

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

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



DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/LuS

Date: 14 June 2019

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 24 June 2019 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 meeting of the Council held on 13 May 2019 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 4).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Community Services	13 May 2019	7
	3 June 2019	8
Grounds and Environmental Services	13 May 2019	12
	10 June 2019	13
Finance and General Purposes	13 May 2019	17
	17 June 2019 (item to follow further to meeting)	

Cont/d

- 2 -

DA/LuS

14 June 2019

8. Annual Governance and Accountability Return for the year ended 31 March 2019 (see page 18 and separate enclosure).
9. Annual Report 2018//2019 (see page 30 and separate enclosure).
10. Nominations for representation on Charities (see page 58)

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council

DUNSTABLE TOWN COUNCIL**MINUTES OF ANNUAL MEETING OF THE COUNCIL****HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE****ON MONDAY 13 MAY 2019**

Present: Mr John Kane (Retiring Town Mayor); Mr Nigel Warren (Retiring Deputy Town Mayor); Councillors Sid Abbott, Wendy Bater, Lisa Bird, Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley Greg George, Pamela Ghent, John Gurney, Kayson Gurney, Peter Hollick, Liz Jones, Gloria Martin, Camerson Restall, Lee Roberts, Gladys Sanders and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Lee Roberts

Before the commencement of the meeting Dr Johan Schoeman led the Council in prayer.

35 ELECTION OF TOWN MAYOR

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

RESOLVED: that Councillor Sid Abbott 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. He would announce his chosen charities for the year shortly.

36 SPECIFIC DECLARATIONS

There were no specific declarations of interest.

37 APPOINTMENT OF DEPUTY TOWN MAYOR

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

RESOLVED: that Councillor Liz Jones 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.

38 TOWN MAYOR'S CHAPLAIN

The Town Mayor was pleased to report Dr Johan Schoeman of the Priory Church of St Peter had agreed to be the Town Mayor's Chaplain for the ensuing Municipal Year.

39 APPOINTMENT OF STANDING COMMITTEES

RESOLVED: that the following Committees be appointed for the ensuing Municipal Year 2019/2020:

Finance and General Purposes Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bater, Brennan, Cant, Corkhill, Crawley, J Gurney, K Gurney, Hollick, Martin, Restall, Roberts and Tamara

Grounds and Environmental Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bird, Brennan, Cant, Corkhill, Crawley, George, Ghent, K Gurney, Sanders and Tamara

Community Services Committee

Town Mayor and Deputy Town Mayor (ex-officio), Councillors Bater, Bird, George, Ghent, J Gurney, Hollick, Martin, Restall, Roberts and Sanders

Dunstable Joint Committee

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

Personnel Sub-Committee

Councillors Abbott, Bird, Brennan, J Gurney, Hollick, Jones and Martin

Accounts Sub-Committee

Councillors Bater, Corkhill, Hollick and Roberts

Plans Sub-Committee

Councillors Cant, Corkhill, Crawley, George, J Gurney, Jones and Restall

Appeals and Appointments Committee

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

40 MINUTES

The Minutes of the meeting of the Council held on 29 April 2019 were approved as a correct record and signed by the Chairman.

41 REPRESENTATIVES ON OUTSIDE ORGANISATIONS, ETC

It was moved by Councillor Corkhill, seconded by Councillor Restall, and

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

<u>Body</u>	<u>Representative</u>
Observer at Development Committee (Central Beds)	Cllr Abbott (named substitute Cllr Martin)
Dunstable International Town Twinning Assoc.	Town Mayor and Cllrs Corkhill & Hollick
South Beds Dial-a-Ride Management Cttee	Cllr Martin
CAB Management Committee	Cllr Bater
Hospice at Home Management Cttee	Cllr Jones
Dunstable District Scout Council Executive	Cllr Restall
Dunstable Town Band	Cllr Martin
Ashton Almshouses Charity	Cllrs Corkhill and Hollick (4 year term of office until May 2023)

42 REPORT OF RETRUNING OFFICER

The Town Mayor reported that whilst Central Bedfordshire Council's Returning Officer had not yet produced his report, the election results had been publicised on both the Town Council and Central Bedfordshire Council's websites. He confirmed that all Dunstable Town Council members had made the Statutory Declaration of the Acceptance of their Office, which had been verified by the Town Clerk and Chief Executive.

43 GENERAL POWER OF COMPETENCE

The Town Mayor advised that at the meeting of the Council in February 2019 it had been resolved that the Council had evidenced that it met the required eligibility criteria and had adopted the general Power of Competence. This eligibility had to be reaffirmed at this Annual Council Meeting, and then every four years at the same meeting thereafter.

RESOLVED: that, in having evidenced that it meets the required eligibility criteria, the Council adopts the General Power of Competence.

