

**LEIGHTON-LINSLADE TOWN COUNCIL**

**POLICY AND FINANCE COMMITTEE**

**31 JULY 2017 AT 1930 HOURS**

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

Also in attendance: M Saccoccio (Town Clerk)  
S Sandiford (Head of Democratic and Central Services)  
C Cummins (Finance Officer)  
M Jahn (Committee Officer)  
Mr R Parry (Community Emergency Plan)

Members of the public: 0

**264/PF APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor K Cursons (substituted by Councillor C Perham), Councillor S Cursons, Councillor F Kharawala and Councillor K Ferguson.

**265/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 C Palmer declared a personal interest in agenda item 10 (Payments) as the list of payments included a payment relating to Leighton-Linslade in Bloom, of which his wife was a committee member.

**266/PF QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

**267/PF MINUTES OF PREVIOUS MEETING**

The Committee received the minutes of the Policy and Finance Committee meeting held on 19 June 2017 for consideration.

**RESOLVED that the minutes of the Policy and Finance Committee meeting held on 19 June 2017 be approved as a correct record and signed accordingly.**

**268/PF SUB-COMMITTEES**

(a) The Committee received the draft minutes of the Personnel Sub-Committee 10 July 2017.

Minute reference 109/PR: the Town Clerk advised that recruitment had taken place and the two positions were now filled.

**RESOLVED to receive the draft minutes of the Personnel Sub-Committee 10 July 2017.**

(b) The Committee received the draft minutes of the Police Liaison Sub-Committee 17 July 2017.

Minute reference 070/PL: The Committee considered the recommendation to endorse the purchase of Speed Watch equipment at a cost of £2400 + vat, to be funded from budget 410/4401 (Community Policing).

**RESOLVED to**

**1.1 endorse the purchase of Speed Watch equipment at a cost of £2400 + vat, to be funded from budget 410/4401 (Community Policing).**

**1.2 to receive the draft minutes of the Police Liaison Sub-Committee 17 July 2017.**

**269/PF COMMUNITY EMERGENCY PLAN**

By invitation, Mr R Parry attended the meeting to provide background information regarding the creation of a Community Emergency Plan. Following a career in disaster management, Mr Parry was now a part of Central Bedfordshire Council's emergency planning team and as a resident of the town, was willing to offer his support on a voluntary basis in order to create an emergency plan for the parish.

While Central Bedfordshire Council had statutory responsibilities and the emergency services would take the lead in any emergency situation, it was recognised that local knowledge could be crucial. To that end, it was proposed that a plan be developed using existing community networks such

as the Street Watch volunteer team. The draft plan would be brought back to the Committee for formal Town Council endorsement at a later stage.

**RESOLVED:**

- 1.1 **to note the report and supplementary information regarding a Community Emergency Plan.**
- 1.2 **to endorse the development of a Community Emergency Plan.**

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

The Committee received the Work Plan and objectives for 2017-2018 and received a verbal update in respect of Town Council office accommodation.

**RESOLVED to note the Committee Objectives and Work Plan for 2017-2018.**

**271/PF OLDER PERSONS BOOKLET**

The Committee received a report regarding a request from local volunteers to consider funding fifty percent of the cost of printing an information booklet for older people. As an unconstituted group and without its own bank account, the volunteers were unable to apply through the more formal grant application processes.

The Committee expressed support for the initiative but hoped that the group would carefully consider ways in which the project could be more sustainable in future, for example by way of formal grant applications, sponsorship, paid advertising or other fundraising mechanisms.

It was agreed to fund a one-off payment of the amount requested, subject to the remaining funds being sourced elsewhere by the volunteer group.

**RESOLVED to approve funding of up to £620 (half the total amount) for one-off print costs for an information leaflet for older persons, developed by local volunteers, subject to the remainder of the funding being sourced elsewhere.**

**272/PF MEMORIAL CLEANING**

The Committee received a report proposing that specialist cleaning be undertaken for the two town War Memorials as well as the steps of the ancient Market Cross monument. It was noted that the last clean of the war memorials had taken place three years ago, at the start of the centenary commemorations for World War 1.

**RESOLVED:**

- 1.1 **to note the report**

**1.2 to endorse the steam cleaning of the Leighton Buzzard war memorial at a cost of £2,310 + vat (to be funded from EMR Future Projects 920/9033).**

**1.3 To endorse the steam cleaning of the Linslade war memorial at a cost of £1,925.00 + vat (to be funded from EMR Future Projects 920/9033).**

**1.4 To endorse the hand cleaning of the steps of the Market Cross at a cost of £2,100 + vat (to be funded from EMR Future Projects 920/9033).**

## **273/PF JUNE 2017 PAYMENTS**

The Committee received four schedules of payments dated 12 June, 19 June and 7 July as approved by the Town Clerk and counter signed by two account signatories.

The schedules included BACS payments amounting to £103,717.18 (page numbers 2153-2154 and 2160-2171) and cheque payments amounting to £12,835.87 (cheque numbers 17039-17065), including White House petty cash amounting to £163.94, Astral Park £114.27 and TACTIC petty cash amounting to £56.51.

The monthly salaries listing for June 2017, amounting to £95,744.61 gross was received. A cash book report for June 2017, including details of all direct debit payments, was also received.

**RESOLVED to note this schedule of accounts for June 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.

## **274/PF THREE MONTH BUDGET MONITORING REPORT**

The Committee received a budget monitoring report for the period April to June 2017.

A query was raised regarding salary budgets and whether these would remain within the set budget for the year. It was noted that some salary costs would be recharged to Events Salaries, bringing expenditure back into line for the first quarter.

It was noted that the Cemetery income was high and that the Mausoleum build cost was totally funded by deposits paid.

**RESOLVED to note the report.**

## **275/PF 2018-2019 BUDGET**

The Committee received a report setting out the proposed timescale for the 2018-2019 budget setting process. It was noted that a community engagement/consultation exercise would be undertaken in the autumn in respect of future projects, to help inform the budget and development of the next three-year plan.

**RESOLVED to note the report.**

**276/PF INSURANCE CLAIMS**

In accordance with its terms of reference, the Committee received a report outlining insurance claims for the period July 2016 – June 2017.

**RESOLVED to note the report regarding the Town Council insurance policy and claims for 2016-17.**

**277/PF ASSET REGISTER**

The Committee received the asset register for consideration, including land and buildings, infrastructure assets, community assets and equipment. It was noted that a summary of liabilities would come to Committee at a later date.

**RESOLVED to note the report.**

**278/PF EXCLUSION OF THE PUBLIC**

**RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding outstanding debts.**

**279/PF WRITING OFF DEBTS**

The Committee received a report in respect of monies owed to the Town Council and the steps undertaken to try to recover outstanding debts.

**RECOMMENDED to Council that outstanding debts in the amounts of £1,199.20 and £231.00 be written off.**

The meeting closed at 2035 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 31 JULY 2017.

Chair

18 SEPTEMBER 2017