

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

Tel: 01582 513000  
Fax: 01582 890606  
E-mail: [info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)  
Website: [www.dunstable.gov.uk](http://www.dunstable.gov.uk)



DUNSTABLE  
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 20 June 2017

Dear Councillor

You are summoned to attend a meeting of Dunstable Town Council to be held in the Council Chamber, Grove House, 76 High Street North, Dunstable on **Monday 26 June 2017 at 7.00 pm** when the following business will be transacted.

### **AGENDA**

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the meetings of the Council held on 15 May April 2017 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Central Bedfordshire Council, Draft Local Plan and its implications for Dunstable, briefing by Connie Frost-Bryant MRTPI, Local Planning Manager Regeneration and Business.
5. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 4).
6. Public Question Time
7. To answer questions under Standing Order 16
8. To receive reports of the undermentioned Committees:

<b><u>Committee</u></b>	<b><u>Date</u></b>	<b><u>Page</u></b>
Dunstable Joint Committee	4 May 2017	7
Community Services	15 May 2017	13
	5 June 2017	14
Grounds and Environmental Services	15 May 2017	17
	12 June 2017	18

Cont/d ...

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DA/RGS/C1

20 June 2017

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Finance and General Purposes	15 May 2017	22
	19 June 2017	23

9. Annual Return and Financial Statements for the year ended 31 March 2017 (see page 28 and separate enclosure).
10. Annual Report 2016//2017 (see page 43 and separate enclosure).

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council  
Copies to: Central Bedfordshire Councillors for Dunstable for information

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ANNUAL MEETING OF THE COUNCIL**

**HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE**

**ON MONDAY 15 MAY 2017**

Present: Councillor Peter Hollick (Retiring Town Mayor); Councillor Gloria Martin (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, John Chatterley, Terry Colbourne, Steve Elliott, Eugene Ghent, Liz Jones, John Kane, Ann Sparrow, Pat Staples, William Tookey, Nigel Warren and Andy Whayman with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Jessica Castle, Jeannette Freeman, Claire Meakins-Jell, Des Moffatt, Patricia Russell and Emma Simmons

Before the commencement of the meeting Reverend Richard Andrews led the Council in prayer.

**91 ELECTION OF TOWN MAYOR**

It was proposed by Councillor Colbourne, seconded by Councillor Jones and

**RESOLVED:** that Councillor Gloria Martin be and is hereby elected Town Mayor of Dunstable for the ensuing Municipal Year.

The newly elected Town Mayor thereupon made the statutory Declaration of Acceptance of Office and addressed the Council. She advised that her chosen charities for the year would be South Beds Dial-a-Ride, Hospice At Home Volunteers and Dunstable and District Scout Council

**92 SPECIFIC DECLARATIONS**

There were no specific declarations of interest.

**93 APPOINTMENT OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Staples, seconded by Councillor Bird, and

**RESOLVED:** that Councillor John Kane be and is hereby elected Deputy Town Mayor of Dunstable for the ensuing Municipal Year.

The newly appointed Deputy Town Mayor thereupon made the Declaration of Acceptance of Office.

**94 TOWN MAYOR'S CHAPLAIN**

The Town Mayor reported that she had appointed Reverend Nina Johnson of The Methodist Church as the Town Mayor's Chaplain for the ensuing Municipal Year.

**95 APPOINTMENT OF STANDING COMMITTEES**

**RESOLVED:** that the following Committees be appointed for the ensuing Municipal Year 2017/2018:

### **Finance and General Purposes Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Chatterley, Colbourne, Ghent, Hollick, Jones, Meakins-Jell, Moffatt, Russell, Sparrow, Staples, Tookey, Warren and Whayman

### **Grounds and Environmental Services Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Abbott, Bird, Castle, Elliott, Freeman, Hollick, Jones, Moffatt, Simmons, Sparrow, Warren and Whayman

### **Community Services Committee**

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Castle, Chatterley, Colbourne, Elliott, Freeman, Ghent, Meakins-Jell, Russell, Simmons, Tookey and Staples

### **Dunstable Joint Committee**

Town Mayor, Deputy Town Mayor and Chairmen of three Standing Committees  
(Named substitutes: Vice-Chairmen of the three Standing Committees)

### **Personnel Sub-Committee**

Councillors Hollick, Jones, Kane, Martin, Meakins-Jell, Staples and Whayman

### **Accounts Sub-Committee**

Councillors Colbourne, Kane, Warren and Whayman

### **Plans Sub-Committee**

Councillors Abbott, Jones, Meakins-Jell, Moffatt, Staples, Warren and Whayman

### **Appeals and Appointments Committee**

Town Mayor and Chairmen of the three Standing Committees and Vice-Chairman of Finance & General Purposes Committee

## **96 MINUTES**

The Minutes of the meeting of the Council held on 24 April 2017 were approved as a correct record and signed by the Chairman.

## **97 REPRESENTATIVES ON OUTSIDE ORGANISATIONS, ETC**

It was moved by Councillor Warren, seconded by Councillor Whayman, and

**RESOLVED:** that the representatives to serve on outside organisations be as follows:

## Body

## Representative

Observer at Development Committee (Central Beds)	Cllr Jones (named substitute Cllr Warren)
Dunstable International Town Twinning Assoc.	Town Mayor, Cllr Warren (vacancy)
South Beds Dial-a-Ride Management Cttee	Cllr Hollick
CAB Management Committee	Cllr Meakins-Jell
Hospice at Home Management Cttee	Cllr Jones
Dunstable Concert Ensemble	Town Mayor and Deputy Town Mayor
Dunstable District Scout Council Executive	Cllr Staples
Dunstable Town Band	Cllr Sparrow
Ashton Schools Foundation	Cllrs Sparrow and Whayman (4 year term of office until June 2020)
Ashton Almshouses Charity	Cllrs Russell and Staples (4 year term of office until May 2019)
Chews Foundation	Cllr Chatterley and Cannon T Beaumont (3 year term of office until May 2018)
Poor's Land Charity	Cllrs Hollick and Staples (4 year term of office until May 2019)
Lockington Charity	Mr T Owens and Mr J Bradley (4 year term of office until January 2020)
Marshe Charity	Mr T Owens and Mr J Bradley (term of office as Lockington)

## 98 DISCLOSABLE PECUNIARY INTERESTS – DISPENSATION

It was proposed by the Town Mayor, seconded by Councillor Colbourne, and

**RESOLVED:** i) that the Council grants all members a dispensation from any Disclosable Pecuniary Interest (DPI) relating to decision making when setting the annual revenue and capital budget and associated precept and council tax charge

ii) that the Council grants all Councillors who are also Central Bedfordshire Councillors a dispensation from any DPI relating to decision making on matters that are associated with Central Bedfordshire Council.

DUNSTABLE TOWN COUNCIL

MONDAY 26 JUNE 2017

CIVIC EVENTS AND MAYORAL ACTIVITIES

**1. GENERAL INFORMATION**

<b>Purpose of Report: For information</b>
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- 1.1 The Annual General Meeting of Dunstable Town Council held at All Saints Academy on 15 May was well attended, with guests including the High Sheriff of Bedfordshire, Vice-Chairman of Central Bedfordshire Council, Mr Andrew Selous MP, Mayors from surrounding towns, Past Mayors and representatives from local organisations and charities.
- 1.2 The newly elected Town Mayor, Councillor Gloria Martin, has attended the following functions since the Annual Council Meeting:

18.05.17	Charity Bingo Night, HQ Sports Bar	Spicer & Co, Chartered Accountants were delighted that the Town Mayor was able to attend their charity event in aid of Level Trust
20.05.17	Around the World, Priory Gardens	The Town Mayor performed the Official Opening of the event which was well attended
20.05.17	Edible Flower Border opening, Katherine Drive	This special event was to commemorate the Late Audrey Elliott who had made a donation to Incredible Edible and the funds were able to create an edible flower border which the Town Mayor was honoured to view
22.05.17	Dunstable Sea Cadets, The Old Mill, West Street	The Town Mayor presided over the Annual General Meeting whilst a new Committee was elected
24.05.17	Mayor Making & Annual General Meeting, The Bedford Square Centre, Tithe Farm Road	The Deputy Town Mayor attended the Mayoral Investiture of Councillor Mohammad Ayub, the new Mayor of Luton Borough Council
24.05.17	AGM/Mayor Making Ceremony, Council Offices, Peel Street, Houghton Regis	The Town Mayor attended the Annual General Meeting and Investiture of Councillor Joanna Hillyard to the office of Town Mayor, Houghton Regis. This was followed by a reception where local organisations were represented

1.3 The Town Mayor attended the following functions during June:

03.06.17	Spring Concert, St Augustine's Church, Dunstable	Dunstable Ladies Choir were delighted that the Town Mayor was able to attend their Concert which consisted of a programme with a variety of music and solo pieces which she thoroughly enjoyed
03.06.17	Reception, Southill House, Biggleswade	Bedfordshire Branch of the Army Benevolent Fund invited the Town Mayor to a performance by the Band of the Queen's Division of Beating Retreat which they performed excellently. They are grateful for the support for the charity which has ever increasing demands on it
06.06.17	Reception and Cheering Volunteering Awards, Grove Theatre, Dunstable	The Chairman of Central Bedfordshire, Councillor Fiona Chapman held a reception and was delighted that the Town Mayor was able to attend as she embarks upon her year in office. This was followed by an awards ceremony which celebrated volunteers in central Bedfordshire who give up their time to help others in their local community. Musical interludes were provided by an array of local singers and Ukie Toones and the event was compared by Billy Lee
09.06.17	Unity Bar, The Quadrant, Dunstable	The Town Mayor was delighted to support and attend this new venture in Dunstable
10.06.17	Classic Motor Rally, Priory Gardens	A glorious sunny day with an amazing amount of car/vehicle entries to this event which the Town Mayor stayed at all day
10.06.17	Truck Convoy, Dunstable and Tilsworth	The Town Mayor with hundreds of residents of the town waved the Help for Heroes trunk convoy through the town
11.06.17	Summer Serenade Concert, Grove Theatre, Dunstable	Caritas Harmony put on a very well presented and professional concert in aid of the Town Mayor's Charities. Their Tenor was superb and when the performance was finished they were given a standing ovation
12.06.17	Teamsport Indoor karting, Woodside Industrial Estate	The Deputy Town Mayor was delighted to welcome another new business (this is the company's 21 <sup>st</sup> venue) to the town. After the official opening he then tested the track
13.06.17	HNC/HND Photographic Exhibition, Central Bedfordshire College, Kingsway	A student from the College invited the Town Mayor to attend their Open Evening and end of season Photography Exhibition. The Town Mayor was very impressed with our young local talent

14.06.17	Annual General Meeting, Scout Headquarters, Creasey Park Drive	The Mayor was invited by Dunstable District Scout Council to this evening which was to review the year's events and news of the forthcoming year's activities
16.06.17	Reception and Beating Retreat, Belvoir Castle	The Mayor was happy to represent Dunstable at the East Anglia Regimental Reception followed by a Sunset Ceremony performed by the Queens Band. There were over 100 Mayors from the region which were given a splendid display by the Military Band that played a variety of music and marched in the grounds
17.06.17	Dunstable Live, Performance Area, Grove House Gardens	The Town Mayor opened the first of the Council's music events which was well attended on a glorious sunny day
18.06.17	Civic Service, St Nicholas' Parish Church, Harpenden	The Town Mayor supported the Mayor of Harpenden at her Annual Civic Service
19.06.17	Ashton Primary School, Council Chamber, Grove House	The Town Mayor welcomed 24 pupils and 3 members of staff from Year 5 and gave a talk on how the Town Council runs and what facilities it offers

The Town Mayor will report on other attendances at the meeting.