44 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 24 JUNE 2019****CIVIC EVENTS AND MAYORAL ACTIVITIES****1. GENERAL INFORMATION****Purpose of Report: For information**

- 1.1 The Annual General Meeting of Dunstable Town Council held at All Saints Academy on 13 May was well attended, with guests including the High Sheriff of Bedfordshire, Mayors from surrounding towns, Past Mayors and representatives from local organisations and charities.
- 1.2 The newly elected Town Mayor, Councillor Sid Abbott has attended the following functions since the Annual Council Meeting:

15.05.19	Reflection Centre, All Saints Academy, Houghton Road, Dunstable	The Town Mayor's first Mayoral engagement was to the official opening and dedication of the Reflection Centre. The beautiful purpose-built centre was dedicated to Josh and Ethun Houghton who along with two other members of his family were fatally injured in a road traffic accident in August 2016.
15.05.19	Annual Meeting of Houghton Regis Town Council and Inaugural Reception, Bedford Square Community Centre	The meeting was primarily to elect a new Mayor and set out the committees for 2019/2020. The new Mayor is Councillor Martin Kennedy. Our Town Mayor was then kindly invited to a buffet after the meeting which was enjoyed with the High Sheriff of Bedfordshire, Mayor of Leighton-Linslade and Deputy Mayor of Luton.
18.05.19	Around the World, Priory Gardens, Dunstable	This year's event had a bigger and better programme of entertainment with record crowds attending we believe. This included Bhangra dancing, Bollywood Punch and Judy, Donkeys, Sheep, Crazy Golf, Bucking Bronco, Dinosaur Digs and piglets to celebrate Chinese Year of the Pig. All who spoke to the Town Mayor thoroughly enjoyed the day.
18.05.19	Dunstable Ladies Choir, Spring Concert, St Augustine's Church, Dunstable	A superb repertoire of the highest quality music and singing of modern and classic songs. The Town Mayor said it was a joy to attend.
19.05.19	Annual Service of Thanksgiving and Re-dedication for Voluntary Organisations, St Mary's Church, Woburn	The Town Mayor was invited by HM Lord-Lieutenant of Bedfordshire. The service was to celebrate people who volunteer and contribute in so many ways in the County of Bedfordshire. This years' service paid particular honour to the older citizens, who as friends, carers, advocates, childminders and advisors kindly offer their wisdom and experience to help build a stronger community. Dignitaries included the Duke of Bedford, High Sheriff, Chief Fire officer, Chief of Police, the Armed Forces and numerous charities.

30.05.19	Adventure Play Area, Bennett Memorial Recreation Ground	The Mayor and Mayoress officially opened the new Adventure Play with Central Bedfordshire Council, Officer Ian Delgarno, Dunstable Town Councillors and Officers in attendance. The Mayor thanked them for their contribution and support. There was a large audience of excited youngsters with their parents and grandparents. He gave a speech and cut the ribbon with Councillor Delgarno. In the ensuing rush narrowly avoided being stampeded by the children in their rush to get back to the park. A great day was had by everyone.
30.05.19	Dunstable and District Disabled Sports (DADDS), Houghton Regis Leisure Centre	The Mayor and Mayoress attended the Annual General Meeting which gave an overview of the year's activities, election of officers and financial report. DADDS do a terrific job in providing sporting activities for people with disabilities. The activities range from basketball, badminton, curling and pistol shooting. Volunteers are required on Tuesday afternoons so if you want to join them contact details can be provided.

1.3 The Town Mayor attended the following functions during June:

01.06.19	Incredible Edible Big Lunch 2019, Katherine Drive, Dunstable	The Mayor and Mayoress attended the lunch and gave a speech upon opening the new Wheelchair Accessible Garden. There was a large crowd who were entertained by music, dancing and face painting. It was a great day for all concerned in this communal garden project especially Sahira and Ian Ward and the team of volunteers.
01.06.19	The Ceremony of Beating Retreat, Howbury Hall, Renhold	The Mayor and Mayoress attended the ceremony, which was hosted by Helen Nellis, Her Majesty's Lord-Lieutenant of Bedfordshire, in aid of the ABF The Soldiers' Charity. The Band of the Royal Logistics Corps performed the Ceremony which was carried out to music and marching in a precise and disciplined manner. A great night with glorious weather which was attended by other dignitaries from town and parishes throughout Bedfordshire.
04.06.19	Cheering Volunteering, Grove Theatre, Dunstable	The Town Mayor and Mayoress attended the fifth, Cheering Volunteering in Central Bedfordshire Celebration. It was to recognise our fantastic volunteers and award those nominated in six categories. It was a special and emotional night to see many unsung heroes recognised for their efforts in making life better for the community and the people in the community who need support in so many ways and situations.

08.06.19	Dunstable Motor Car Rally 2019, Priory House Gardens	<p>The Town Mayor and Mayoress attended and opened this event which brought in 85 iconic motors of the bygone age. Although inclement weather, it drew a good crowd and the Mayor presented the prizes to the best motors in different categories in the afternoon.</p> <p>During the day he also attended the Truck Convoy and waved through over 100+ trucks going through the town. They then went to the Truck Festival at Billington and met the organisers, volunteers, Lee Rigby's parents and celebrity Bill Bryne of DIY SOS</p>
10.06.19	Pride of Dunstable, Charcoal House, High Street North	<p>The Town Mayor and Mayoress both attended the Pride of Dunstable Business Club where the Mayor gave a short speech on his role as and promoted Dunstable town as a flourishing place. The group is made up of local businesses who look for fun and enjoy networking and meeting up at different restaurants on the second Monday of every month. It was a most enjoyable night with good food and conversation.</p>
11.06.19	Big Lunch, Grove House Gardens, Dunstable	<p>The Town Mayor welcomed 120 guests to the 2019 Big Lunch which is a national initiative which aims to bring communities together to share some quality time, enjoyment and entertainment.</p>
12.06.19	Dunstable District Scout Council, 1 st Dunstable Headquarters, Creasey Park Drive, Dunstable	<p>The Town Mayor and Mayoress attended along with other local dignitaries the Annual General Meeting which was opened by the Chairman, Mr Roger Pepworth who reported the years activities and financial position. There were special awards for the Scouting personnel and a 50-year long service award which was richly deserved. A good night finished by a raffle and light refreshments.</p>

