

**LEIGHTON-LINSLADE TOWN COUNCIL**

**POLICY AND FINANCE COMMITTEE**

**3 AUGUST 2015 AT 1930 HOURS**

Present: Councillors: R Berry  
D Bowater  
A Brandham  
S Cotter  
A Dodwell  
J M Freeman  
T Morris (substituting for K Ferguson)  
G Perham  
E Wallace

Also in attendance: M Saccoccio (Town Clerk)  
S Sandiford (Committee Officer)  
S Lakin (Principal Highways Officer, Central Bedfordshire Council) – left at 1945 hours

Members of the public: 0  
Members of the press: 0

**014/PF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillor K Ferguson (substituted by Councillor T Morris).

**015/PF DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

**016/PF QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**017/PF CYCLING TOWN FUNDS**

The Committee was addressed by S Lakin of Central Bedfordshire Council, regarding the release of Cycle Town Funds previously acquired by Central Bedfordshire Council, in partnership with Leighton-Linslade Town Council, for a three year project to improve cycling infrastructure. Unspent funds remaining at the end of the project had been held in an earmarked reserve by the Town Council. The majority of the sum required was in order for Central Bedfordshire Council to acquire land on Grovebury Road, which would allow a section of footway to be widened, to enable its shared use.

It was noted that the held funds remaining from the Cycle Town project could only be used for the purpose of investing into cycling infrastructure.

**RESOLVED to endorse the transfer of Cycle Town funds held by the Town Council to Central Bedfordshire Council.**

#### **018/PF MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee meeting held on 8 June 2015 were received.

**RESOLVED that the minutes of the Policy and Finance Committee meeting held on 8 June 2015 be approved as a correct record and were signed accordingly.**

#### **019/PF MINUTES OF SUB-COMMITTEE MEETINGS**

The Committee received the draft minutes of the Accounts Sub-Committee meeting held on 11 June 2015, the Personnel Sub-Committee meeting held on 6 July 2015 and the Police Liaison Sub-Committee meeting held on 20 July 2015.

**RESOLVED to receive the draft minutes of the Accounts Sub-Committee meeting held on 11 June 2015, the Personnel Sub-Committee meeting held on 6 July 2015 and the Police Liaison Sub-Committee meeting held on 20 July 2015.**

The Committee received the draft minutes of the Market Sub-Committee meeting held on 16 July 2015 and gave consideration to the recommendations contained therein.

Minute reference 008/MK (Market General report): it was proposed by Councillor R Berry and seconded by Councillor S Cotter that the recommendation to purchase two bespoke trailers for the market be approved.

**RESOLVED to approve the purchase of two bespoke trailers for the market, at an approximate cost of £3,500 each, to be met from budget code EMR 920/9005 (Policy and Finance/Market Stalls).**

Minute reference 010/MK (Market Rules & Regulations): a report and copies of the new Market Rules and Regulations and Application Forms were reviewed by the Committee. The wording of points 2, 11 and 17 of Appendix A (Rules and Regulations) was questioned and amendments suggested. It was proposed by Councillor R Berry and seconded by Councillor S Cotter that the documents be approved.

**RESOLVED to endorse the new Market Rules and Regulations and Application Forms.**

**020/PF COMMITTEE OBJECTIVES AND WORK PLAN**

The Committee received the Committee objectives and work plan for 2015-2016, based on the Town Council Three Year Plan as well as projects previously endorsed by the Committee.

It was noted that two items had been completed, with work underway on most projects. A query was raised regarding the timescale for reviewing Investors in People or ISO accreditation; this would be dependent on resources and other projects had been identified as a higher priority, but it was possible that this might be undertaken earlier than anticipated.

**RESOLVED to note the Committee objectives and work plan for 2015-2016.**

**020/PF BUDGET MONITORING REPORT**

The Committee received a copy of a three-month budget monitoring report for the period 1 April – 30 June 2015. Minor queries were raised in respect of Human Resources consultancy, I.T. support, website maintenance and market income.

It was noted that officers were currently in the process of re-profiling and streamlining budget codes. It was requested that consideration be given to the creation of a central salaries budget code.

**RESOLVED to note the report.**

**021/PF BUDGET TIMELINE 2016-2017**

The Committee received a report outlining the proposed timetable for the 2016-2017 budget setting process.

