



Friday, 8 June 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, 18 June 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. APPOINTMENT OF VICE CHAIR**
- 2. 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.

- 3. DECLARATIONS OF INTEREST**

- 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.
- 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).

- 4. 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).

**5. MINUTES OF PREVIOUS MEETING** (Pages 1 - 8)

To receive and approve as a correct record the minutes of the Policy & Finance Committee meeting held on 16 April 2018.

**6. GOVERNANCE REVIEW**

By invitation, Brian Dunleavy (Democratic Services Manager at Central Bedfordshire Council) will provide an update in respect of the Central Bedfordshire Governance Review process.

**7. SUB COMMITTEES** (Pages 9 - 16)

(a) To receive the draft minutes of the Grants & Awards Sub Committee meeting held on 14 May 2018 and to consider any recommendation/s contained therein.

(b) To consider the Terms of Reference of Sub-Committees

**8. COMMITTEE OBJECTIVES AND WORKPLAN** (Pages 17 - 20)

To receive and note progress with the Committee objectives and work plan for 2018-2019 (attached).

**9. APRIL AND MAY PAYMENTS** (Pages 21 - 76)

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

**10. INTERNAL AUDIT REPORT (FINAL UPDATE)** (Pages 77 - 84)

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

**11. TOWN MAYOR'S ACCOUNTS 2017-2018** (Pages 85 - 86)

To receive the final accounts for the Mayor's charity fundraising account for the municipal year 2017-2018 (attached).

**12. MEETING ATTENDANCE** (Pages 87 - 88)

To receive a summary of meeting attendance for the municipal year 2017-2018 (attached).

**13. STATEMENT OF ACCOUNTS 2017-2018** (Pages 89 - 102)

---

To receive and consider recommending to Council approval of the 2017-2018 Annual Return and Statement of Accounts (which are not subject to audit).

**14. INVESTMENTS** (Pages 103 - 110)

To receive a report (to follow) and to consider the recommendation/s contained therein.

**15. REVISED COMMUNITY ENGAGEMENT STRATEGY** (Pages 111 - 112)

To receive a report regarding the draft revised Community Engagement Strategy and to consider the recommendation/s contained therein.

**16. DATA PROTECTION** (Pages 113 - 152)

To receive a report in respect of data protection and to consider the recommendation/s contained therein.

**17. HONORARY BURGESS PROCEDURE** (Pages 153 - 162)

To receive a report regarding the annual Honorary Burgess procedure and to consider the recommendation/s contained therein.

**18. CALENDAR OF MEETINGS 2018-2019**

To consider recommending to Council a change of meeting date for the Planning and Transport Committee, from 1 May 2019 to 24 April 2019.

**19. TREE MANAGEMENT POLICY** (Pages 163 - 170)

To consider the recommendation made by the Grounds & Environmental Services Committee on 4 June 2018: **to consider recommending to Council re-endorsement of the Tree Management Policy, for the period 2018-2021.**

**20. 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 Town Council accommodation.

**21. TOWN COUNCIL ACCOMMODATION**

---

\* 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.

---