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

2. AUTHOR

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

DUNSTABLE TOWN COUNCIL

MINUTES OF COMMUNITY SERVICES COMMITTEE

HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE

ON MONDAY 13 MAY 2019

Present: Councillor Sid Abbott (Town Mayor); Councillor Liz Jones (Deputy Town Mayor); Councillors Wendy Bater, Lisa Bird, Greg George, Pamela Ghent, John Gurney, Peter Hollick, Gloria Martin, Cameron Restall and Gladys Sanders

In Attendance: Councillors Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, Kenson Gurney and Johnson Tamara, with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Lee Roberts

49 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Gloria Martin be appointed Chairman of this Committee for the ensuing Municipal Year 2019/2020.

50 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor Gladys Sanders be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2019/2020.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 3 JUNE 2019

Present: Councillors Liz Jones (Deputy Town Mayor), Gloria Martin (Chairman), Wendy Bater, Lisa Bird, Gregory George, Pamela Ghent, John Gurney, Peter Hollick, Cameron Restall and Lee Roberts

In Attendance: David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Kelley Hallam (Office Administrator), Sandy Coyle (Community and Young People's Services Manager) and Helen Walker-Sygrove (Priority House Manager)

Apologies: Councillors Sid Abbott (Town Mayor) and Gladys Sanders (Vice-Chairman)

Public: Two

51 MINUTES

The minutes of the meeting of the Community Services Committee held on 11 March 2019 were approved as a correct record and signed by the Chairman.

52 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Lee Roberts	Non-Pecuniary Interest	Item 8
Councillor Liz Jones	Non-Pecuniary interest	Item 9

53 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Community and Young People's Services Manager reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

The daytime hire of Grove Corner had again increased. Sight Concern, NOAH Community Café, Minds2gether and Yawn Life were all currently using the centre.

Groundwork, who had been commissioned to undertake the Town Council's youth provision for 12 months, were planning on using the Splashside Café from 18 June to hold a drop-in session, utilising both the café and the green space for activities. They would also be attending Town Council events over the summer to engage with young people and promote the new youth provision.

Members were informed that the community groups that the Town Council supported would be invited to Committee meetings to give new members an overview of what they do.

54 REVIEW OF DUNSTABLE TOWN COUNCIL YOUTH SERVICES

The Head of Community Services presented a comprehensive report that requested Members to establish a review group to look at the Town Council's youth services and to bring recommendations back to a future Community Services Committee.

The Town Council had been delivering youth services from Grove Corner for over 15 years. The format had remained the same throughout; three nights a week, free drop in 13 to 19 year olds, 7.00 pm to 9.30 pm. Whilst there had always been fluctuations in attendance, since September 2017, numbers had steadily dropped despite the Senior Youth Officer who was in post at the time, carrying out outreach and visiting schools.

With the Senior Community and Young People's Services Officer position now vacant and the impending retirement of the Senior Community and Young People's Services Manager it was recommended that the Committee form a review group along with representatives from Groundwork and DTC staff to review the whole service provision.

The Committee were asked to pass any ideas they may have to officers before the review meetings began.

RESOLVED: that Councillors Bird, Ghent, Gurney, Hollick, Martin and Restall form the review group along with Groundwork representatives and DTC Officers to bring recommendations back to this Committee in September.

55 EVENTS AND MARKETING

The Head of Community Services presented an update report on the 2019/2020 events programme. She also updated members on the usage of the Council's website and social media.

The St George's event had been cancelled due to high winds. It was the first time in 10 years that an event had been cancelled due to weather. The decision had not been taken lightly but the risk was too high to run the event safely.

Around the World had been very successful with over 2,000 people attending and positive feedback received from the public.

The Committee were informed that since 1 January the Dunstable Town Council website had had 56,421 page views. Facebook was the most popular way to engage with the public with the Facebook page now having over 6,000 likes with last month's post reach up by 44% to 66,158 and engagement increasing by 184% to 40,941.

The first edition of Poised would be delivered from 7 June. The new magazine was aimed at encouraging people from outside villages/towns to shop in Dunstable and use the facilities. In total 20,650 copies would be delivered.

Members were informed that Houghton Regis Town Council had requested one of the Council's free uses of the Grove Theatre for their Christmas event. The Town Council's uses were usually offered to Dunstable community groups but as yet had not had any other requests. Members discussed the request and it was put to the vote.

RESOLVED: that the Houghton Regis Town Council's request for the use of one of the Town Council's free uses of the Grove Theatre be declined.

56 PRIORY HOUSE

The Priory House Manager presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

Showcase shelving had been fully booked for April and May and already had bookings for the coming months. It was noted that there had been several new traders recently.

The Classic Motor Rally would take place on 8 June. There were currently 210 applicants across all categories.

A new initiative, Tea and Tots, aimed at parents/carers with young babies that launched in March had been well attended initially but had now waned a little.

Members noted that the Income and Expenditure report as at the end of the financial year showed a positive variance.

Members congratulated all the Priory House staff for their hard work in making it a very successful year.