## 2. AUTHOR

- 2.1 Michele Markus – Mayoral and Democratic Services Officer  
e-mail: [michele.markus@dunstable.gov.uk](mailto:michele.markus@dunstable.gov.uk)



**DUNSTABLE TOWN COUNCIL**  
**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE**  
**HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE**  
**ON THURSDAY 4 MAY 2017**

- Present: Councillors Carole Hegley (Chairman), John Chatterley, Nigel Warren and Nigel Young (Central Bedfordshire Council CBC). Liz Jones (Vice-Chairman), Peter Hollick, John Kane, Gloria Martin and Pat Staples (Dunstable Town Council, DTC).
- In Attendance: Hugh Garrod (Promoting Dunstable), Roger Pepworth (South Beds Friends of the Earth), Barry Groves (Central Bedfordshire College), Sharon Warboys (Town Centre Champion), Councillor Ann Sparrow (Dunstable In Bloom) and ViViane Vayssieres with David Ashlee – Town Clerk & Chief Executive, Clare Brett (Town Centre Manager) (DTC) and Peter Fraser – Head of Partnerships, Community Engagement and Youth Support (CBC).
- Apologies for Absence: Councillor Eugene Ghent (CBC), Rhea Yeung (Grove Theatre), Jason Buckley (Quadrant Shopping Centre), Sharon Knott (DLDD Trust) and John Gelder (Voluntary and Community Action).
- Members of the public: 1

**10. MINUTES**

The Minutes of the meeting of the Dunstable Joint Committee held on Thursday 2 March 2017 were approved as a correct record and signed by the Chairman.

**11. SPECIFIC DECLARATIONS OF INTEREST**

Councillor Staples declared a pecuniary interest regarding any issues to be discussed relating to Dunstable Market.

**12. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman referred to the recent visit to Dunstable by Her Majesty the Queen and the Duke of Edinburgh, stating that it had been a delight to welcome them to Priory View and that the event had gone well and was well attended. She thanked all those who attended. Some discussion took place on this note-worthy event for the town.

The Chairman reported that Central Bedfordshire Council was moving forward in its review of Joint Committees. Volunteers were requested for a dedicated Task Group from the Committee to assist with the review.

**RESOLVED:** that Councillors Hegley and Chatterley (CBC) and Jones and Kane (DTC) form a Joint Committee Task Group with David Ashlee and Peter Fraser.

The Chairman confirmed that the S106 Grant Scheme was progressing well and that there was now a need to promote it.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support to create and circulate a one page document on the criteria and how to apply for the grant that could be used to promote them.

### 13. PUBLIC QUESTION TIME

A university of Bedfordshire Student studying Journalism was in attendance at the meeting and the Chairman extended a welcome. There were no questions.

### 14. ACTION PLAN AND BUDGET UPDATE

The Town Clerk and Chief Executive introduced the report and highlighted the available budget for 2017/18, which included underspend from 2016/17 including remaining funds for the 2016 Special Saturday programme. Members were asked to consider funding a number of proposals for the year and to suggest any additional proposals, both of which would serve to refresh the existing Action Plan, along with any other previously agreed actions.

Discussion then took place on the suggested initiatives.

**RESOLVED:** that the Committee agree to the following expenditure for 2017/18:

<b>Suggested Initiative</b>	<b>Comments</b>	<b>Cost</b>
TCMC performance measures	Annual footfall survey to take place the first weekend in March 2018.	£650
Christmas Promotions	To create and promote a programme of Christmas promotions (ice rink/lighting finale for Torchlight event).	£15,000
War Memorial Refurbishment	Contribution towards the refurbishments of the War memorial in Priory Gardens (to refurbish the paved area and add a commemorative Combined Armed Services plaque/carving).	£2,000
Big Lunch 2017	Big Lunch event for over 65s in Grove House Gardens, aimed at the socially isolated. 6 June 2017. Funding requested for the lunch element of the event.	£500
Middle Row Lighting	To fund additional lighting under the CBC canopy in Middle Row.	£3,000
<b>Total:</b>		<b><u>£21,150</u></b>

**RESOLVED:** Once further work and costings have been completed on the projects above, delegated authority be given to the Chairman, in liaison with the Town Clerk and Chief Executive and Head of Partnerships and Community Engagement to authorise expenditure and associated action to carry out these initiatives.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support to progress the action for additional lighting in Middle Row.

Following the success of the MTRF bid, it was further recommended that the previously allocated contingency for signage improvements (Dunstable Joint Committee Minute 13, 12 July 2012) should be added to the £70,000 secured by DTC for signage and street furniture improvements following the de-trunking of the A5. A discussion took place on signage requirements and it was confirmed to Members that a list of proposed signage had been given to the highway contractor by DTC and the list included local attractions and would be focused on the town centre. However, it was clarified that CBC would need to include a mechanism to maintain and approve signage standards and style for the future. It was further confirmed that some signage was also being investigated for the White Lion/Busway stop.

**ACTION:** The Town Centre Manager to circulate the list of proposed signage to the Committee.

It was requested that the contractor present proposals and designs to DTC and the Joint Committee.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support and Councillor Young to discuss the degree of involvement in the project by DTC and the Joint Committee with the MTRF Board.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support to invite Highways officers/designers to the next meeting of the Dunstable Joint Committee.

It was therefore agreed to leave the signage contingency as a separate fund at the current time.

Discussion took place on the Christmas programme for 2017 and Members expressed a wish to promote the Christmas Shop Front Competition again for 2017.

**ACTION:** The Town Centre Manager bring back costs for the proposed Christmas programme to the next meeting of the Committee.

Members were informed that a S215 officer had been trained and had been taking pictures of Dunstable properties and beginning the process. Various individual properties were discussed and it was reported that another meeting would be held in 3 weeks' time with CBC officers for an update and that actions were being escalated with officers. It was confirmed however that CBC has no power to force builders to complete when planning permission has been granted.

The issues with the new pay on exit car parking at Ashton Square were discussed and members were advised that these were being investigated. It was confirmed that free parking on Tuesday afternoons was still in place at the moment. Members expressed concern and disappointment about parking fees and the negative impact this was having on the Market. Members were reminded however that they have the opportunity to lobby the Leader of CBC.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support to check if the Car Park barrier let users out without putting the car registration in first if they had not parked.

A question was raised on how much the net cost would be to make the car parks free of charge and it was reported that a new back office system for CBC would make more detailed information possible.

The town centre performance results for 2016/17 were discussed and the high level of retail was noted along with the low level of vacant units, especially in relation to the Quadrant Shopping Centre.

Discussion took place on the Market and the programme of Craft and Themed markets that were being offered at a discounted rate to traders that had already resulted in new traders to the Market. Members were informed that a survey on Dunstable Market was currently being undertaken and the results would be presented to the Town Council's Community Services Committee meeting in June.

It was requested that consistent population data be provided, however, it was noted that there were no plans for another census.

## **15. CENTRAL BEDFORDSHIRE COUNCIL- UPDATE ON SERVICES**

The Head of Partnerships, Community Engagement and Youth Support took questions on the Central Bedfordshire Council report.

The arrests made through CCTV activity were highlighted and a discussion regarding licensing followed where it was requested that DTC get licensing reports and the opportunity to comment on licensing applications.

**ACTION:** Town Clerk and Chief Executive to contact the Assistant Director Public Protection & Transport to progress.

**ACTION:** Chairman and Councillor Young to discuss localised police resources with the PCC.

It was noted that the Committee did not have a representative from the licensing trade.

**ACTION:** Chairman to write to the Chairman of the Dunstable Licensees Association to encourage attendance engagement with the Dunstable Joint Committee.

Concern was raised at the level of bike crime and anti-social behaviour in relation to bikes.

The Town Centre Manager informed Members that a meeting was to be held the following day with CBC, Police and The Quadrant Shopping Centre to look at ways to tackle this anti-social behaviour.

Members were informed that it was anticipated that the Dunstable Leisure Centre would be re-opened in the winter of 2018.

Concern was raised about notices on abandoned vehicles and whether this was compliant with current guidance and regulations.

**ACTION:** The Head of Partnerships, Community Engagement and Youth Support to check the current regulations and guidance.

It was noted that the number of young people not in education, employment or training in the area was still at the lowest ever level.

Members were reminded that the Cheering Volunteering Awards would be taking place on Tuesday 6 June at the Grove Theatre.

#### **16. REPORTS FROM CO-OPTED OR OUTSIDE BODIES**

The Chairman thanked Hugh Garrod of Promoting Dunstable and Ann Sparrow of Dunstable In Bloom for submitting written reports in advance of the meeting that meant they were able to be sent out with the agenda.

It was confirmed that Keep Dunstable Tidy litter picks were promoted using leaflets and posters in the area that was being targeted and Sharon Warboys offered assistance to publicise the information. It was explained that the hope was that self-generating groups would eventually emerge.

The In Bloom campaign was waiting on news regarding works on the A5 in the town centre, post detrunking as this may affect elements of the campaign for 2017.

**ACTION:** Town Centre Manager to put the Reports from co-opted or outside bodies earlier on the agenda for future meetings.

