more than once a month. Also noted that some children's play areas do not have notices on them. Officers confirmed that would report these issues back to the relevant teams in CBC.
- Concerns were raised that Citizens Advice Bureau's lease ran out on 26 March and they had not received a response from Central Bedfordshire. The Committee recommended that the executive member for Assets urgently look into the lease for CAB.
- The Committee asked questions about how Dunstable's NEET (not in education, employment or training) figures compared nationally and whether they included SEN young people. Officers confirmed that they would investigate and bring this data to the next meeting on DJC.
- Concerns were raised about the issue of fly tipping on Beech Road, Officers confirmed they would report back to the relevant CBC Team.

## **RESOLVED**

**That this Committee asks the Executive Member for Assets to urgently review the lease for Citizens Advice Bureau**

**NOTED**

**The Central Bedfordshire Council Update Report.**

## **14. WORKPLAN**

- Members raised the possibility of forming a working group to respond to CBCs budget on behalf of the Joint Committee. It was confirmed that Cllrs Brennan, Hegley, Atwell and Kotarski would form the subgroup, and were authorised by the committee to respond to the budget consultation on the committee's behalf.

**RESOLVED**

- 1. That a working sub-group be formed with delegation from the Joint Committee to respond to CBC's budget consultation on its behalf.**
- 2. That Councillors Brennan and Hegley from CBC, and Councillors Atwell and Kotarski from DTC, will make up the working sub-group.**

**RESOLVED**

- 1. That the workplan contained within appendix a of the report be accepted.**

## **15. DATE OF NEXT MEETING**

**It was Confirmed that the next meeting of Dunstable Joint Committee would take place on Thursday 19 March 2026 at Grove View.**

**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 30 MARCH 2026**

**ANNUAL COUNCIL MEETING**

**Purpose of Report:** For Members to elect a Mayor Elect and Deputy Mayor Elect for the civic year May 2026 to May 2027 and to note plans for the Annual Council Meeting and Mayor Making to be held on 18 May 2026.

**1. RECOMMENDATIONS**

- 1.1. For Members to elect a Mayor Elect and Deputy Mayor Elect for the civic year May 2026 to April 2027.
- 1.2. For Members to note plans for the Annual Council Meeting and Mayor Making to be held on 18 May 2026.

**2. APPROVAL OF TOWN MAYOR ELECT AND DEPUTY TOWN MAYOR ELECT**

- 2.1. The Council's Notes for the Guidance of the Town Mayor stipulate that: "*in a non-election year (3 out of every 4 years) the Council at its February meeting usually approves the nomination of a Town Mayor Elect and Deputy Town Mayor Elect. Both positions are ratified at the Annual Council Meeting in May.*"
- 2.2. It is therefore proposed Members make and approve nominations for the two roles.

**3. ANNUAL COUNCIL MEETING AND MAYOR MAKING**

- 3.1. The Annual Council Meeting combines the statutory annual meeting of the Council with the formal Mayor Making ceremony. The event is a key date in the Council's calendar which enables the Council to invite a range of residents, partners, and those previously involved in the Council to observe the meeting and celebrate the Council's year. The event is designed for the incoming Mayor to be able to host their charity representatives and any particular local organisations or partners they may wish to highlight during the Mayoral year.
- 3.2. The Dunstable Conference Centre has been booked. The Centre is large enough, available and within the parish boundary.

**4. FINANCIAL IMPLICATIONS**

- 4.1. The cost of the venue hire, catering and associated costs for the Annual Meeting are met from the Civic Hospitality budget. The precise details and arrangements to include catering and the programme for the evening will be finalised in consultation with the Town Mayor Elect.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1. Providing an Annual Council Meeting which is well run and celebrates the Council's civic history as well as promoting the Council's successes and plans will support the Council's mission to promote civic pride.

**6. HEALTH AND SAFETY IMPLICATIONS - none**

**7. HUMAN RESOURCE IMPLICATIONS- none**

**8. LEGAL IMPLICATIONS**

- 8.1. The Annual Council Meeting will be held in accordance with the Local Government Act 1972, Part II Sch.7 and the Council's Standing Orders.

