



Friday, 20 July 2018

To: Members of the Policy & Finance Committee (Councillors E Wallace, S Jones, R Berry, S Cotter, K Cursons, S Ward, 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, 30 July 2018** commencing at **7.30 pm** in the Council Chamber, The White House, Hockcliffe Street, Leighton Buzzard, LU7 1HD..

**THIS MEETING MAY
BE RECORDED ***

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 - 8)

To receive and approve as a correct record the minutes of the Policy & Finance Committee meeting held on 18 June 2018.

5. MINUTES OF SUB-COMMITTEE MEETINGS (Pages 9 - 16)

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

(a) Personnel Sub-Committee 2 July 2018
Recommendations at Minute reference 145/PR – see agenda item Staffing Matters

(b) Community Safety Sub Committee 16 July 2018
Recommendation at Minute reference 07/CS

6. TERMS OF REFERENCE (Pages 17 - 20)

To receive a report regarding Terms of Reference for the Personnel Sub-Committee and to consider the recommendation/s contained therein.

7. TOWN TWINNING

To receive a verbal update from the Chair of the Town Twinning Forum and consider whether to endorse, in principle, the Forum further exploring the potential to twin with a town in Italy.

8. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 21 - 24)

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

9. PAYMENTS (Pages 25 - 54)

(a) To receive and note the schedule of payments for June 2018 (paid in July 2018) (**attached**) (approved for payment by the Town Clerk and two bank signatories).

(b) To appoint a Councillor (other than the Mayor or a cheque signatory) to verify bank reconciliations on a quarterly basis as required in Financial Regulation 2.2.

10. THREE MONTH BUDGET MONITORING REPORT (Pages 55 - 66)

To receive and consider a budget monitoring report for the period April - June

2018 (attached).

11. BUDGET PROCESS 2019-2020 (Pages 67 - 70)

To receive a report regarding the 2019-2020 budget (attached) and to consider the recommendation/s contained therein.

12. ASSET REGISTER (Pages 71 - 88)

To receive and consider the asset register (attached).

13. INSURANCE CLAIMS 2017-2018

To receive and note a report regarding insurance claims within the last year (to follow).

14. DATA PROTECTION UPDATE

To receive an update report regarding Data Protection (to follow) and to consider the recommendation/s contained therein.

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 consultation on Town Council objectives, staffing matters and land east of Leighton-Linslade.**

16. RESIDENT CONSULTATION ON TOWN COUNCIL OBJECTIVES

To receive a report regarding the undertaking of a public consultation exercise in respect of future Town Council objectives and to consider the recommendation/s contained therein (to follow).

17. STAFFING MATTERS

To consider the recommendations made by the Personnel Sub-Committee meeting held on 2 July 2018.

18. LAND EAST OF LEIGHTON LINSLADE

To receive an update regarding land east of Leighton-Linslade and to consider next steps.

* 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.