57 DUNSTABLE TOWN CENTRE SERVICES

The Head of Community Services updated the Committee on Town Centre Services including Ashton Square Toilets and the themed and craft market trader figures.

Two Porters had recently been recruited to work twice a month at the themed/craft markets.

Officers had still not received any dates for when the works to the Ashton Square toilets would begin.

Free events had been organised throughout the summer by the Town Centre Services Officer. These included The Invisible Art Trail, Football on the Square, Seaside Day and the lottery funded event, Weird and Wonderful which would be a two-day event.

The Town Council in partnership with CBC and The Joint Committee had set up a Shop Front Improvement Scheme. Independent retailers could apply for up to £500 match funding towards the cost of improving their shop fronts. As yet no-one had applied even though the Town Centre Services Officer had hand delivered leaflets to all shops.

A Shop Watch Scheme had been newly formed for retailers of Dunstable with the purpose of sharing intelligence for the common purpose of reducing retail crime. This was in partnership with Bedfordshire Police, Central Bedfordshire Council and Dunstable Town Council.

The Town Centre Services Officer had been working closely with CBC's Planning Enforcement Team looking at units which were falling into disrepair. Warning letters had been sent to several landlords/owners and section 215 notices had been issued where necessary.

58 PETER NEWTON PAVILION – BEDFORDSHIRE FOOTBALL ASSOCIATION

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

59 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

No report.

Dunstable Town Band:

No report.

DUNSTABLE TOWN COUNCIL

MINUTES OF GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE

ON MONDAY 13 MAY 2019

Present: Councillor Sid Abbott (Town Mayor); Councillor Liz Jones (Deputy Town Mayor);
Councillors Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, Greg
George, Pamela Ghent, Kenson Gurney, Gladys Sanders and Johnson Tamara

In Attendance: Councillors Wendy Bater, John Gurney, Peter Hollick, Gloria Martin and
Cameron Restall with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Lee Roberts

47 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Liz Jones be appointed Chairman of this Committee
for the ensuing Municipal Year 2019/2020.

48 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor Lisa Bird be appointed Vice-Chairman of this
Committee for the ensuing Municipal Year 2019/2020.

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 10 JUNE 2019

Present: Councillors Liz Jones (Deputy Town Mayor & Chairman), Lisa Bird (Vice-Chairman), Matthew Brennan, Mark Cant, Philip Crawley, Greg George, Pamela Ghent, Kenson Gurney, Johnson Tamara

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

Apologies: Councillors Sid Abbott (Town Mayor) and Gladys Sanders

Public: None

60 MINUTES

The Minutes of the meetings of Grounds and Environmental Services Committee held on 18 March 2019 were approved as a correct record and signed by the Chairman.

61 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

62 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 12 March, 9 April, 30 April and 21 May 2019 be received.

63 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS

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

a) Dunstable Cemetery

Members received the burial figures for March to May 2019 along with the profiled income and expenditure figures as at the end of March 2019. These indicated a positive variance of £29,834. Members noted that the figures are subject to audit and final checks.

The Green Flag judges had visited the Cemetery to assess the site in early May. The judge's decision on retaining the Green Flag would be announced at the end of June with an award ceremony taking place on 18 July.

b) Allotments

There were currently 68 people on the waiting list. Members received the detail of the waiting list. There were currently only 4 vacant plots, which were in the process of being let.

c) Recreation Grounds

Since the last report there had been four incidents of vandalism within the recreation grounds, three of which were at the new adventure play area at Bennett Memorial Recreation Ground.

Installation of the new adventure play area was completed on budget and schedule and had been very well received by the public. Members applauded the work by officers to complete the project.

The Head of Grounds and Environmental Services gave an update on a recent meeting with the Police and Central Bedfordshire Council officers regarding recent antisocial behaviour at Bennett's, confirming that the matter was a priority for the Police. Officers will also be looking at options to improve CCTV coverage of the play area from the Splashside Café.

With the exception of Mentmore Recreation Ground, all height restriction barriers, lock shrouds, bollards and fencing, which were agreed as part of the recreation ground security improvements, had been completed.

d) Town Centre Area

The grounds team had been preparing the beds for the summer bedding displays and floral planters, baskets and troughs had been installed at various locations around the town.

In Bloom judging would be taking place in July. New initiatives they would visit include a gardening project at Westfield Nursery, the Old Palace Lodge Tudor Garden and a sensory garden at Chiltern View Care Home.

e) Town Ranger Service

The Town Rangers were now using the hot water system of weed control across the Town Centre to reduce the amount of herbicide used.

A new contract to periodically clean Maypole Yard has been secured by the Town Ranger team.

64 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

The Sports and Leisure Facilities Manager presented a detailed report on recent operations at the Centre including pitch and function hire and marketing and trading account figures.

The main pitch was now closed for renovations but had been used for eight cup or league finals from various leagues including Bedfordshire FA.

Creasey Park had hosted the inaugural Luton Town International Youth Cup. 40 teams competed with 2500 spectators. The weekend had been very lucrative for both pitch and catering income. Luton Town had already booked for next year.

A 3-year agreement had been signed with Central Bedfordshire College for ATP use and room hire.

A 12-week art class was being held at CPCFC, with the hirer already looking to book additional classes on Monday evenings.

Members agreed to form a focus group of Councillors and Officers to review financial and contractual arrangements at Creasey Park. Councillors Liz Jones (Chairman), Mathew Brennan, Greg George and Kenson Gurney agreed to participate in the group.