**9. ENVIRONMENTAL POLICY - none**

**10. EQUALITIES IMPLICATIONS - none**

**11. AUTHOR**

Paul Hodson – Town Clerk & Chief Executive  
[paul.hodson@dunstable.gov.uk](mailto:paul.hodson@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 30 MARCH 2026**

**REFERRAL REPORT FROM FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>Purpose of Report:</b> For Members to approve recommendations made by Finance and General Purposes Committee held on 16 March 2026.
--

**1. POLICY UPDATES**

Members considered the recommendations:

**RESOLVED:** 1.6) To recommend to Full Council the appointment of Bidder A as the Council's Internal Auditor, for the financial year 2026/27

1.7) To recommend to Full Council the amended Financial Regulations.

**Minute Number (109/26)**

**2. CORPORATE AND FINANCIAL RISK MANAGEMENT REPORT**

The Town Clerk & Chief Executive presented the report outlining the revised risk management arrangements and corporate risk assessment.

It was proposed, seconded and

**RESOLVED:** 1.2) to recommend to Full Council to adopt the Corporate and Financial Risk Assessment, including the updates identified by Members

**Minute Number (113/26)**

**3. AUTHOR**

Lisa Scheder  
Head of Corporate Services and Responsible Financial Officer  
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**DUNSTABLE TOWN COUNCIL**

**MONDAY 30 MARCH 2026**

**REFERRAL REPORT FROM PERSONNEL SUB-COMMITTEE**

<p><b>Purpose of Report:</b> For Members to approve recommendations made by the Personnel Sub-Committee held on 5 March 2026.</p>
---

**1. POLICY UPDATES**

Members considered several proposed policy updates

**RESOLVED:**

1.2 To recommend to Full Council that, where possible, membership of the Personnel Sub-Committee remains constant for the whole of the elected term.

**Minute Number (088/26)**

**4. AUTHOR**

Paul Hodson  
Town Clerk & Chief Executive  
[Paul.hodson@dunstable.gov.uk](mailto:Paul.hodson@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 30 MARCH 2026**

**CONSTITUTION AND STANDING ORDERS**

**Purpose of Report:** For Members to approve the revised Constitution and Standing Orders.

**1. RECOMMENDATIONS**

- 1.1. To adopt the amended Constitution and Standing Orders enclosed.

**2. BACKGROUND**

- 2.1. The Town Council publishes its Standing Orders as part of the Council's constitution. The current Standing Orders were adopted by the Council in June 2024. The version agreed was based on the most recent template provided by the National Association of Local Councils (NALC). NALC has now produced a revised template. The enclosed, updated version incorporates changes recommended by NALC, along with minor changes for clarity. The changes are tracked in the enclosed version for clarity.
- 2.2. Standing orders that are in bold type contain legal and statutory requirements. NALC recommends that councils adopt them without changing them or their meaning.

**3. SUMMARY OF CHANGES**

- 3.1. The changes include:
- 3.1.1. Amendments to Standing Order 18, which deals with financial controls and procurement. The 2022 version referred in detail to the Public Contracts Regulations 2015 and related legislation. The 2025 model instead refers more broadly to "current procurement legislation" and to NALC's own procurement guidance. This change avoids reliance on specific, potentially outdated regulations and ensures that the Council will apply the correct legal framework should the legislation change.
- 3.1.2. A consistent change to the use of gender neutral language (the previous version was inconsistent in this)
- 3.1.3. Subsequent amendments to numbering

- 3.1.4. The Council's decision to allow up to two substitutes to attend meetings has also been included for clarity.

**4. FINANCIAL IMPLICATIONS**

- 4.1. The proposed changes will ensure the Council is always able to meet the relevant current legislation

**5. POLICY AND CORPORATE PLAN IMPLICATIONS - none**

**6. HEALTH AND SAFETY IMPLICATIONS - none**

**7. HUMAN RESOURCE IMPLICATIONS- none**

**8. LEGAL IMPLICATIONS**

- 8.1. The proposed changes will ensure the Council is always able to meet the relevant current legislation

**9. ENVIRONMENTAL POLICY - none**

**10. EQUALITIES IMPLICATIONS - none**

**11. AUTHOR**

Paul Hodson – Town Clerk & Chief Executive  
[paul.hodson@dunstable.gov.uk](mailto:paul.hodson@dunstable.gov.uk)

# DUNSTABLE TOWN COUNCIL

## CONSTITUTION, STANDING ORDERS AND DELEGATION TO COMMITTEES AND OFFICERS

Agreed **xxxx**



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# CONSTITUTION

## **Title and Area**

The Council shall be called the Dunstable Town Council and operate in the area specified in the South Bedfordshire (Parishes) Order 1985, Order setting up the Parish Council or in any subsequent amendment.