**RESOLVED to note the proposed timetable for the 2016-2017 budget setting process.**

**022/PF INSURANCE CLAIMS 2014-2015**

The Committee received a report providing information regarding the Town Council's insurance policy. A three year agreement with Zurich Municipal had been entered into in June 2013, to provide appropriate cover for potential risks. Existing cover would end on 30 June 2016. It was noted that one claim had been made for the year 1 July 2014 – 30 June 2015 and that this claim had subsequently been withdrawn with no costs awarded.

**RESOLVED to note the information regarding the Town Council's insurance policy.**

**023/PF COMPLAINTS/FREEDOM OF INFORMATION REQUESTS 2014-2015**

The Committee received a report regarding the complaints procedure (attached as an appendix) and was asked to note that no complaints had been received regarding the Town Council's procedures or administration in the last municipal year.

The Committee was also advised that one Freedom of Information request had been received within the last municipal year. A response had been provided within the required twenty working days.

**RESOLVED to note the information regarding complaints and Freedom of Information requests.**

**024/PF BUSINESS CONTINUITY PLAN**

The Committee received a copy of the updated Emergency and Business Continuity Plan for the Town Council. It was clarified that copies of the Plan were held off-site and it was anticipated that testing would be undertaken within the next couple of months.

**RESOLVED to note the information.**

**025/PF QUALITY AWARD**

The Committee received an update in respect of the Town Council aspiration to apply for the Quality award by the end of 2015, following an initial accreditation at Foundation level. A number of actions to meet the Quality criteria had been completed, with others scheduled to take place before September. It was anticipated that a further update would be brought to the next Committee meeting.

**RESOLVED to note the report and await a further update at the next meeting.**

**026/PF PROMOTIONAL VIDEOS**

The Committee received a report recommending the commencement of a scoping exercise, to determine the potential costs involved in the creation of a series of town videos to help promote and raise the profile of the town amongst both parishioners and visitors alike. A short film created of the 2015 Linslade Canal Festival was shown by way of demonstration. It was agreed that video clips would bring aspects of the town to life and enhance the information available on the Town Council's website.

The Committee agreed that further investigation should take place but that if possible, filming should be undertaken for the forthcoming Sunday band concerts, as the current Music in the Park programme was due to finish before the next committee meeting.

**RESOLVED that:**

- (i) A scoping exercise be undertaken into the creation of a series of town videos to help promote and raise the profile of the town.
- (ii) A competitive tendering exercise be undertaken and the outcome presented to a future Committee meeting.
- (iii) Filming be undertaken for the Music in the Park concerts during August/September 2015 if possible.

**027/PF TRAINING POLICY**

The Committee received a draft Training Policy for consideration. This had been updated from the previous version, last reviewed in 2008.

**RECOMMENDED to Council to endorse the updated Training Policy (see Appendix A).**

**028/PF BATPC COUNTY COMMITTEE**

The Committee received a copy of correspondence dated 23 July 2015 from the Bedfordshire Association of Town & Parish Councils, in respect of elections to the County Committee. It was agreed to provide information to all Members of the Town Council to determine whether anyone might be interested in standing for election.

**RESOLVED to note the correspondence.**

The meeting closed at 20:33 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 3 AUGUST 2015.

Chair

14 SEPTEMBER 2015

**APPENDIX A****TRAINING POLICY****1 Introduction**

- 1.1 Leighton-Linslade Town Council is an organisation in which learning is valued. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Leighton Buzzard and Linslade.

**2 Staff and Councillors are entitled to**

- Equality of opportunity in all aspects of their development.
- An induction programme into their own roles as well as to the workings of Leighton-Linslade Town Council.
- An understanding of the direction and objectives of the Council.
- An understanding of the contribution that is expected of them.

**For Staff**

- Clear and measurable objectives for their performance at work.
- An annual review of their performance, role and training needs.
- A personal development plan which addresses their development needs.
- Records of training needs and training undertaken will be maintained as part of individual personal records.
- A Town Mayor, Leader and Town Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control. Where appropriate training will be linked to external standards e.g. NVQ's.

**For Councillors**

- General training in parish council level matters e.g.
  - Duties of a councillor
  - Code of Conduct
- Specialist training according to need and role in the Council and Committees
  - Chairmanship
  - IT
  - Planning

**3 Resources**

Appropriate sums will be made available in each budgetary period to allow required training to take place.

**4 Main Training Providers**

- Bedfordshire Association of Town and Parish Councils
- National Association of Local Councils
- Society of Local Council Clerks
- Institute of Cemetery and Crematorium Management
- Central Bedfordshire Council
- Shuttleworth College
- Luton Borough Council