

LEIGHTON-LINSLADE TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

19 JUNE 2017 AT 1930 HOURS

Present: Councillors: R Berry
K Cursons
S Cursons
A Dodwell
K Ferguson
J M Freeman
S Jones
C Palmer
G Perham
E Wallace – in the Chair

Also in attendance: M Saccoccio (Town Clerk)
S Sandiford (Head of Democratic and Central Services)
C Cummins (Finance Officer)

Members of the public: 0

248/PF APPOINTMENT OF VICE CHAIR

It was proposed and seconded that Councillor S Jones be appointed Vice Chair of the Committee for 2017-2018. There were no further nominations.

RESOLVED to appoint Councillor S Jones Vice Chair of the Policy and Finance Committee for 2017-2018.

249/PF APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor S Cotter and Councillor F Kharawala.

250/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.

Councillor J M Freeman declared a personal interest in agenda item 9 (Payments) as the list of payments included a grant payment to the Carnival Committee, of which he was Chair.

251/PF QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

252/PF MINUTES OF PREVIOUS MEETING

The Committee received the minutes of the Policy and Finance Committee meeting held on 10 April 2017 for consideration.

A query was raised and answered in respect of the water bill for Parson's Close Recreation Ground (underestimated in 2016-17 and now amended) and the gas charges at the cemetery (billed based on an estimate and a refund of £6,000 had now been received).

RESOLVED that the minutes of the Policy and Finance Committee meeting held on 10 April 2017 be approved as a correct record and signed accordingly.

253/PF SUB-COMMITTEES

The Committee received the draft minutes of the Grants and Awards Sub-Committee meeting held on 8 May 2017.

RESOLVED to receive the draft minutes of the Grants and Awards Sub-Committee meeting held on 8 May 2017.

Minute Reference 043/G: it was proposed and seconded that the recommendation in respect of Guaranteed Grant funding be approved.

RESOLVED to adjust the Guaranteed Grant budget for 2017-2018 and subsequent years, to reflect the higher value of the Guaranteed Grants approved in May 2016 (the shortfall for 2017-18 amounting to £3,798).

Minute Reference 044/G: it was proposed and seconded that the recommendation in respect of the return of grant monies be approved.

RESOLVED that any grant funds returned by FORATAILL be ringfenced for future grant funding.

The Committee received and gave consideration to the Terms of Reference for its Sub-Committees.

RESOLVED that no changes be made to the Terms of Reference for Sub-Committees of the Policy and Finance Committee at this time.

254/PF COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received a report summarising the key responsibilities of the Committee as well as the objectives within the Town Council's Three Year Plan 2015-2018 which fell within the remit of the Committee. In addition, a summary was provided regarding additional work undertaken recently and proposed work streams for the relevant service areas for the

future, including a detailed project plan and timescales for Communications and I.T. related projects.

RESOLVED to note the report and endorse that the proposed tasks and objectives outlined be included in the Committee work plan for 2017-2018.

The Committee received a draft work plan for 2017-2018, based on the Town Council's Three Year Plan as well as the standing items to be considered by the Committee. Proposed amendments, highlighted in blue, indicated the proposed additional tasks and projects as outlined in the previous report.

RESOLVED to approve the amended work plan and objectives for 2017-2018.

255/PF TOWN COUNCIL OBJECTIVES

The Committee received a report in respect of Town Council objectives. Of the 40 objectives set out in the Three Year Plan for 2015-2018, 18 had been completed with the remaining 22 at various stages of completion. It was proposed that a number of these be carried forward to the next three year plan, along with a number of objectives put forward by elected Members. It was agreed that a number of minor amendments were required to the draft document, after which public consultation could be undertaken.

A number of previous objectives were raised during discussion and it was agreed to extend the scope of the objective relating to Pages Park Pavilion to include Pages Park itself as well as Pages Field.

RESOLVED:

- (i) To note the report.**
- (ii) To ratify the objectives as set out in the report (subject to the amendments above) and agree that they be progressed through the relevant Standing Committees thereafter.**
- (iii) On operational and budget setting grounds, to carry out a public consultation exercise to help inform the next generation of objectives for the plan period 2018-2021 (with any necessary costs to be met from budget 4384/12 Professional Fees).**

256/PF APRIL AND MAY 2017 PAYMENTS

The Committee received six schedules of payments dated 12 April 2017, 18 April 2017, 19 April 2017 and 8 May 2017 as approved for payment by the Town Clerk and counter-signed by two account signatories (see Appendix A).

