



Friday, 6 April 2018

To: Members of the Policy & Finance Committee (Councillors E Wallace, S Jones, R Berry, S Cotter, K Cursons, S Cursons, A Dodwell, K Ferguson, M Freeman, F Kharawala, C Palmer and G Perham)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Policy & Finance Committee** to be held on **Monday, 16 April 2018** commencing at **7.30 pm** in the Council Chamber, The White House, Hockcliffe Street, Leighton Buzzard, LU7 1HD..

**THIS MEETING MAY
BE RECORDED ***

Mark Saccoccio

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15 MINUTES)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing

Order No.s 1(f) and 1(h).

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 6)

To receive and approve as a correct record the minutes of the Policy & Finance Committee meeting held on 26 February 2018.

5. MINUTES OF SUB COMMITTEE MEETINGS (Pages 7 - 12)

To receive the draft minutes of the following Sub-Committee meetings and to consider the recommendation/s contained therein:

- (a) Personnel Sub-Committee 26 March 2018
- (b) Police Liaison Sub-Committee 9 April 2018

6. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 13 - 20)

- (a) To receive and note progress with the Committee objectives and work plan for 2017-2018
- (b) To receive and consider a draft Committee work plan for 2018-2019

7. CHRISTMAS FESTIVAL

To consider the recommendation made by the Cultural and Economic Services Committee on 10 January 2018 (minute ref 071/CE): **that £2000 be allocated from the Community Projects Earmarked Reserves to cover any shortfall in expected income for the Christmas Festival, to ensure the quality standard of the event would be maintained.**

8. FEBRUARY AND MARCH 2018 PAYMENTS (Pages 21 - 62)

To receive and note the schedule of payments made in February 2018 (attached) and March 2018 (to follow) (approved for payment by the Town Clerk and two bank signatories).

9. INTERNAL AUDIT REPORT (FIRST INTERIM) (Pages 63 - 70)

To receive the internal audit report for 2017-2018 (first interim) (attached).

10. BUDGET MONITORING REPORT (Pages 71 - 84)

To receive and consider a budget monitoring report for the financial year 1 April 2017 – 31 March 2018 (to follow).

11. ARRANGEMENTS WITH LOCAL AUTHORITIES (Pages 85 - 86)

To receive and note a report confirming arrangements with local authorities (attached).

12. TOWN COUNCIL ANNUAL REPORT 2017-2018 (Pages 87 - 122)

To receive and consider recommending to Council approval of the draft Town Council Annual Report for the municipal year 2017-2018 (subject to financial data being included following the close of the financial year) (attached).

13. REVIEW OF FINANCE PROCEDURES AND SYSTEM OF INTERNAL CONTROL (Pages 123 - 142)

To receive a report (attached) regarding financial procedures and the system of internal control and to consider the recommendations contained therein.

14. ONLINE PAYMENTS, BOOKINGS AND TICKETING (Pages 143 - 146)

To receive an update report in respect of online payments, bookings and ticketing (attached).

15. EXCLUSION OF THE PUBLIC

The Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: **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 the following items:**

16. GENERAL DATA PROTECTION REGULATION (Pages 147 - 154)**17. TOWN COUNCIL ACCOMMODATION****18. COMMUNITY SAFETY (OPERATION DODFORD AND CCTV) (Pages 155 - 158)**

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.