Bennett's Splash and the Splashside Café were now open. The indifferent weather had brought mixed usage, but the addition of Bennett's Adventure Play was a key addition to boost café income.

Members raised concerns about parking problems in local roads around Bennett's and noted that Central Bedfordshire Council were working on a parking strategy which would be consulted on later in the year.

65 BENNETT'S ADVENTURE PLAY FENCING

The Head of Grounds and Environmental Services presented a detailed report that asked Members to consider if they wished to fence the new adventure play area at Bennett Memorial Recreation Ground, to review the options available for fencing and to authorise spending.

Members debated the issue and discussed the advantages and disadvantages for fencing and the options proposed. Members decided that it would be appropriate to consult with park users and concluded that if a fence was required, they would prefer to use metal bow top fencing in green or brown colours.

- RESOLVED:**
- (i) that Officers undertake an on-site consultation with visitors to the play area, during the summer, to determine peoples view on the need for a fence.
 - (ii) that, subject to the outcome of the consultation, the Head of Grounds and Environmental Services, in consultation with the Chairman of Grounds and Environmental Services, be authorised to determine whether to proceed with a fence.
 - (iii) that the Committee recommend to Finance and General Purposes Committee the release of £22,000 from the Open Spaces Improvement Plan reserve to provide a dog proof fence.

66 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:
No updates.

DUNSTABLE TOWN COUNCIL

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD AT ALL SAINTS ACADEMY, HOUGHTON ROAD, DUNSTABLE

ON MONDAY 13 MAY 2019

Present: Councillor Sid Abbott (Town Mayor); Councillor Liz Jones (Deputy Town Mayor); Councillors Wendy Bater, Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, John Gurney, Kenson Gurney, Peter Hollick, Gloria Martin, Cameron Restall and Johnson Tamara

In Attendance: Councillors Lisa Bird, Greg George, Pamela Ghent and Gladys Sanders with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Lee Roberts

45 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor Peter Hollick be appointed Chairman of this Committee for the ensuing Municipal Year 2019/2020.

46 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: that Councillor Philip Crawley be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2019/2020.

MEETING OF DUNSTABLE TOWN COUNCIL

24 JUNE 2019

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/2019

Purpose of Report:	i) To approve the Annual Governance Statement and Accounting Statements as included in the Annual Governance and Accountability Return for the year ended 31 March 2019 for submission to the Auditor.
	ii) To authorise the Chairman to sign the Return on behalf of the Council.

1. ACTION RECOMMENDED

- 1.1 That the Council approves the Annual Governance Statement and the Accounting Statements as part of the Annual Governance and Accountability Return for the year ended 31 March 2019, for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (S1 2015/234).
- 1.2 That the Chairman be authorised to sign the Annual Governance and Accountability Return for the year 2018/2019 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 GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2019

- 3.1 The Annual Return comprises:

Annual Internal Audit Report 2018/19
Annual Governance Statement 2018/19 (Section 1)
Accounting Statements 2018/19 (Section 2)
External Auditor Report and Certificate (Section 3)

- 3.2 The Annual Governance and Accountability Return is enclosed at Appendix 1 and will be submitted to the Auditor with the requisite Intermediate Audit Questionnaire and all supporting documentation.

Annual internal Audit Report

- 3.3 The Council should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- 3.4 The Council's Internal Auditor has duly completed the relevant part of the Annual Return, assigning positive assurances in all areas. (The signature has been redacted on the copy submitted.) This was completed on his visit on 17 May 2019 and in support of the assurances, the final update report was submitted to Finance and General Purposes Committee on the 17 June 2019.

Annual Governance Statement

- 3.5 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.
- 3.6 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 referred to above, from which it will be noted that there are no issues arising which require Members' attention.
- 3.7 Other evidence includes budgetary control reports submitted to Accounts Sub-Committee and quarterly Financial Monitoring reports submitted to Finance and General Purposes Committee.
- 3.8 The Town Clerk and Chief Executive produces a Corporate Risk Log each year with the Annual Report. 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.
- 3.9 The Council has adopted a Corporate Plan detailing the Council's achievements during the year with a suite of performance indicators which are regularly monitored. The outcomes for 2018/2019 are included in the Annual Report to be considered later in the Agenda.
- 3.10 If approved in the affirmative, the Annual Governance Statement will be signed by the Chairman and Clerk to this Council Meeting.

Financial Statements

- 3.11 At the meeting of Finance and General Purposes Committee held on 17 June 2019, 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.
- 3.12 The following financial statements are enclosed as Appendices to provide Members with further information:

Annual Return Boxes and worksheet reconciling all entries (Appendix 2)

Schedule of Loans and Long Term Liabilities (Appendix 3)

Financial Statements for the year ended 31 March 2019 (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.)

- 3.13 The table below summarises the movement in the General Reserve with a contribution from Reserve at year ended 31 March 2019 of £93,477.

	Balance at 1st April	(Expenditure from)/contribution to	Balance at 31st March
			(inc stock)
2017/18	585,195	28,851	614,046
2018/19	614,046	93,477	520,569

External Auditor Report and Certificate

- 3.16 Section 3 of the Annual Return 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 26 June 2019 and will end on 6 August 2019.
- 4.3 All statements will be published from 26 June 2019 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 5 July 2019.
- 5.2 The Council's appointed auditors are Mazars of Durham.