## **Definitions**

Unless the sense suggests otherwise any reference to "Council" or "the Council" means the Dunstable Town Council or Meeting (as appropriate) and any reference to "the Town Clerk and Chief Executive" means the Clerk of the Council. The expression "Town Mayor" or "Mayor" means Chair of the Council.

## **Functions**

The functions of the Council shall be:

- (a) To exercise such powers and duties as are laid upon it by these rules.
- (b) To exercise such powers and duties as are laid upon it by statute.
- (c) To exercise such powers and duties as are laid upon it by delegation from the Central Bedfordshire Council.
- (d) To protect, enhance and promote the environment of the area of the Parish.
- (e) To protect, enhance and promote the collective interests and well-being of the residents of the Parish of Dunstable.
- (f) To make representations to Central Bedfordshire Council, and any other Statutory Body or Public Utility on matters affecting the residents of Dunstable Parish.
- (g) To stimulate and foster support for approved policies of the Council.

## **The Council**

- (a) The Council shall consist of:
  - (i) 18 Members elected by the electors of the Parish of Dunstable or such other number as may be specified by the District Council which shall not be less than five
  - (ii) Such co-opted Members as the Council may determine.

- (b) For the purposes of the election referred to in (a(i)) above the area of the Council shall be divided into five wards each electing Members as specified below:

Central Ward	2 Members
East Ward	5 Members
North Ward	4 Members
South Ward	2 Members
West Ward	5 Members

- (c) All Councillors shall retire together in every ordinary year of election of such Councillors on the fourth day after the ordinary day of election of such Councillors and the newly elected Councillors shall come into office on the day on which their predecessors retire.

**Financial and Administrative Year**

The Financial and Administrative year of the Council shall be in the period commencing on the first day of April and ending on the thirty-first day of March in the following year.

## STANDING ORDERS

### 1. RULES OF DEBATE AT MEETINGS

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

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

- u Members shall address the Chair of the meeting.
- v No discussion shall take place upon the Minutes except upon their accuracy.
- w Any Member wishing to refer to, or present a document (letter, photograph, sketch, etc) to Council or one of its Committees, should notify and make a copy available to the Chair of the relevant Committee at least three days prior to the relevant meeting. The Chair, in consultation with the Town Clerk and Chief Executive, will then verify the appropriateness of the document, in preparation for submission at the relevant meeting.
- x Members who cannot attend Council or a Committee Meeting physically may attend virtually where this is possible, and may be allowed to speak by the Chair. They may not vote, and they may not formally make a motion, propose an amendment to a motion or raise a point of order. They will not be counted as present for the purpose of deciding whether the meeting is quorate. They will also not count as present for the purpose of calculating attendance in regard of Section 85(1) of the Local Government Act 1972.

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

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

## **3. MEETINGS GENERALLY**

- a **Meetings shall take place in Grove House.**
- b **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- c **The minimum three clear days for notice of a meeting does not include the day**

**on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- d **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. All meetings will include a "public question time" section in the agenda.
- g Members of the public are requested but not required to submit questions three days in advance of the meeting they wish to address. Members of the public may address Full Council on any matter relevant to the Town Council's services and responsibilities.
- h The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the Chair of the meeting.
- i Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- k At a full Council meeting a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the**

**meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- o A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- r The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- t The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

- u Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- v The minutes of a meeting shall include an accurate record of the following:**
  - i. the time and place of the meeting;**
  - ii. the names of councillors who are present and the names of councillors who are absent;**
  - iii. interests that have been declared by councillors and non-councillors with voting rights;**
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;**
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;**

- vi. if there was a public participation session; and
- vii. the resolutions made.
- w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**  
  
*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of two and half hours unless Members resolve to proceed for longer.