#### **17. DUNSTABLE JOINT COMMITTEE RISK ASSESSMENT**

The Committee reviewed the Dunstable Joint Committee Risk Assessment.

**RESOLVED:** that the Risk Assessment and control measures be approved.

#### **18. MARKET TOWN REGENERATION FUND (MTRF)**

The Town Clerk and Chief Executive gave a verbal update on progress with Dunstable Town Council's MTRF projects as follows:

- Town Centre Ranger Scheme was up and running.
- Bennett's Splash (Splash Park) contractors were onsite and on schedule and looking at a mid-June completion and late June opening.
- Priory House Feasibility Interim Report had been received.
- A design for the Priory Gardens entrance feature was about to be commissioned.
- A future meeting would be held with the Quadrant regarding the toilets.
- Planning for phase 2 of the architectural lighting was awaited.

An update on the High Street Improvement Scheme was also given with 12 businesses going through the final review stage to date.

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF COMMUNITY SERVICES COMMITTEE**

**HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE**

**ON MONDAY 15 MAY 2017**

Present: Councillor Gloria Martin (Town Mayor); Councillor John Kane (Deputy Town Mayor); Councillors Lisa Bird, John Chatterley, Terry Colbourne, Steve Elliott, Eugene Ghent, William Tookey and Pat Staples

In Attendance: Councillors Sid Abbott, Peter Hollick, Liz Jones, Ann Sparrow, Nigel Warren and Andy Whayman with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Jessica Castle, Jeannette Freeman, Claire Meakins-Jell, Patricia Russell and Emma Simmons

**103 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor Pat Staples be appointed Chairman of this Committee for the ensuing Municipal Year 2017/2018.

**104 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor Steve Elliott be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2017/2018.

## DUNSTABLE TOWN COUNCIL

### MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 5 JUNE 2017

Present: Gloria Martin (Town Mayor), Pat Staples (Chairman), Steve Elliott (Vice-Chairman), Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Eugene Ghent and Patricia Russell

In Attendance: Councillors Liz Jones and Ann Sparrow; David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services) and Kelley Hallam (Office Administrator)

Apologies: Councillors Jessica Castle, Claire Meakins and Emma Simmons

Public: None

#### **105 MINUTES**

The Minutes of the meeting of the Community Services Committee held on 6 March 2017 were approved as a correct record and signed by the Chairman.

#### **106 SPECIFIC DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Interest</b>	<b>Agenda Item</b>
Councillor Lisa Bird	Pecuniary interest – Dunstable Market	4
Councillor Pat Staples	Pecuniary interest – Dunstable Market	4
Councillor Liz Jones	Non-Pecuniary – Peter Newton Pavilion	9

#### **107 DUNSTABLE TOWN CENTRE SERVICES**

Councillor Staples vacated the Chair and Councillor Elliott assumed the role of Chairman while the information report on Dunstable Town Centre Services was considered.

The Town Clerk and Chief Executive reported on the market trader figures for February, March and April 2017 which included enquiry numbers, casual traders and permanent traders.

Members noted the income and expenditure figures.

Members received the results from the Dunstable Market Survey. In total 315 people had completed the survey. The Committee noted that the results generally reflected the same views as the Committee; that the market was in the wrong location and that there was not enough variance in traders. Overall the view was that Dunstable should continue to have a market and that the Town Council should continue to manage and fund it.



Members considered whether to form a small sub-group to discuss the results. Other members of the group said this had been done many times before with no results and that it was not worth making any decisions about the market until the works on the de-trunking of the A5 had started and the splash park had opened. It was suggested that the market continued to be reviewed once more was known about the works on the High Street and the Saturday initiatives had had more time to have an impact. Some of the issues raised in the comments section of the questionnaire would be dealt with immediately.

*Action: Town Centre Manager*

#### **108 PRIORY HOUSE**

The Town Clerk and Chief Executive presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

The Motor Rally event being held next week had 142 vehicles booked to attend.

The Tea Rooms were supplying and serving a special Afternoon Tea for the Town Mayor's charity event at Creasey Park Community Football Centre on 9 July.

#### **109 EVENTS AND MARKETING**

The Head of Grounds and Environmental Services presented an update report on past events and the planning of future 2017 events and updated members on the Council's website and social media usage.

Plans were progressing well for Party in the Park and Members noted that the performance area would be used to stage entertainment, including two different dance schools to perform dance routines, followed by a magician who would entertain the crowd before the Boy George tribute and the performance by Toyah Wolcox. There were 22 stall bookings to date for this event, which was more than the previous year.

Councillor Jones expressed her disappointment that other community groups had not been contacted in regards to providing refreshments at the Band Concerts as a way of raising funds.

#### **110 GROVE CORNER AND COMMUNITY ENGAGEMENT**

The Head of Grounds and Environmental Services reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

Officers had been working with Autism Bedfordshire on a 5 week photography project. An exhibition of their work was to be displayed at Grove Corner on 8 June.

Men in Sheds now met regularly 3 times a week and were hoping to start an evening session for members who were still employed. The group had received a donation of wood and had turned this into bird boxes.

Members requested that the core number of attendees to Grove Corner be reported to Committee.

*Action: Senior Community and Young People's Officer*

**111 OLDER PEOPLE'S DAY CARE SERVICE**

The Head of Grounds and Environmental Services reported on attendances, activities and outings for the Good Companions Club and the Creasey Park Community Football Centre Over 55s Lunch Club.

Both groups had been visited by an Occupational Therapist who offered advice and information to users of the group.

**112 PETER NEWTON PAVILION**

Members received the annual report on the running and management of the Peter Newton Pavilion by the Bedfordshire Football Association.

**113 REPORTS FROM OUTSIDE ORGANISATIONS**

South Bedfordshire Dial-a-Ride:

Councillor Martin reported that South Beds Dial-a-Ride had had their contract renewed for this area.

Dunstable Town Band:

Councillor Sparrow reported that the Town Band had had a highly successful Gala Concert and that they would be playing at the Town Council's Motor Rally and the first Sunday Band Concert.

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE**

**ON MONDAY 15 MAY 2017**

Present: Councillor Gloria Martin (Town Mayor); Councillor John Kane (Deputy Town Mayor); Councillors Sid Abbott, Lisa Bird, Steve Elliott, Peter Hollick, Liz Jones, Ann Sparrow, Nigel Warren and Andy Whayman

In Attendance: Councillors John Chatterley, Terry Colbourne, Eugene Ghent, Pat Staples and William Tookey with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Jessica Castle, Jeannette Freeman, Des Moffatt and Emma Simmons

**101 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor Liz Jones be appointed Chairman of this Committee for the ensuing Municipal Year 2017/2018.

**102 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor Sid Abbott be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2017/2018.

**DUNSTABLE TOWN COUNCIL**

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

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

**ON MONDAY 12 JUNE 2017**

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Lisa Bird, Jeannette Freeman, Peter Hollick, Ann Sparrow, Nigel Warren and Andy Whayman

In Attendance: David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), James Slack (Sport and Leisure Facilities Manager) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors John Kane (Deputy Town Mayor) Jessica Castle, Des Moffatt, Steve Elliott and Emma Simmons

**114 MINUTES**

The Minutes of the meeting of Grounds and Environmental Services Committee held on 13 March 2017 were approved as a correct record and signed by the Chairman.

**115 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**116 PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 7 March, 28 March, 18 April, 9 May and 30 May 2017 be received.

**117 CREASEY PARK COMMUNITY FOOTBALL CENTRE**

The Sports and Leisure Facilities Manager presented a detailed report on recent operations at the Centre.

Creasey Park had again played host to numerous end of season cup finals, both youth and adult and AFC Dunstable had won the Bedfordshire Senior Cup final. There had been a total of 115 games played on the main pitch last season and the good condition of the pitch at the end of the season was a credit to the grounds team.

An interim Chairman from the DTFC Executive had stepped in to ensure that the Club could continue to operate in the 2017/18 playing season.

The kitchen extension was in the final stages of completion with the internal works completed and the kitchen was now in use. Members questioned the reason for the delay and it was explained that this was due to problems with the as-built drawings

for structural steels and poor client management by Central Bedfordshire Council (CBC).

The Committee received the profiled income and expenditure report as at the end of March 2017. The facility had performed well in 2016/17 and a contribution of £5,321 had been made to the Creasey Park reserve.

The Manger reported that the Centre had its first break-in on Thursday 1 June but nothing had been taken and only minor damage was caused to windows, the alarm and the till.

## **118 MARKET TOWN REGENERATION FUND UPDATE**

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects relating to this Committee.

### **a) Enhanced Town Centre Cleansing**

The new service remained fully operational and officers had met with CBC officers to discuss the impact of the service on existing street cleansing activities and how the two organisations could work more closely together to improve the town centre environment.

### **b) New Splash Park and Associated Café Provision**

Contractors were still on site and work was progressing well and on target with handover to the Council likely to take place on 19 June. This would be followed by a soft opening to the public before the end of June and Members agreed that the official opening would take place on Friday 21 July 2017. It was noted that Beecroft Academy would be attending the opening with their students and Members requested that both Icknield and Watling schools also be invited to attend the opening ceremony.

Members sought clarification on security arrangements, information on IT, on-going maintenance of plant and equipment and mounding and fencing arrangements.

### **c) New Entrance Features for Priory Gardens**

Following further advice from Central Bedfordshire Council the Head of Grounds and Environmental Services had prepared a detailed brief for the project to assist with securing the services of a design specialist. The brief takes into account the very specific requirements of erecting an overthrow and associated modifications to the entrance within the curtilage of Grade 2\* listed building and Scheduled Ancient Monument.

Preliminary discussions with a local design company, including a review of fee and project costs, suggested that a more realistic budget for the project, at today's prices, would be £40,000.

In order to move the project forward Members were asked to consider the release of an additional £10,000 from the General Reserve.

**RESOLVED:** that the Committee recommend to Finance and General Purposes Committee the release of up to £10,000 from the General Reserve as a contingency to support the implementation of the Priory Gardens entrance overthrew.

**119 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS**

The Grounds Operations Manager and the Cemetery Manager presented a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

**a) Recreation Grounds**

Since the last report to this Committee there had been no incidents of vandalism in the play areas or Grove Skate Park. It was noted that arrangements were in hand to replace the play equipment at Willoughby Close and Members sought assurances that the play equipment at Mentmore Recreation Ground was now fully operational.

Football pitch reinstatements were ongoing across all sites including Creasey Park and the BMX track had also been resurfaced.