6. FINANCIAL IMPLICATIONS

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

7. APPENDICES

- Appendix 1 - Annual Governance and Accountability Return
- Appendix 2 - Annual Return Worksheet
- Appendix 3 - Schedule of Loans and Long-Term Liability
- Appendix 4 - Financial Statements – separate enclosure (not subject to Audit)

8. AUTHOR

- 8.1 Lucy Salim – Head of Finance and Support Services (and Responsible Financial Officer)
E-mail: lucy.salim@dunstable.gov.uk

Annual Governance and Accountability Return 2018/19 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2018/19

DUNSTABLE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			N/A
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable N/A

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

Date(s) internal audit undertaken

3 & 4/10/18 22 & 23/11/19 17/5/19

Name of person who carried out the internal audit

A Shepherd-Roberts

Auditing Solutions Ltd

Date

17/5/19

Signature of person who carried out the internal audit

*If the response is 'no' you must include a note to 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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

DUNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

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

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2018/19 for

DUNSTABLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,456,867	1,464,615	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> 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	2,178,736	2,219,034	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,318,949	1,098,903	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	-1,569,598	-1,603,213	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	-120,341	-117,416	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,799,998	-1,537,919	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,464,615	1,524,004	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	1,743,870	1,709,358	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,528,423	7,742,323	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,115,438	1,049,636	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, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

14/06/19

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

DUNSTABLE TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Dunstable Town Council
Annual Return 31st March 2018

	2018 £	2019 £
Box 1 Balances brought forward	1,456,867	1,464,615
Box 2 (+) Annual Precept	2,178,736	2,219,034
Box 3 (+) Total other receipts	1,318,949	1,098,903
Box 4 (-) Staff costs	- 1,569,598	- 1,603,213
Box 5 (-) Loan interest/capital repayments	- 120,341	- 117,416
Box 6 (-) Total other payments	- 1,799,998	- 1,537,919
Box 7 (=) Balances carried forward	1,464,615	1,524,004
Box 8 Total Cash & Investments	1,743,870	1,709,358
Box 9 Total Fixed assets	7,528,423	7,742,323
Box 10 Total Borrowings	1,115,438	1,049,636

	2018	2019
Reconciliation Of Boxes 7 & 8		
Total Cash & Investments	1,743,870	1,709,358
Add: Debtors & Stock	154,935	269,626
Less: Creditors etc	-	- 292,702
Less: Grant Income in Advance	-	- 187,498
	<u>1,464,614</u>	<u>1,524,004</u>

Box 7 =		
General Reserve	614,046	520,570
EMR	850,569	1,003,436
Capital Receipt	<u>1,464,615</u>	<u>1,524,006</u>

Annual Return Worksheet

Summary of Accounts

Consolidated Revenue Account	Net	Expenditure	Income
Net Cost of Services	-236920	2911628	-3148548
Interest Payable	51612	51612	
Interest Receivable	-7848		-7848
Asset Sale Proceeds	0		
Movement in Reserves	152866		
Capital Expenditure (tfr to CFA)	67963	67963	
Loan Repayments (tfr to CFA)	65804	65804	
Depreciation	0		
Deferred Grants	0		
Precept	0		
Surplus Deficit for the Year	93477	3097007	-3156396
Deduct			
Loan Charges		-117416	
Staff Costs (Note:)		-1603213	
Precept			Box 5 Box 4 Box 2
Capital Receipts/Expended		0	2219034
Loan Receipts/Expended		0	0
Def'd Grants/Expended		161541	-161541
Rounding			
		1537919	-1098903
		Box 6	Box 3

Balance Sheet

Fixed Assets	4946670	4946670	Box 9
Add back depreciation		2795653	
		7742323	
Intangible Assets			
Investments		0	
Current Assets		1709358	
Cash/Bank/Inv	1978984		
Other	1706358		
Loans	289626		
Other	-358792		
Current Liabilities			
Loans	-66090		
Other	-292702		
Long Term Liabilities	-983546		
Deferred Grants	-2303714		
	3279602	1709358	-1049636
		Box 8	Box 10
Represented by:			
Council Investment in Fixed Assets			
ARR			
CFR	1755598		
Expendable Reserves		1755598	
CRR	0		
EMR	1003435		
Gen Fund	520569		
	1524004		Box 7
	3279602		

Annual Return Statement of Accounts

	Last Year	This Year	Variance
	£	£	
1 Balances brought forward	1456667	1464615	
2 (+) Annual Precept	2178736	2219034	1.85%
3 (+) Total other receipts	1318949	1098903	-16.68%
4 (-) Staff costs	-1569598	-1603213	2.14%
5 (-) Loan interest/capital repayments	-120341	-117416	-2.43%
6 (-) Total other payments	-1799698	-1537919	-14.56%
7 (=) Balances carried forward	1464615	1524004	Check
8 Total Cash & Investments	1743870	1709358	
9 Total Fixed assets	7528423	7742323	2.84%
10 Total Borrowings	1115438	1049636	-5.90%
Reconciliation Of Boxes 7 and 8			
Total Cash & Investments	1743870	1709358	
Add: Debtors & Stock	154935	266626	
Less: Creditors etc	-246683	-292702	
Less: Grant Income in Advance	-187498	-162278	
Rounding	1		
	1464615	1524004	