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

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; providing that no Member of a committee may hold office later than the next Annual Meeting.
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Town Clerk & Chief Executive
  - vi. days before the meeting that they are unable to attend;
  - vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - viii. shall permit each committee to elect its own Vice-Chair, during the Annual Meeting of the Council;
  - ix. the Mayor and Deputy Mayor shall be members of every standing committee;
  - x. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be one half of its members and no less than three;
  - xi. shall determine if the public may participate at a meeting of a committee;
  - xii. may dissolve a committee or a sub-committee.
- e Two substitutes may be made for any meeting of the Finance and General Purposes, Grounds and Environment and Communities Committees.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on a week Monday following ordinary day of elections to the council.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on the third Monday in May.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the**

**election of the Chair (who is the Town Mayor) and Vice-Chair (who is the Deputy Town Mayor) of the Council.**

- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:**
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of representation on or work with external bodies and arrangements for

reporting back;

- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

## **7. PREVIOUS RESOLUTIONS**

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

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their

favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper

Officer:

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

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds**

**in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

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

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
e The Council shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

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

**the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

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

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

## 15. PROPER OFFICER

- a The Proper Officer shall be either the Town Clerk & Chief Executive or in their absence the appropriate Head of Service.
- b The Town Clerk & Chief Executive shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Town Clerk & Chief Executive thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(c) for the meaning of clear days for a meeting of a full council and standing order 3(d) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. Provide a link from the Council's website to each Member's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

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

## **16. RESPONSIBLE FINANCIAL OFFICER**

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

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

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

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

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be

drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope or email marked clearly as 'Tender' to the accounts email address;
- v. tenders shall be opened by the Town Clerk & Chief Executive or a Head of Service in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with the published procurement rules in full..**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Sub-Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel Sub-Committee or, if they are not available, the Vice-Chair of the Personnel Sub-Committee of absence occasioned by illness or other reason.
- c Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk & Chief Executive relates to the Chair or Vice-Chair of the Personnel Sub-Committee, this shall be communicated to another member of the Personnel Sub-Committee which shall be reported back and progressed by resolution of the Grievance Committee.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance,

capabilities, grievance or disciplinary matters.

- e In accordance with Standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing order 19(d).

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

*See also standing order 21.*

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

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

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

*See also standing order 11.*

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

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

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

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

*See also standing order 15(b)(xi).*

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

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

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

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

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

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

## **26. STANDING ORDERS GENERALLY**

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

orders to a councillor as soon as possible.

- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## **27. Delegation to Committees**

- a Except as mentioned below, each Committee shall exercise on behalf of the Council the functions assigned to it as set out below. Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions. Each Committee is required to submit to the Council a report of its proceedings since the previous meeting of the Council.

### **b Delegation - Exceptions**

- I. The borrowing of money
- II. The levying of a rate
- III. The disposal of land, other than lettings for two years or less
- IV. The introduction of new major policy or a change in the Council's established policy
- V.
- VI. The making of byelaws
- VII. The purchase of land not provided for, or at a cost in excess of a sum allowed in any approved capital works.

## **28. Sub-Committees**

- a Committees may, subject to the concurrence of the Council, appoint Sub-Committees and (subject to the foregoing exceptions) such of the Committees' powers and duties as the Council may resolve, may be delegated to Sub-Committees. Each Sub-Committee is required to submit to the main Committee a report of its proceedings since the previous meeting of the Committee.

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

## **29. Finance and General Purposes Committee**

(12 Members plus the Town and Deputy Town Mayor)

- a To make decisions on overall Council policy
- b Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- c To consider and approve corporate arrangements for risk management.
- d To control the policies of all Committees and, where appropriate, to make recommendations thereon to the Council.
- e To consider and make decisions on any matters referred to it by the Council or other Committees.
- f To determine all matters relating to financial issues and to recommend annual revenue and capital budgets to Council.
- g To advise the Council on the regulation and control of the Council's finances; including in particular the financial implications and funding of any capital works.
- h To control the collection of revenues of the Council and to write off irrecoverable amounts.
- i To determine policy regarding insurances.
- j To receive auditors' reports and make decisions as to any policy matters raised thereby or arising therefrom.
- k To make decisions regarding town twinning, hospitality, civic and public relations activities and any applications for grant aid.
- l To advise on the making of any byelaws not specifically the responsibility of any other Committee or District Council.
- m To make decisions on all matters relating to all staff including proposals for additional staff to the Council's establishment. The appointment of the Town Clerk and Chief Executive is the responsibility of the Council.
- n To make recommendations to the Council on the conduct of its own business - including Standing Orders, Committee organisation and membership and calendar of meetings.
- o To make decisions on all matters relating to the Council's premises including the determination of applications to use any of the facilities therein.
- p To make decisions on any matters not specifically allocated to another Committee.
- q To make decisions on all matters relating to Fire and Rescue Service, Trading Standards and Action Points falling to the Council by special arrangement with Central Bedfordshire Council.