**b) Town Centre Area**

Floral display planting was reported as being well in hand and various works in Priory Gardens were reported as being completed.

Members noted that the Anglia in Bloom judges would be visiting Dunstable on Monday 17 July and the Council continued to work with Dunstable in Bloom to prepare for the visit.

**c) Town Ranger Service**

The Town Centre Ranger had been working with the Town Ranger every third week of the month to make significant progress on jet washing large areas of paving along West Street, and re-staining 7 benches in the same area. The Town Ranger had also been working with volunteers from Dunstable Community Church to paint the fence around St Mary's car park.

**d) Dunstable Cemetery**

Members received the burial figures for March to May 2017 along with the profiled income and expenditure figures for April 2017. Members noted the positive income variance of £20,013 against the target for the month and it was explained that this was due to the purchase of two bricked lined vaults by non-residents along with associated pre-purchased grave spaces.

Members were advised that the Green Flag judges would be visiting the Cemetery on Wednesday 14 June and that the outcome of the judging would be known by mid-July.

Memorial stability testing was currently underway across the whole cemetery as part of the Council's risk management arrangements. To date there had been no significant causes for concern.

Members briefly discussed the future provision of burial land, taking account of housing and population growth in the area including Houghton Regis. Members noted that CBC would be required to consider this matter within the overall strategic context of future burial provision for the region.

e) **Allotments**

There were currently 36 people on the waiting list which was comparable to figures reported to the Committee in January. Members received the detail of the make-up of the waiting list.

There were currently 13 vacant plots and these were in the process of being re-let.

**120 DUNSTABLE WAR MEMORIAL**

The Head of Grounds and Environmental Services presented a report proposing the establishment of a working group of Members, officers and other organisations to consider and prepare a brief for the refurbishment and improvement of the town's war memorial in Priory Gardens.

**RESOLVED:** i) that Councillors Gloria Martin (Town Mayor), Liz Jones (Chairman), Lisa Bird, Ann Sparrow and Nigel Warren be appointed as Member representatives on the working group with support from the Head of Grounds and Environmental Services and representatives of the organisations listed in section 3.2 of the report.

ii) that the working group be authorised to approve the brief so that the Head of Service can submit, if appropriate, pre-application forms to the War Memorial Trust for grant funding.

**121 REPORTS FROM OUTSIDE ORGANISATIONS**

**CBC Development Management Committee:**

It was reported that the next meeting of this CBC Committee would be considering the Dukeminster Estate and Cllr Abbott agreed that he would attend the meeting.

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**HELD AT ALL SAINTS ACADEMY, HOUGHTON REGIS, DUNSTABLE**

**ON MONDAY 15 MAY 2017**

Present: Councillor Gloria Martin (Town Mayor); Councillor John Kane (Deputy Town Mayor); Councillors Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Peter Hollick, Liz Jones, Ann Sparrow, Patricia Staples, William Tookey, Nigel Warren and Andy Whyman

In Attendance: Councillors Lisa Bird and Steve Elliott with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillors Claire Meakins-Jell, Des Moffatt and Patricia Russell

**99 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor Andy Whyman be appointed Chairman of this Committee for the ensuing Municipal Year 2017/2018.

**100 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor John Chatterley be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2017/2018.



**DUNSTABLE TOWN COUNCIL**

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

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

**ON MONDAY 19 JUNE 2017**

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Andy Whayman (Chairman), John Chatterley (Vice-Chairman), Sid Abbott, Eugene Ghent, Peter Hollick, Liz Jones, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive), and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors Terry Colbourne, Claire Meakins and Des Moffatt

Public Attendance: None

**122 MINUTES**

The minutes of the meetings of Finance and General Purposes Committee held on 27 February and 20 March 2017 were approved as a correct record and signed by the Chairman.

**123 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**124 MTRF – PRIORY GARDENS ENTRANCE OVERTHROW**

The Committee considered a recommendation from the Grounds and Environmental Services Committee for the release of funds from the General Reserve.

**RESOLVED:** that the recommendation be adopted and the sum of up to £10,000 be released from the General Reserve as a contingency to support the implementation of the Priory Gardens entrance overthrow.

**125 ACCOUNTS SUB-COMMITTEE**

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 22 March, 19 April and 24 May 2017.

**126 FINANCIAL MONITORING REPORT – OUTTURN 2016/17**

The Head of Finance and Support Services presented financial reports for year ending 31 March 2017 which would inform the Annual Return to be approved at the meeting of the Council on 26 June 2017.

All information was subject to audit but Members were pleased to note the positive outturn against the budget which would result in a contribution to the General Reserve and thanked officers for their work.

Members noted the balance of the Council's Earmarked Reserves and Councillor Sparrow asked that consideration be given to expenditure on redecoration of the frontage of Priory House in advance of the Anglia in Bloom judging on 17 July. The Town Clerk and Chief Executive advised of the specialist treatment required for this Grade II\* listed building and the awareness that all the render needed to be removed before any redecoration could be undertaken. He advised that the Feasibility Study was still in progress but he was discussing with the Architect any works that could be undertaken in advance of its completion. In the meantime he would ascertain what could be done to improve the appearance of the building from the high street.

It was agreed that it would be helpful to provide public information boards in Priory House regarding the progress of the Feasibility Study and planned works.

#### **127 INTERNAL AUDIT REPORT 2016/17 (FINAL)**

The Committee received the report of the Internal Auditor which set out the areas examined during the course of the final report for 2016/17. Members were pleased to note that no issues had been raised and thanked officers for their work.

Councillor Chatterley had noted the Internal Auditor's reference to his review of the Cemetery records and in answer to his question, the Chairman of Grounds and Environmental Services, Councillor Jones, advised that consideration was being given to renovating the scroll map of the first interments and its future display.

#### **128 APPEALS AND APPOINTMENTS COMMITTEE**

The Committee received the Minutes of the meeting of the Appeals and Appointments Committee held on 20 March 2017.

#### **129 PERSONNEL SUB-COMMITTEE**

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 27 April 2017.

#### **130 MARKET TOWN REGENERATION FUND PROJECTS**

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects that related to this Committee.

##### **a) Architectural Lighting Scheme**

The first phase of this project had now been completed and lighting had been installed on Grove House, Priory House and the Dunstable Conference Centre. Phase two of the project would be commissioned shortly. Phase 2 includes completing lighting to Grove House, including up lighting the main entrance to Grove House Gardens (for which planning permission should be achieved shortly) and completing the lighting scheme at Priory House. This aspect cannot be completed until the new overthrow for Priory Gardens is implemented which requires Historic England consent.

##### **b) Quadrant Shopping Centre**

Since the last meeting of this Committee the Town Clerk and Chief Executive and Councillor John Kane had met with a representative from Edinburgh House, who own the Quadrant Centre, to further discuss the possibility of re-opening the public toilets.

Edinburgh House had intimated that they were now prepared to have the toilets re-opened but would want the Town Council to pay for the revenue costs this would incur. It was estimated that this could cost the Council approximately £20,000 per annum.

Edinburgh House had been requested to approach the Council in writing with a costed proposal and this was still awaited. The Town Clerk and Chief Executive had sought advice from the National Association of Local Councils (NALC) as to whether the Council would be legally empowered to incur such expenditure if it so wished. NALC had responded that as long as the Council was satisfied that such expenditure was an appropriate use of public funds and was able to justify the same such expenditure could be incurred under the General Power of Competence.

c) New Town Centre Signage and Street Furniture

The bulk of this project would be carried out in conjunction with the de-trunking of the High Street and Central Bedfordshire Council (CBC) designers had been issued with a list of attractions and services that should be signed from the town centre. Officers had met with representatives from CBC and Luton Borough Council to discuss possible signage installations at the White Lion Busway stop. A scheme had been agreed and signage designs and costings were being developed accordingly.

Officers would be meeting again with CBC the next day when it was hoped detailed proposals for the town centre would be submitted. Councillor Martin expressed her frustration at the lack of information being provided by Central Bedfordshire Council.

d) High Street Improvement Scheme

Officers were still working on this scheme with colleagues from CBC and 15 retail units were currently progressing to stage two of the application process. This is the most retail units actively engaged in the scheme than anywhere else in the Central Bedfordshire area. It was anticipated that works could start in September 2017.

e) Financial Implications

Officers continued to submit payment schedules to CBC, the first tranche of which had now been settled.

f) Splashpark

The update report in respect of the Splashpark was ordinarily reported to the Grounds and Environmental Services Committee, however at Members' request the Town Clerk and Chief Executive advised that handover of the site was expected on 21 June and as long as the Sports and Leisure Facilities Manager was confident that everything was in order, the facility would be open on Friday 23 June with the official opening on 21 July. An area would remain fenced off to allow grass growth and Members asked that due notice be displayed to explain this. The Town Clerk and Chief Executive also confirmed that the CCTV was working with comprehensive cover.

It was intended that directional signage for the Splashpark would be included as part of the proposed new town centre signage.

g) Town Centre Ranger

The work of the Town Centre Ranger was praised and Members were advised that discussions were taking place to resolve the issue of increased flytipping.

**131 CALENDAR OF MEETINGS 2018**

The Committee considered a draft calendar of meetings for the calendar year 2018. It was noted that the Council is required to hold 6 meetings of full Council during the year (including the Annual General Meeting) with the requisite cycle of Committee meetings reporting thereto.

In answer to a question from Councillor Chatterley, the Head of Finance and Support Services confirmed that the calendar also allows for a meeting of full Council on the last Monday in June, to ensure that the Council complies with the requirements of the Accounts and Audit (England) Regulations 2015 (S1 2015/234) in that the Council “**must** no later than 30th June – consider the accounting statements by the members meeting as a whole”. In order to achieve this, and taking account of bank holidays, it was not always possible to have one week’s grace between the cycle of Committee meetings and the meeting of full Council in June, which had been the situation in 2017 and would be again in 2018.

The Town Mayor, Councillor Martin, enquired about the possibility of changing the date of the AGM so as not to conflict with that of other Councils but this was not favoured.

**RESOLVED:** that the meeting dates set out in the Calendar of Meetings for 2018 be approved.

**132 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

a) CAB Management Committee – Councillor Meakins had provided a report which was given by Councillor Jones. The CAB continued to be very busy with clients, in the main presenting with problems around benefits, family breakdown and debt (benefits and debt make up 60%. They also dealt with lots of requests for assistance with Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) claims. E-mail advice was proving popular with a response time of 2-4 working days.