DUNSTABLE TOWN COUNCIL - SCHEDULE OF LOANS - PUBLIC WORKS LOAN BOARD									
PWLB	Nominal Code	Amount	Term	Type	Annual Principal	Annual Interest	Total payable	Amount Outstanding	
		o/s 1.4.18			Principal	Interest		o/s 31.3.19	
Luton Road	401	10,093.75			1,062.50	884.53	1,947.03	9,031.25	
Performance Area/ Cemetery Extension	402	42,531.77	25 years	annuity	5,133.00	2,269.62	7,402.62	37,398.77	
Priory House Part 1	403	266,666.48	30 years	EIP	16,666.68	12,731.24	29,397.92	249,999.80	
Priory House Part 2	"	72,180.17	30 years	EIP	4,374.58	3,518.78	7,893.36	67,805.59	
							37,291.28		
Grove House Part 1	404	117,300.00	30 years	EIP	6,900.00	5,720.97	12,620.97	110,400.00	
Grove House Part 2		291,666.50	30 years	EIP	16,666.68	12,793.74	29,460.42	274,999.82	
							42,081.39		
Cemetery Loan 2008	405	315,000.00	30 years	EIP	15,000.00	14,877.75	29,877.75	300,000.00	
		1,115,438.67			65,803.44	52,796.63	118,600.07	1,049,635.23	
						Box 10 Annual Return		1,049,635.23	

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

24 JUNE 2019

**ANNUAL REPORT 2018/19 AND REVIEW OF CORPORATE GOVERNANCE
ARRANGEMENTS**

Purpose of Report:	The purpose of this report is for the Council to agree the Annual Report for 2018/19. 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 2018/19 (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 2018/19. 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 2018/19

- 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 2018/19 the Council made further progress regarding Corporate Governance arrangements. The following actions were completed:
 - The Standing Orders and Constitution were updated including provision for Councillor numbers reducing from 21 to 18
 - The Financial Regulations were updated and a new Head of Finance and Support Services was recruited who is a qualified CIPFA accountant
 - The Council retained its IIP accreditation following an on-site inspection in February 2019
- 4.2 In addition the following actions were implemented in response to the Council's Environment and Sustainability Policy:
 - Chipping woody green waste and using it as a mulch on shrub borders. This has recently been completed in Grove House Gardens.
 - Composting leaves collected in the autumn and re using the composted material as a soil conditioner and mulch on flowerbeds and borders. Again, this has recently been completed in Grove House Gardens.
 - Introducing a pilot recycling scheme in the cemetery extension to ask visitors to separate plastic plant pots and green waste from general waste so that it can be more easily recycled. The plastic pots will be made available to Dunstable in Bloom and its partners for growing plants.
 - Purchase of battery powered trimmers and cutters to reduce CO2 emissions, reduce the use of fossil fuels and eliminate hand-arm vibration risks.
 - Treat all weeds at Dunstable Cemetery with hot water treatment to eliminate the use of herbicides.
 - Lighting in the Grove House outbuildings is now all via LED's
- 4.3 It is important that the Council remains focused on Governance issues and as a result further reviews will take place during 2019/20.

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 2019/20.

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 AND EQUALITY AND DIVERSITY 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) 2018/19 (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

DUNSTABLE TOWN COUNCIL

CORPORATE RISK LOG 2019/20

AN ASSESSMENT OF THE COUNCIL'S ORGANISATIONAL STRATEGIC RISKS

RISK	ASSESSMENT OF RISK			RESOURCES REQUIRED	CONTROLS	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			
Appropriate decision making at Political level	4	4	16	None at this stage	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	4	1	4	Annually	2020	Town Clerk and Chief Executive

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			
Financial management	4	4	16	4	1	4	Annually	2018	Town Clerk and Chief Executive and Head of Finance and Support Services
				RESOURCES REQUIRED	CONTROLS				
				Already identified in revenue budget The Council improved its reserves position at the end of 2018/19 The Dunstable tax base used for calculating the precept is forecasted to continue rising over the next few years	The Council is subjected to both internal and external financial audits. There is an appointed Responsible Financial Officer who is the Council's Head of Finance and Support Services, a qualified CIPFA accountant who in turn is supported by a Finance Officer.				

RISK	ASSESSMENT OF RISK (Assume NO controls in place)			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK (Control measures in place)			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	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	2020	Town Clerk and Chief Executive and Senior Management Team

RISK	ASSESSMENT OF RISK (Assume NO controls in place)			CONTROLS	RESOURCES REQUIRED	ASSESSMENT OF RESIDUAL RISK (Control measures in place)			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Personnel and management of human resources	4	4	16	The Council is continuingly 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 2019/20	4	1	4	Annually	2020	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)					(Control measures in place)					
	SEVERITY	L'HOOD	RISK RATING			SEVERITY	L'HOOD	RESIDUAL RISK RATING			
Insurance, legal and public protection	4	3	12	The Council makes provision for public, employers, fidelity, building, contents and equipment etc insurance liability. All insurance cover is reviewed on an ongoing basis and adjustments such as new purchases and additional service provision is identified. The Council retains the services of a legal advisor.	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			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	RISK RATING			
Care of children and young people (child protection)	4	3	12	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 retained the assistance of a qualified youth worker through Groundwork	Already identified in revenue budget	4	1	4	The child protection policy was recently reviewed and updated	Ongoing	Head of Community Services