### **30. Grounds and Environmental Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

- a To determine all matters relating to highways, footpaths and bridleways.
- b To respond, on behalf of the Council, to the proposals of other authorities relating to transportation and car parking issues, including traffic regulation orders.
- c To determine all matters relating to the provision and maintenance of, bus shelters.
- d To determine all matters relating to the provision and day to day running of allotments/leisure gardens, parks, recreation grounds, open spaces and play areas in the control of the Council.
- e To determine all issues relating to the management and maintenance of Dunstable Cemetery.
- f To consider all Planning Applications within the Parish submitted to Central Bedfordshire Council and subsequently advise the District Planning Authority of the Town Council's views.
- g This function has in turn been delegated to the Plans Sub-Committee).
- h To consider any local plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders.
- i To consider all matters relating to the physical environment of the town, including litter and dog control, re-cycling of waste materials and liaising with local interest groups on such issues.
- j To assemble and submit to the Finance and General Purposes Committee an income and expenditure budget for each financial year in respect of all the services of this Committee.

### **31. Plans Sub-Committee**

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

at meetings of this Sub-Committee.

## **32. Community Services Committee**

(10 Members plus the Town and Deputy Town Mayor)

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

## **33. Personnel Sub-Committee**

- a This Sub-Committee will report directly to the Finance and General Purposes Committee and will comprise 7 members consisting of the Chair of Finance and General Purposes Committee plus 6 other members
- b To consider and make recommendations to the Finance and General Purposes Committee issues concerning the employment and terms and conditions of all staff.
- c To consider and make recommendations to the Finance and General Purposes Committee on issues concerning Council personnel policy.

### **34. Appeals and Appointments Committee**

- a This Sub-Committee will report directly to the Finance and General Purposes Committee for the purposes of (i) below and will have full decision-making powers for the purposes of (c) below. The Sub-Committee will comprise 6 Members consisting of the 3 standing committee chairs, the Town Mayor, the Deputy Mayor and a Vice-Chair (Chair if roles are duplicated) from one or more of the other standing committees.
- b To report to the Finance and General Purposes Committee on all matters relating to the Council's appeals procedures and to make recommendations on appointments for Service Heads and the Town Clerk and Chief Executive.
- c To consider and agree any amendments to the Councils Senior Management Team's terms and conditions of employment that may arise from time to time.

### **35. Dunstable Joint Committee**

- a Comprising 5 Town Councillors (the Town Mayor, Deputy Town Mayor and Chairs of Standing Committees) and 5 Central Bedfordshire Councillors plus such other co-opted non-voting advisors as determined by the Committee. This Committee will report directly to the Council and named substitutes will be permitted as full Committee Members.
- b
  - (i) To serve as a partnership forum for all those involved in town wide initiatives to consult with each other and co-ordinate their activities so as to realise their aspirations for the town.
  - (ii) To set the broad direction of the partnership, taking into account the needs of the town's customers, employees, residents, visitors, traders, property owners and developers. This includes devising and updating a recommended Joint Committee Action Plan, for approval by the Council.
  - iii) To inform and advise the relevant committees of the local authority/authorities on all aspects of their responsibilities for the town and its environs.

- (iv) To co-ordinate the activities of the various town wide service providers and those responsible for meeting the needs of the town centre.
  - (v) To undertake and co-ordinate marketing and promotional work for the town.
  - (vi) To seek funding opportunities for the furtherance of town wide initiatives and determine an annual spend programme for the Committee from funds identified by Central Bedfordshire Council and Dunstable Town Council.
    - vii) The Council shall identify named substitutes for this Committee at its Annual General Meeting.
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The foregoing Constitution, Rules and Standing Orders were approved by the Council on **30 March 2026**.