The Bureau had been short staffed as one experienced member of the team had moved to Camden CAB and there had been a loss of some volunteers to paid employment. Urgent recruitment was being undertaken.

The outcome was awaited from the resubmission of a business case to CBC for the continuation of welfare reform funding to enable the Bureau to open for an extra six hours per week.

b) DITA –Councillor Warren advised that the next meeting would be held on 25 July when dates for a planned visit by a delegation from Porz would be considered. Members were unable to assist with Councillor Warren’s request for information on when DITA was established and he was referred to past Mayor, Mrs Brenda Boatwright who may be able to help.

c) Hospice at Home – Councillor Jones advised that the organisation’s AGM would be held on 3 July. They had been awarded a “Highly Recommended” at the recent Cheering

Volunteers Award evening. They had taken a stall at the Council's Motor Rally and had recruited new volunteers. They continued to look for funding.

d) Ashton Schools Foundation – Councillor Sparrow reported that the sale of Ashton School site had been completed with proceeds being put in trust for Manshead and St Peter's schools, to be used for plant and building only. A new classroom was to be built at St Peters by September. Grant aid had been awarded to assist 53 children.

e) Chews Foundation – Councillor Chatterley advised that the next meeting would be held on 20 June.

f) Poors Land Charity – Councillor Staples advised that the Maundy money had been distributed on 13 April at £30 per eligible person and many cards and letters of thanks had been received.

**MEETING OF DUNSTABLE TOWN COUNCIL**

**26 JUNE 2017**

**ANNUAL GOVERNANCE STATEMENT AND ACCOUNTING STATEMENTS 2016/2017**

<b>Purpose of Report:</b>	<b>i) To approve the Annual Governance Statement and Accounting Statements as included in the Annual Return for the year ended 31 March 2017 for submission to the Auditor.</b>
	<b>ii) To authorise the Chairman to sign the Return on behalf of the Council.</b>

**1. ACTION RECOMMENDED**

- 1.1 That the Council approves the Annual Governance Statement and the Accounting Statements as part of the Annual Return for the year ended 31 March 2017, for submission to the auditor, in compliance with the Accounts and Audit Regulations 2015 (S1 2015/234) and the Local Audit and Accountability Act 2014.
- 1.2 That the Chairman be authorised to sign the Annual Return for the year 2016/2017 on behalf of the Council.

**2. ACCOUNTS AND AUDIT REGULATIONS 2015**

- 2.1 The Regulations mean that Dunstable Town Council qualifies as a “smaller relevant body” being that its gross income or gross expenditure was not more than £6.5 million and can therefore prepare an income and expenditure account and a statement of balances in accordance with, and in the form specified in any Annual Return required by proper practices in relation to accounts, rather than a full set of accounts, prepared under FRSSE (Financial Reporting Standards for Smaller Enterprises).
- 2.2 The Regulations state that “A smaller relevant body must no later than 30th June – consider the accounting statements by the members meeting as a whole.

**3. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017**

- 3.1 The Annual Return is in 4 sections:
  - Section 1 – Annual Governance Statement
  - Section 2 – Accounting Statements
  - Section 3 – External Auditor’s Certificate and Opinion
  - Section 4 – Annual Internal Audit Report
- 3.2 The Annual Return is enclosed at Appendix 1 and will be submitted to the Auditor with the requisite Intermediate Audit Questionnaire and all supporting documentation.

**Annual Governance Statement**

- 3.3 The Council is required to consider and approve the Annual Governance Statement at Section 1 of the Annual Return, in which members acknowledge their responsibility for ensuring that there is a sound system of internal control.

- 3.4 The statement can be evidenced by the Internal Audit Programme agreed in 2013, Internal Audit Reports throughout the year and the final Internal Audit Report. The final internal audit was submitted to the Finance and General Purposes Committee on 19 June 2017 and it was noted that there were no issues arising which required Members' attention.
- 3.5 Other evidence includes budgetary control reports submitted to Accounts Sub-Committee and quarterly Financial Monitoring reports submitted to Finance and General Purposes Committee.
- 3.6 The Town Clerk and Chief Executive produces a Corporate Risk Log each year with the Annual Report detailing the Council's achievements during the year.
- 3.7 The Council has adopted a Corporate Plan with a suite of performance indicators which are regularly monitored and the outcomes for 2016/2017 are included in the Annual Report to be considered later on the Agenda.
- 3.8 If approved in the affirmative, the Annual Governance Statement will be signed by the Chairman and Town Clerk and Chief Executive.

#### **Financial Statements**

- 3.9 At the meeting of Finance and General Purposes Committee held on 19 June 2017, Members received the detail of the end of year balances (subject to audit), together with the detail of contributions to and expenditure from the Earmarked Reserves, the latter is also now included in the Annual Report at Agenda item 9.
- 3.10 The following financial statements are enclosed as Appendices to provide Members with further information:
- Annual Return Boxes (Appendix 2)  
 Summary of Net Expenditure against Budget by Service Area and summary of significant variances against budget (Appendix 3)  
 Schedule of Loans and Long Term Liabilities (Appendix 4)  
 Financial Statements for the year ended 31 March 2017 (separate enclosure – not subject to audit). (As indicated at 2.1 above there is not a requirement to produce financial statements in full FRSSE format and they are therefore not subject to audit but deemed to be in line with best practice.)
- 3.11 Members are reminded that previous financial monitoring reports had indicated anticipated revenue savings, mainly attributable to savings in salary costs and increased income in some service areas, these savings have offset the previously agreed expenditure from the General Reserve.
- 3.12 The table below summarises the movement in the General Reserve with a contribution at year ended 31 March 2017 of £2,194, as also indicated at Appendix 3 taking account of the previously agreed allocation of £91,467 towards the costs of the Splashpark.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2015/16	553,522	29,030	582,554
2016/17	582,554	Subject to Audit 2,641	585,195

- 3.13 The total saving against the 2016/17 budget therefore equates to £94,108 and included at Appendix 3 is a schedule of the most significant variances against budget.

#### **External Auditor's Certificate and Annual Internal Audit Report**

- 3.14 The Council's Internal Auditor has signed off the Internal Audit Certificate at Section 4 of the Annual Return, assigning positive assurances in all areas.
- 3.15 Section 3 is for completion by the External Auditor on completion of the audit.

#### **4. EXERCISE OF PUBLIC RIGHTS**

- 4.1 The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July.
- 4.2 The exercise of public rights commences on 27 June 2017 and will end on 7 August 2017.
- 4.3 All statements will be published from 27 June together with a summary of Electors Rights.
- 4.4 All financial documents will be available for inspection on reasonable notice from that date.

#### **5. SUBMISSION OF ANNUAL RETURN**

- 5.1 The Annual Return is to be submitted to the Auditor by 17 July 2017.
- 5.2 The Council's appointed auditors are BDO LLP of Southampton.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 These are inherent in the nature of this report.

#### **7. APPENDICES**

- Appendix 1 - Annual Return
- Appendix 2 - Annual Return Worksheet
- Appendix 3 - Summary of Net Expenditure and significant variances against budget
- Appendix 4 - Schedule of Loans and Long Term Liability
- Appendix 5 - Financial Statements – separate enclosure (not subject to Audit)

#### **8. AUTHOR**

- 8.1 Rosemary O'Sullivan – Head of Finance and Support Services (and Responsible Financial Officer)  
E-mail: rosemary.osullivan@dunstable.gov.uk



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

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

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

DUNSTABLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1,351,809	1,251,550	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,024,084	2,117,238	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	889,467	1,034,230	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-1,445,436	-1,504,633	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-126,365	-123,269	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	-1,433,009	-1,318,249	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,251,550	1,456,867	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	1,553,423	1,620,276	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,755,434	6,945,404	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	1,246,247	1,180,971	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing <b>Trust funds or assets.</b> N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

R G Sullivan

Date

20/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

DUNSTABLE TOWN COUNCIL
------------------------

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/do not certify\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

DUNSTABLE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

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

Name of person who carried out the internal audit A Shepherd-Roberts  
 Signature of person who carried out the internal audit For Auditing Solutions Ltd  
A Shepherd-Roberts Date 1/06/2017

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

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**Dunstable Town Council**  
**Annual Return 31st March 2017**

	2016 £	2017 £
Box 1 Balances brought forward	1,351,809	1,251,550
Box 2 (+) Annual Precept	2,024,084	2,117,238
Box 3 (+) Total other receipts	880,467	1,034,230
Box 4 (-) Staff costs	(1,445,436)	(1,504,633)
Box 5 (-) Loan interest/capital repayments	(126,365)	(123,269)
Box 6 (-) Total other payments	(1,433,009)	(1,318,249)
Box 7 (=) Balances carried forward	1,251,550	1,456,867
Box 8 Total Cash & Investments	1,553,423	1,620,276
Box 9 Total Fixed assets	6,755,434	6,945,404
Box 10 Total Borrowings	1,246,247	1,180,971

Reconciliation Of Boxes 7 & 8

Total Cash & Investments

	2016	2017
	1,553,423	1,620,276

Add: Debtors & Stock

	2016	2017
	137,207	315,293

Less: Creditors etc

	2016	2017
	(231,924)	(189,633)

Less: Grant Income in Advance

	2016	2017
	(207,156)	(289,069)

S106 monies, etc

	2016	2017
	1,251,550	1,456,867

Box 7 =

General Reserve

	2016	2017
	582553	585,195

EMR

	2016	2017
	668589	871,672

Capital Receipt

407

	2016	2017
	1,251,549	1,456,867

Annual Return Statement of Accounts

Summary of Accounts

Consolidated Revenue Account	Net	Expenditure	Income
Net Cost of Services	1707021	2605024	-898003
Interest Payable	57993	57993	
Interest Receivable	-3834		-3834
Asset Sale Proceeds	-3025		-3025
Movement in Reserves	203084		
Capital Expenditure (tfr to CFA)	88082	88082	
Loan Repayments (tfr to CFA)	65276	65276	
Depreciation	0		
Deferred Grants	0		
Precept	-2117238		-2117238
Surplus Deficit for the Year	-2641	2816375	-3022100
Deduct			
Loan Charges		-123269	
Staff Costs (Note:)		-1504633	
Precept		2117238	
Capital Receipts/Expended		407	0
Loan Receipts/Expended		0	0
Debt Grants/Expended		129368	-129368
Rounding		1	
		1318249	-1034230
		Box 6	Box 3