The schedules included BACS payments amounting to £111,608.99 (page numbers 2115-2117 and 2120-2131) and cheque payments amounting to

£8,147.36 (cheque numbers 16987 - 17001), including White House petty cash amounting to £118.99, Astral Park petty cash amounting to £171.88 and TACTIC petty cash amounting to £45.74.

The monthly salaries listing for April 2017, amounting to £104,409.25 gross was received. A cash book report for April 2017, including details of all direct debit payments, was also received.

RESOLVED to note the schedules of accounts for April 2017.

It was noted that all payments had been made within the budget and that there were no irregularities to be drawn to the attention of the Committee.

The Committee received three schedules of payments dated 11 May 2017, 17 May 2017 and 8 June 2017, as approved for payment by the Town Clerk and to be counter-signed by two account signatories (see Appendix B).

The schedules included BACS payments amounting to £169,770.64 (page numbers 2133 and 2141-2152) and cheque payments amounting to £37,330.97 (cheque numbers 17002 - 17038), including White House petty cash amounting to £176.90, Astral Park petty cash amounting to £39.58 and TACTIC petty cash amounting to £22.59.

The monthly salaries listing for May 2017, amounting to £95,399.65 gross was received. A cash book report for May 2017, including details of all direct debit payments, was also received.

RESOLVED to note the schedules of accounts for May 2017.

It was noted that all payments had been made within the budget and that there were no irregularities to be drawn to the attention of the Committee

257/PF INTERNAL AUDIT REPORT (FINAL UPDATE)

The Committee received the internal audit report (final update) for 2016-2017 and it was noted that the report cited positive assurances in all areas. Thanks were expressed to all those concerned for a superb report.

RESOLVED to note the report.

258/PF TOWN MAYOR'S ACCOUNTS 2016-2017

The Committee received the final accounts for the Town Mayor's Charity Fund for the municipal year 2016-2017. A total of £8,750 had been raised for Councillor S Cotter's chosen charities of CLIC Sargent, CHUMS and the MS Society.

The Committee expressed gratitude and appreciation to Councillor Cotter for his efforts throughout the year in raising funds for three worthy causes.

RESOLVED to note the report.

259/PF MEETING ATTENDANCE 2016-2017

The Committee received a summary of Councillor meeting attendance during the municipal year 2016-2017. It was agreed that Councillors should contact officers outside the meeting to raise any queries or suggest any amendments to the format of the report.

RESOLVED to note the report.

260/PF STATEMENT OF ACCOUNTS 2016-2017

The Committee received the annual governance statement, statement of accounts and accounting statements for 2016-2017.

RECOMMENDED to Council:

- (i) **To approve and sign Section 1 – Annual Governance Statement 2016-2017**
- (ii) **To approve and sign Section 2 – Accounting Statements 2016-2017**
- (iii) **To approve the Statement of Accounts for 2016-2017 (which are not subject to audit).**

261/PF INVESTMENTS

The Committee received a report and a brief verbal overview in respect of investments.

RESOLVED to reinvest the funds currently in the existing Nationwide Business One Year Fixed Rate Saver (£1,011,000) into a Nationwide 12 Month Fixed Rate Account and a Santander 12 Month Time Deposit account (to be split equally between the two accounts).

262/PF STATEMENT OF PENSION DISCRETIONS

The Committee received a report in respect of the Town Council's Statement of Pension Discretions, adopted in 2014 and requiring review at least once every three years. It was noted that no issues or queries had arisen and that there was no formal guidance from a sector body suggesting any changes to the original policy.

A couple of minor queries were raised and agreed to be discussed further outside the meeting. It was agreed to add a review date to the policy.

RECOMMENDED to Council that the existing Town Council Statement of Pension Discretions be re-endorsed and be reviewed again in three years' time (or sooner, should legislation or sector guidance recommend this) (see Appendix C).

263/PF LEGAL UPDATES

The Committee received Legal Topic Note 80 (Members' Conduct) and Legal Briefing LG03-17 (Data Protection) issued by the National Association of Local Councils. A brief verbal update was given and it was agreed to distribute both documents to all Town Councillors for information.

RESOLVED to note the information.

Prior to closing the meeting, a one minute silence was held in recognition of the recent tragic fire at the Grenfell Tower in London.

The meeting closed at 2050 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 19 JUNE 2017.

Chair

31 JULY 2017