ASSESSMENT OF RISK (Assume NO controls in place)		ASSESSMENT OF RESIDUAL RISK (Control measures in place)			RESOURCES REQUIRED	CONTROLS	REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
		SEVERITY	L'HOOD	RISK RATING					
RISK Care of vulnerable adults	SEVERITY	4	2	8	Already identified in revenue budget.	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.	Ongoing	Ongoing	Head of Community Services
	L'HOOD	4	1	4					

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			
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 into the future especially at the Creasey Park Community Football Centre, Dunstable Cemetery, 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			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	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 as well as the annual production of service plans	Further skills based training is required in a number of areas but resources are identified in the training budget.	4	2	8	Ongoing	Ongoing	Senior Management Team

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			
Property Management	4	4	16	4	3	12	Ongoing	2020	Town Clerk and Chief Executive
				RESOURCES REQUIRED					
				<p>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</p> <p>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 now the feasibility study is completed. Members will need to consider creating a new Cemetery allocated reserve in the near future</p>					

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			
Cemetery Management	4	3	12	4	2	8	Ongoing	2020	Head of Grounds and Environmental Services
	<p>CONTROLS</p> <p>The Council employs a cemetery team including grounds staff and managerial post was created in 2014. The Cemetery Manager has part completed 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</p>			<p>RESOURCES REQUIRED</p> <p>Already identified in revenue budget</p> <p>The Council achieved silver standard for the ICCM Charter for the Bereaved and the Cemetery hold a Green Flag</p> <p>The Council will need to consider establishing an allocated new Cemetery reserve in the near future</p>					

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	RISK RATING			
Developing new and additional services (devolution)	4	4	16	The Council may wish to enhance any new services delivered and this would be considered through the budget setting process – the Council has assumed responsibility for the management of CPCFC, Dunstable Market Rights, Ashton Square toilets' and a Town Ranger service, a new skate and splash park park and numerous contracts for external works.	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:

Council health and safety:	Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
Manual handling assessment:	Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
COSHH assessments:	Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
Administration of all other risk assessments:	Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
Vetting of subcontractors' health and safety policies:	Senior Management Team Town Clerk and Chief Executive Head of Finance and Support Services Head of Community Services Head of Grounds and Environmental Services
Auditing of health and safety compliance at all work sites:	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: 24 June 2019 – Town Clerk and Chief Executive

(Minute)

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 Sid Abbott
Signature:
Position: Town Mayor
Date:

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

24 JUNE 2019

NOMINATIONS FOR REPRESENTATION ON CHARITIES

Purpose of Report:	The purpose of this report is for the Council to nominate representatives for Dunstable charities given below in paragraph 2
---------------------------	--

1. ACTION RECOMMENDED

1.1 That the Council nominates representatives to serve on Dunstable charity committees as set out in paragraph 2 below.

2. INTRODUCTION

2.1 Every year, at the annual council meeting, nominations are made by the Council for Council representatives on various charities and outside organisations as shown on the schedule given at appendix 1.

2.2 Members will note that following this years Annual Council Meeting there are still outstanding nominations for the following charities:

Chews Foundation x 2 nominations
Poor's Land Charity x 2 nominations

2.3 This report requests that members resolve four nominations for the vacant positions given above.

2.4 The Council may also wish to consider that over the next few years, terms of office are aligned to the four-year Council cycle and only Council members should be nominated as Council representatives.

3. FINANCIAL IMPLICATIONS

3.1 None

4. POLICY AND CORPORATE PLAN IMPLICATIONS

4.1 The recommendation given above accords with the Council Corporate Priority of 'Continuing to Represent Residents and Businesses of Dunstable on Key Strategic Issues Facing the Town '.

5. HEALTH AND SAFETY IMPLICATIONS

5.1 None

6. HUMAN RESOURCE IMPLICATIONS

6.1 None

7. LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS

7. Nominated members need to be mindful of their responsibilities on the charity they are nominated to as they could be volunteering to become trustees of the charity or directors of charitable companies.

8. APPENDICES

- 8.1 Appendix 1 - Schedule of nominated members on outside organisations

9. AUTHOR

- 9.1 David Ashlee – Town Clerk and Chief Executive
E-mail: david.ashlee@dunstable.gov.uk

**DUNSTABLE TOWN COUNCIL
REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

<u>Body</u>	<u>Representative</u>
Observer at CBC Development Committee x 2	Councillor Sid Abbott Named substitute – Councillor Gloria Martin
Dunstable International Town Twinning Association x 3	Councillor Sid Abbott (Town Mayor), Councillor Alan Corkhill, Councillor Peter Hollick
South Beds Dial-A-Ride Management Committee x 1	Councillor Gloria Martin
CAB Management Committee x 1	Councillor Wendy Bater
Hospice at Home Management Committee x 1	Councillor Liz Jones
Dunstable Town Band x 1	Councillor Gloria Martin
Dunstable and District Scout Council Executive x 1	Councillor Cameron Restall
Ashton Schools Foundation x 1	Councillor Gloria Martin, Ann Sparrow (4-year term until June 2020)
Chews Foundation x 2	VACANT, VACANT (4- year) term until 2023)
Poor's Land Charity x 2	VACANT, VACANT (4- year term until 2023
Lockington Charity x 2	Mr T Owens and Mr J Bradley (4-year term of office until January 2020)
Marshe Charity x 2	Mr T Owens and Mr J Bradley (4-year term of office until January 2020)
Ashton Almshouses Charity x 2	Councillor Alan Corkhill, Councillor Peter Hollick (4- year term of office until 2023)