Balance Sheet	4704110	4704110
Fixed Assets		
Add back depreciation		2241294
		Box 9
		6945404

Intangible Assets	Investments	Current Assets	Cash/Bank/Inv	Other	Current Liabilities	Loans	Other	Long Term Liabilities	Deferred Grants
		0	1935569	1620276	1620276				
			1620276	315293					
			-255165						
			-65532						-65532
			-189633						
			-1115439						-1115439
			-2267073						
			3002002	1620276	-1180971				
			Box 8	Box 10					

Represented by:	
Council Investment in Fixed Assets	
A R R	
C F R	1545135

Expendable Reserves	1545135
C R R	0
E M R	871672
Gen Fund	585195
	1456867
	Box 7
	3002002

Last Year	This Year
£	£
1351809	1251550
2024084	2117238
880467	1034230
-1445436	-1504633
-126365	-123269
-1433009	-1318249
1251550	1456867
1553423	1620276
6755434	6945404
1246247	1180971

1 Balances brought forward		
2 (+) Annual Precept	4.60%	93154
3 (+) Total other receipts	17.46%	153763
4 (-) Staff costs	4.10%	-59197
(-) Loan interest/capital repayments	-2.45%	3096
6 (-) Total other payments	-8.01%	114760
7 (=) Balances carried forward		Check
8 Total Cash & Investments		
9 Total Fixed assets	2.81%	189970
10 Total Borrowings	-5.24%	-65276
Reconciliation Of Boxes 7 and 8		
Total Cash & Investments		66653
Add: Debtors & Stock		178086
Less: Creditors etc		42291
Less: Unspent Loan Funds		
Less: Grant Income in Advance		-81913
Rounding		0
		-289069
		0
		1251550
		1456867

ITEM 4  
APPENDIX 2



DUNSTABLE TOWN COUNCIL			
SUMMARY OF NET EXPENDITURE			
	Budget 2016/17	Actual at 31-Mar-17	Variance against total budget per service area
			Totals
<b><u>Finance and Support Services</u></b>			
Staff Costs	265,188	270,197	-5,009
Central Services	78,150	79,835	-1,685
Grove House	32,723	25,819	6,904
Grants	3,500	3,300	200
Corporate Management	100,970	74,315	26,655
Democratic Management and Representation	17,750	12,088	5,662
Capital & Projects (inc loan charges)	183,115	182,715	400
	<b>£681,396</b>	<b>£648,269</b>	<b>£33,127</b>
<b><u>Grounds and Environmental Services</u></b>			
Staff Costs	455,606	434,249	21,357
* Allotments	1,126	-4790.82	5,917
* Cemetery	-52,149	-72,981	20,832
Recreation Grounds	34,500	57,604	-23,104
Town Centre and Gardens	43,500	41,391	2,109
* Town Ranger Service	31,901	30,385	1,516
* Creasey Park Community Football Centre	6,277	5,374	903
Capital & Projects	125,968	125,458	510
	<b>£646,729</b>	<b>£616,691</b>	<b>£30,038</b>

	Budget 2016/17	Actual at 31-Mar-17	Variance against total budget per service area	Totals
<b><u>Community Services</u></b>				
Staff Costs	210,038	185,250	24,788	
* Older People's Support Service	21,515	13,072	8,443	
* Young People's Activities Programme	8,407	6,565	1,842	
* Grove Corner	25,295	17,463	7,832	
* Events Programme	102,903	106,478	-3,575	
Marketing	26,500	22,848	3,652	
* Priory House	203,652	210,918	-7,266	
Town Centre Management	28,500	26,426	2,074	
* Dunstable Market	38,864	51,213	-12,349	
* Ashton Square Public Conveniences	38,225	33,102	5,123	
Capital & Projects	91,214	90,835	379	30,942
	<b>£795,113</b>	<b>£764,171</b>	<b>£30,942</b>	
* Includes Direct Staff Costs only				
Total Net Expenditure	<b>£2,123,238</b>	<b>£2,029,130</b>	<b>£94,108</b>	<b>£94,108</b>
Agreed allocation from General Reserve Fund for Splashpark (Council Minute 221/2016 refers)				91,467
Cont to General Reserve (as per Financial Statements page 8)				2,641
				<b>£94,108.00</b>

ACTUAL TO BUDGET 2016/17 SUMMARY OF SIGNIFICANT VARIANCES		
	£	
Contribution to General Reserve as per Financial Statements	2641	
Agreed contribution from General Reserve for Splashpark (175000 less S106 of 83533)	91467	
<b>Total saving against budget</b>	<b>94108</b>	
Savings across the board:		
Salaries	34164	Vacancies, reduced sickness payments, pension opt-outs
Utility credit	12231	
Utility savings	23338	
Vehicle Fuel and Maintenance	3432	
Loan Interest	1289	
	74454	
Other <b>significant</b> variances within specific service areas:		
	<b>Savings</b>	<b>Reason</b>
Central Services	3272	Reduced expenditure on postage, stationery and professional services
Grove House	5992	Reduced expenditure on Repairs and Maintenance
	1409	Rates
Corporate Management:	4433	Reduced insurance premium
	4823	Insurance recharges
	10000	Contingent budget for Unclaimable VAT
Democratic:	1958	Mayor's Transport
	1446	Mayor's Allowance
	1239	Members' training not expended, plus previous year's accrual not required
Allotments	3441	Reduced expenditure on Repairs and Maintenance
	1500	Waste disposal costs
Cemetery:	14964	Increased income from burial fees
	4897	Increased income from memorial fees
Town Centre and Gardens	2000	Reduced expenditure on Skatepark
Older People' Day Care Services	5012	Increased income from lunch clubs
Central Marketing	2502	Reduced cost of publication Talk of Town
Priory House	3966	Increased shop sales
Events	1000	Income from sponsorship unbudgeted
	73854	
	<b>Increased expend</b>	<b>Reason</b>
less		
Central Services	7166	Additional IT support and maintenance costs of £7,166 off set by savings on other items, including stationery and professional services
Grove House	1594	Additional office equipment
Cemetery	2150	Tree works - unbudgeted
Recreation Grounds:	1544	Tree works - unbudgeted
	8485	Replacement of vandalised play equipment
	1279	Reduced income from football pitch hire
	8000	Not applied from commuted sum
Town Centre and Gardens	3175	Tree works - unbudgeted
Events:	2967	Increased cost of Beer Festival
	5252	Reduced income from Fireworks display
Dunstable Market	16,359	Reduced income from Market stall hire
	57971	

DUNSTABLE TOWN COUNCIL - SCHEDULE OF LOANS - PUBLIC WORKS LOAN BOARD									
PWLB	Nominal Code	Amount	Term	Type	Annual Principal	Annual Interest	Total payable	Amount Outstanding	
		<b>o/s 1.4.16</b>			Principal	Interest		<b>o/s 31.3.17</b>	
Luton Road	401	12,218.75			1,062.50	1099.69	2,162.19	11,156.25	
Performance Area/ Cemetery Extension	402	51,998.82	25 years	annuity	4,605.15	2,797.49	7,402.64	47,393.67	
Priory House Part 1	403	299,999.84	30 years	EIP	16,666.68	14,347.91	31,014.59	283,333.16	
Priory House Part 2	"	80,929.33	30 years	EIP	4,374.58	3,951.87	8,326.45	76,554.75	
							39,341.04		
Grove House Part 1	404	131,100.00	30 years	EIP	6,900.00	6,404.06	13,304.06	124,200.00	
Grove House Part 2		324,999.86	30 years	EIP	16,666.68	14,277.08	30,943.76	308,333.18	
							44,247.82		
Cemetery Loan 2008	405	345,000.00	30 years	EIP	15,000.00	16,311.75	31,311.75	330,000.00	
		1,246,246.60			65,275.59	59,189.84	124,465.43	1,180,971.01	
							<b>Box 10 Annual Return</b>	<b>1,180,971.01</b>	

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**26 JUNE 2017**

**ANNUAL REPORT 2016/17 AND REVIEW OF CORPORATE GOVERNANCE  
ARRANGEMENTS**

<b>Purpose of Report:</b>	The purpose of this report is for the Council to agree the Annual Report for 2016/17. As well as reporting on the Council's performance from last year, this report also provides details of improvements made to the Council's governance arrangements and updates Members on the Council's Corporate Risk Log.
---------------------------	--

**1. ACTION RECOMMENDED**

- 1.1 That the Council approves the draft Annual Report for 2016/17 (text version included as appendix 1 enclosed separately).
- 1.2 That the Town Clerk and Chief Executive be authorised to make any final amendments to the document in liaison with the Town Mayor following discussions at the Council Meeting.
- 1.3 That the Council notes the improvements made to the Council's governance arrangements as listed in paragraph 4 below.
- 1.4 That the Council notes the Council's Corporate Risk Log given at appendix 2.
- 1.5 That the Council reviews and recommends any updates deemed necessary to the Council's Health and Safety Policy and Environment and Sustainability Policy given at appendices 3 and 4.

**2. INTRODUCTION**

- 2.1 The Council has previously agreed that an Annual Report should be prepared each year that sets out detail as to how the Council performed in the previous financial year. This is not a statutory requirement but is considered to be best practice.
- 2.2 Enclosed with the Agenda at appendix 1 of this report is a draft Annual Report for 2016/17. The draft document is in text version, a full colour; printed version will be presented on the evening of the meeting if it is available.
- 2.3 If the document is approved, it is recommended that the Council adopt the document ready for publication on the Council's website and to be made available at other usual public distribution outlets.

**3. THE DRAFT ANNUAL REPORT 2016/17**

- 3.1 The format of the draft Annual Report is the same as that agreed for last year's report.

- 3.2 Section 1 provides a foreword by the Chairman of the Council and Town Mayor, the Town Clerk and Chief Executive and the Chairmen of each of the Council's service Committees.
- 3.3 Section 2 sets out the Council's adopted vision, mission statement and values.
- 3.4 Section 3 sets out a summary of the Council's activities and achievements over last year illustrated as 'A Year in Dunstable'.
- 3.5 Section 4 sets out how the Council is performing in relation to its stated aims contained within the Corporate Plan. The objectives for this section are from the Corporate Plan adopted in December 2016.
- 3.6 Section 5 reports on the outturn relating to all of the Council's adopted performance indicators
- 3.7 Section 6 reports on end of year financial information.

