

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 2nd 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