#### **4. CORPORATE GOVERNANCE ISSUES**

- 4.1 During 2016/17 the Council made further progress regarding Corporate Governance arrangements. The following actions were completed:
  - The Standing Orders and Constitution were updated
  - The Financial Regulations were updated
  - The Council continued to work towards improving its Investors in People status and has gained bronze standard following an assessment in March
  - New appraisal arrangements were agreed for the Town Clerk and Chief Executive
- 4.2 In addition the following actions were implemented in response to the Council's newly adopted Environment and Sustainability Policy:
  - Environmental training programme delivered to all relevant staff
  - Environmental review with associated action plan completed for Creasey Park Community Football Centre
    - Energy Certificate and accompanying advisory report from Briar Associates now displayed in the Centre
    - Environmental Manual detailing, policies, licenses, location plans, aspects and impacts, objectives and targets, operational control measures, monitoring, reports and communication created.
    - Specific CPCFC Environmental Strategy formed and adopted by all managers and filtered down to all CPCFC staff resulting in increased dry waste recycling; paper towels replaced with electric hands dryers; reduction in carbon omissions through closer monitoring of utilities usage
- 4.3 It is important that the Council remains focused on Governance issues and as a result further reviews will take place during 2017/18.

#### **5. CORPORATE RISK LOG**

- 5.1 Appendix 2 of this report provides a draft Corporate Risk Log as compiled by the Town Clerk and Chief Executive and Senior Management Team.

- 5.2 The Risk Log attempts to identify the main strategic risks facing the Council and what interventions are currently in place in order to contain and minimise the risks.
- 5.3 Each identified risk has been given a risk rating multiplied by the likely probability of the risk happening. The same process is then undertaken to determine the residual risk once interventions have taken place.
- 5.4 The result is each risk is given a residual rating from 4 to 16 where 16 is high and 4 is low.
- 5.5 In most cases the identified risks have been given a residual risk rating of either 8 (medium) or 4 (low). In these cases the risk simply has to continue to be managed or minor interventions still need to be taken. Where the risk has been identified as higher than 8 then further actions are required to bring the risk rating down.
- 5.6 Members will note that the main identified areas of strategic risk are income generation and property management. Income generation has been identified as high risk because of the current economic downturn and property management arrangements have been identified as high risk due to the high cost of maintaining Council property that includes listed buildings.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The Annual Report itself has no financial implications. The design, print and distribution of the document will be carried out in line with budgeted expenditure.

## **7. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 7.1 The production of the Annual Report allows the Council to report back on progress being made on the implementation of the Corporate Plan. It is pleasing to note that progress is being made on implementing the service development priorities of the Council and members should be assured that such focus will continue throughout 2017/18.

## **8. HEALTH AND SAFETY IMPLICATIONS**

- 8.1 The Council's Health and Safety Policy has been reviewed and updated and is included in this report for approval by Council.

## **9. HUMAN RESOURCE IMPLICATIONS**

- 9.1 None arising directly from this report.

## **10. LEGAL IMPLICATIONS**

- 10.1 Whilst there is no legal duty for the Council to prepare an annual report it is considered good practice and follows a decision taken by the Council in 2008.

## **11. APPENDICES**

- 11.1 Appendix 1 – Draft Annual Report (text version) 2016/17 (separate enclosure)  
Appendix 2 – Corporate Risk Log  
Appendix 3 - Health and Safety Policy  
Appendix 4 – Environment and Sustainability Policy

**12. CONCLUSION**

- 12.1 The Annual Report is an important document for the Council and to the residents of Dunstable. It not only provides an evidence source to residents as to the quality of services provided by the Council, but serves as an important planning tool for the organisation to ensure that it can demonstrate continuous service improvement.

**13. AUTHOR**

- 13.1 David Ashlee – Town Clerk and Chief Executive  
E-mail: [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)



DUNSTABLE TOWN COUNCIL

**CORPORATE RISK LOG 2017/18**

AN ASSESSMENT OF THE COUNCIL'S ORGANISATIONAL STRATEGIC RISKS

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	<i>(Assume NO controls in place)</i>					<i>(Control measures in place)</i>					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Appropriate decision making at Political level	4	4	16	The Council has a Constitution, Standing Orders and Financial Regulations that are regularly updated. The Town Clerk and Chief Executive holds the Certificate in Local Council Administration and has access to legal advice on various issues when necessary	None at this stage	4	1	4	Annually	2017	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Financial management	4	4	16	The Council is subjected to both internal and external financial audits and retains the assistance of a qualified accountancy firm and the use of an accounts management IT package. There is an appointed Responsible Financial Officer who is the Council's Head of Finance and Support Services who in turn is supported by a Finance Officer.	Already identified in revenue budget  The Council improved its reserves position at the end of 2016/17  The Dunstable tax base used for calculating the precept is forecasted to continue rising over the next few years	4	1	4	Annually	2017	Town Clerk and Chief Executive and Head of Finance and Support Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER			
	(Assume NO controls in place)					SEVERITY	L'HOOD	RISK RATING				SEVERITY	L'HOOD	RISK RATING
	SEVERITY	L'HOOD	RISK RATING											
General approach to health and safety	4	4	16	The Council has an officers Health and Safety Advisory Group. The Council has an agreed Health and Safety Policy and the Senior Management Team is improving the focus on H&S. The Council also retains the services of professional health and safety support through Croner Consulting. The Council is also implementing a rolling programme of health and safety related training for all staff	Health and safety is an area the Council needs to take very seriously and additional resources may need to be identified from time to time in future budgets	4	2	8	Health and Safety Policy to be reviewed annually within the annual governance report presented to the June Council meeting	2017	Town Clerk and Chief Executive and Senior Management Team			

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Personnel and management of human resources	4	4	16	The Council is continually updating the Staff Handbook. The Council has also created a personnel support role focusing in the first instance on administrative support. The Council has retained the services of a specialist HR company and all members of staff have their own handbook. The Council is a bronze accredited Investors in People Organisation	As staffing numbers grow personnel issues will become more prevalent and complex. A Personnel Sub-Committee was created during 2012 and the sub-committee will adopt a programme of issues to be considered throughout 2017/18	4	1	4	Annually	2017	Town Clerk and Chief Executive and Head of Finance and Support Services

RISK	ASSESSMENT OF RISK			RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)				(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING		SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Insurance, legal and public protection	4	3	12	Already identified in revenue budget	4	1	4	Insurances are reviewed on an ongoing basis and formally on an annual basis	Ongoing	Town Clerk and Chief Executive and Head of Finance and Support Services

RISK	ASSESSMENT OF RISK			ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)			(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING	SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of children and young people (child protection)	4	3	12	4	1	4	The child protection policy was recently reviewed and updated	Ongoing	Head of Community Services
				<b>RESOURCES REQUIRED</b> Already identified in revenue budget					
				<b>CONTROLS</b> The Council has adopted and reviewed its child protection policy. All staff and volunteers that may come into contact with young people are subject to a DBS check. Seasonal staff undertake specific training on child protection issues and permanent staff are able to access regular training updates. The Council has employed a senior qualified youth worker.					

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Care of vulnerable adults	4	2	8	The Council operates its older people's services in partnership with Central Bedfordshire Council and through a service contract that identifies minimum service requirements. The Council has adopted a Vulnerable Adults Policy and both staff and volunteers have access to regular training updates. Volunteers and members of staff in direct contact are subject to a DBS check.	Already identified in revenue budget. The Council launched a new older persons drop-in lunch club at CPCFC during 2012	4	1	4	Ongoing	Ongoing	Head of Community Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	REVIEWER	OWNER
	(Assume NO controls in place)					(Control measures in place)						
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING				
Income generation	4	4	16	Whilst the Council maintains effective financial control systems, the generation of income will always be subject to wider market and economic factors.	The Council relies on nearly £900,000 of income to part fund the revenue budget. It needs to focus on ensuring that this income is secured in to the future especially at the Creasey Park Community Football Centre, Dunstable Market Priory House Tea Rooms and the Splashside cafe	4	3	12	Ongoing and annually through the budget setting process.	Ongoing	Senior Management Team	



RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Service continuity and succession planning	4	2	8	The Council has a clear management structure and all staff have relevant job titles and clear job descriptions. Increased numbers of service based meetings are now taking place and new wider management team meeting has now been established and cross service working is encouraged	Further skills based training is required in a number of areas but resources are identified in the training budget. The SMT are in the process of developing a continuity schedule for all jobs and service areas	4	2	8	Ongoing	Ongoing	Senior Management Team

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Property Management	4	4	16	The Council has retained the services of a property expert and has made considerable progress on completing a backlog of work that was required on Council property. The Council now needs to look at its property strategy and at some point determine the most cost effective means of owning property	Considerable additional resources need to be identified in the revenue budget and reserves need to be built up to serve as a 'sinking fund' for the Council's property especially Priority House. It is anticipated that the PH reserve may well be called upon soon after the feasibility study is completed	4	3	12	Ongoing	2017	Town Clerk and Chief Executive

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Cemetery Management	4	3	12	The Council employs a cemetery team including grounds staff and a new managerial post was created in 2014. The Cemetery Manager is undertaking the ICCM certificate in cemetery management. There are established cemetery rules and regs. that have been reviewed and updated. Additional burial land has been secured to ensure space for future needs. The Service Head will ensure that this area is further improved	Already identified in revenue budget  The Council achieved silver standard for the ICCM Charter for the Bereaved	4	2	8	Ongoing	2016	Head of Grounds and Environmental Services

RISK	ASSESSMENT OF RISK			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Developing new and additional services (devolution)	4	4	16	The development of any new services will be decided by the appropriate Council Committee or full Council. Any new services will be subject to full negotiation with CBC and the Council has already agreed policy that no services will be assumed without additional revenue commitments from CBC or the budget setting process	The Council may wish to enhance any new services delivered and this would be considered through the budget setting process – the Council has recently assumed responsibility for the management of CPCFC, Dunstable Market, Ashton Square toilets' and a Town Ranger service, a new skate park and numerous contracts for external works. The Council has also introduced a new splash park and extension to the Town Ranger service during 2016/17/18	4	2	8	All new services would be subject to ongoing review	Ongoing	Town Clerk and Chief Executive

## Dunstable Town Council

### Health and Safety Policy

Dunstable Town Council is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended), and associated protective legislation, both as an employer and as an organisation. To assist achieve those objectives it has retained the services of a specialist health and safety advisory company (Croner Consulting) to advise on the Council's approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Council and its Councillors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

This advisory role is supported through the Council's bi-monthly Health and Safety Advisory Group meetings which are chaired by the Town Clerk and Chief Executive and attended by all Service Heads and all other staff with line management responsibilities.

The main responsibility for health and safety lies with the Council who is in turn advised by the Town Clerk and Chief Executive. The Council is bound by any acts and/or omissions of the Town Clerk and Chief Executive and his staff, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Council business.

To comply with its statutory and common law duties, the Council has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Council.

Council employees agree, as part of their contract of employment, to comply with their individual duties under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and

Safety Executive, in addition to its statutory duty to provide an Accident Book at all work place locations. The Council will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations as far as are reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Council's premises and activities, the Council will pay strict attention to its duties under the **Health and Safety at Work, etc. Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all Councillors, the Town Clerk and Chief Executive, Heads of Service and employees, in the interests of employees and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

**Signed:**

**Dated:**

**Town Clerk and Chief Executive**

**Signed:**

**Dated:**

**Chairman of the Council**

## **Organisation - Duties, Roles and Responsibilities**

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

### **Councillors**

The Councillors have the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, and that effective structures are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

### **Town Clerk and Chief Executive**

The Town Clerk and Chief Executive has the responsibility for ensuring that policy objectives are achieved and that the Council is kept fully informed of changes and developments with regard to health and safety legislation and regulations. He will also ensure that Council policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure that the Council is informed of the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

### **Heads of Service**

Heads of Service are accountable to the Town Clerk and Chief Executive for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

With regard to the departmental activities under their general control, all such Heads of Service will ensure that necessary consideration is given at all times to the requirements of the Council's Health and Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the storage and use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise and assist with safety training of personnel.

All Heads of Service will be specifically responsible for the following within their own areas of responsibility:

- Ensuring that all activities carried out by Council employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, nor members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Council procedures are adhered to at all times.

- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that supervisors and line reports are properly trained and receive the support they need to perform their duties.

In fulfilling these responsibilities, all Heads of Service will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons' responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Council's health and safety adviser.
- Safe systems of work are implemented and are adhered to, with such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, etc.
- All relevant statutory records are regularly maintained and inspected.
- Heads of Service are also responsible for the health and safety of all employees for whom they have an operational responsibility.

### **Supervisors**

Supervisors are accountable to their Heads of Service for the day-to-day implementation of the Council's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

They will also liaise with the departmental Heads of Service concerning any queries raised by visitors or subcontractors on health and safety matters.

### **Employees' Responsibilities**

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Council in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate line manager.
- When local management cannot resolve a hazardous situation they must raise it with a relevant Service Head who will then address the issue through the Health and Safety Advisory Group (HASAG).



- During the course of their normal duties, employees will use all equipment and facilities for the intended purpose in a safe, correct manner.

### Competent Persons

The Council will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have been sufficiently trained and/or have experience or knowledge and other qualities to enable them to properly assist in undertaking such measures.

The following members of staff have been designated competent persons for the responsibilities shown:

<b>Council health and safety:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Manual handling assessment:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>COSHH assessments:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Administration of all other risk assessments:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Vetting of subcontractors' health and safety policies:</b>	Senior Management Team  Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
<b>Auditing of health and safety compliance at all work sites:</b>	Retained health and safety advisers – Croner Consulting

**In addition the Town Clerk and Chief Executive and Heads of Service will assume the following responsibilities**

- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and Council policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used by the Council conform to statutory health and safety requirements.
- Arranging for the provision of appropriate Personal Protective Equipment (PPE) based on risk assessment.
- Arranging for the provision of written procedures for contractors.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Council.
- Ensuring that all employees of the Council receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.

**Council's Health and Safety Adviser**

The Council's Health and Safety Adviser has been retained in order to provide and disseminate advice and information to the Town Clerk and Chief Executive, and staff. He/she will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He/She will be retained to ensure the effectiveness of the safety policy, safety procedures and practices in relation to Council premises, carrying out regular audits and monitoring activities as necessary. The results of such monitoring will be recorded and corrective action, if required, will be undertaken.

In fulfilling these general responsibilities, the Health and Safety Adviser is retained to assist the Senior Management Team with specific responsibilities for:

- Ensuring the Council is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring the provision of first aid, fire safety and emergency procedures.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.

## **First-Aiders**

There is a nominated first aider for all Council premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended**. The nominated first aider is responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The nominated first aider is responsible for the maintenance of the contents of all first aid kits and will ensure that only items specified will be retained in the kits.

A number of key staff across all departments have been given first aid training to assist with any unforeseen accidents to Council staff or users of Council services. All large scale Council events are attended by a fully qualified first aid organisation such as St John's Ambulance.

## **Arrangements and Procedures**

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

## **Risk Assessments**

All premises and activities are subject to risk assessments and must be assessed in accordance with the relevant legislation using the Council documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the relevant Service Head. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventive measures. The Council shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

## **Specific Operational Policies and Procedures**

- All Council policies and procedures issued in the interests of health and safety will be regarded as supplementary to this Policy. These will be included within all Council Health and Safety Manuals and will be available to all members of staff.

Specific procedures will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements
- That any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.

- That all subcontractors who are to work on or in any of the Council's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- That the fire procedure is displayed and reviewed at frequent intervals with regular tests of the procedure.
- That no new chemicals/substances will be purchased or brought into the premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- Any other specific policy required under relevant regulations and Approved Codes of Practice.

### **Reporting and Investigating of Accidents and Dangerous Occurrences**

All accidents, no matter how minor, will be reported on the HSE Accident Report Form with copies being sent to the relevant Head of Service.

- All accidents, dangerous occurrences and near misses will be reported immediately to the Heads of Service responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant Heads of Service.
- Where an employee of another Council or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

### **Training**

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- Repeat training at regular intervals.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Heads of Service at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained by the Head of Finance and Support Services.

### **Consultation**

Consultation will take place via the Health and Safety Advisory Group (HASAG) to discuss matters of health and safety.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to a member of the Health and Safety Advisory Group

(HASAG) who may make representations to the supervisor concerned. This must be in writing.

The advice of the Health and Safety Adviser should be sought if agreement cannot be reached with the supervisor.

If still dissatisfied, the employee may seek an early meeting with the appropriate Heads of Service. Failing resolution at this stage, the matter may be entered on to the Agenda of the next meeting of the Health and Safety Advisory Group (HASAG) at the Chairman's discretion.

**Review**

Notwithstanding the above, this Policy will be reviewed on an annual basis.

*Last Update: 27 June 2016 – Town Clerk and Chief Executive*

*(Minute 141/2016)*

## Appendix 4

### Dunstable Town Council Environmental and Sustainability Policy

#### Introduction

This document sets out Dunstable Town Council's policy for ensuring the ongoing improvement in the environmental sustainability of our activities and core functions. We recognise that our activities have the potential to impact both positively and adversely on our environment and we are duty bound to ensure that the adverse impacts are minimised.

#### Legal Obligations

There is a substantial body of legislation in the UK and Europe that relates to the protection and care of the environment. The Council is duty bound to comply with all relevant legislation relating to its wide ranging activities. The Council will conduct its business at all times in line with applicable legislation and where necessary will seek specialist advice and support to ensure adequate compliance.

#### Definitions

##### **Environment**

The immediate context is the local environment in which our services operate within Dunstable and surrounding districts including both indoor and outdoor environments. However, it is recognised that our organisation can have an impact on wider regional, national and global environments.

##### **Sustainability**

Ensuring our plans, actions, processes and consumption accommodate our residents and community aspirations for the longer-term care of the environment.

#### Aims and Objectives

The Council will work towards maximising the environmental sustainability of its services within the practical considerations of its corporate and service plans, financial plans, risk strategy and available resources. This policy will aim to achieve the following objectives:

- **Material and Water Resources** - maximise efficient use, re-use and recycling of materials and water resources with safe and sustainable waste disposal.

- **Pollution** - reduce the use of toxic and environmentally damaging materials and processes and put steps in place to reduce unnecessary pollution generation.
- **Energy** - promote with staff and partners energy efficiency to reduce waste and CO2 emissions
- **Procurement** - encourage the purchase of locally sourced products and where possible ensure that products and materials originate from sustainable sources and accredited sustainable companies.
- **Management** - ensure that all operations and activities carried out by us or on our behalf comply with or exceed statutory obligations.
- **Ecology** - minimise any negative ecological impact of our activities and those of contractors and suppliers working on our behalf.
- **Technology** – Utilise technological advances, where appropriate, to drive and inform change.

### Policy Statement

Dunstable Town Council will:

- Embrace sustainability, where applicable, within new and emerging policies, strategies and plans.
- Raise environmental awareness and responsibility among staff, volunteers and partner organisations.
- Seek to mitigate the impacts of any major construction and refurbishment projects under its direct control on the wider environment.
- Manage its waste in line with the established principles of the waste hierarchy namely to prevent, minimise, reuse, recycle, energy recover and lastly dispose of waste.
- Engage with its contractors to establish a commitment to sustainability policies and practices, especially with regard to recycling and waste management, either through accredited systems or contractual obligations.
- Require that, where feasible, materials incorporated in design, construction and maintenance shall be from accredited sustainable or safely recycled sources.
- Ensure that all new external lighting is designed to minimise the effects of light pollution.
- Reduce, where possible, the general consumption of water, gas and electricity.
- Design all new developments and major landscape improvements with due regard for the protection of local habitats and biodiversity.

Responsibilities

This policy will be implemented by the Council its elected Members, its Senior Management Team and second tier mangers. However, all staff and volunteers within the organisation will contribute to reducing the Council’s environmental impact and increasing sustainability through utilising working practices that:

- Minimise waste and maximise efficiency.
- Minimise travel.
- Minimise energy consumption.
- Promote greater use of new sustainable technologies.
- Keep material consumption to a minimum.
- Encourage residents to make environmentally sustainable choices.

Training and Investment

The Council is committed to ensuring that its Members and officers are provided with sound training and knowledge to support the implementation of this policy.

Monitor and Review

The Council will record, monitor and review its impact on the environment through a series of service specific baseline assessments and the establishment of action plans designed to progress change.

**Name:** David Ashlee

**Signature:** .....

**Position:** Town Clerk & Chief Executive Officer

**Date:** .....

**Name:** Cllr Gloria Martin

**Signature:** .....

**Position:** Town Mayor

**Date:** .....