



Friday, 7 September 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, 17 September 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 - 8)

To receive and approve as a correct record the minutes of the Policy & Finance Committee meeting held on 30 July 2018

5. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 9 - 12)

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

6. RECOMMENDATIONS (Pages 13 - 22)

To consider the following recommendations:

- (i) From the Market Sub-Committee of 16 August 2018 in respect of re-profiling the market budget.
- (ii) From the Grounds & Environmental Services Committee of 10 September 2018 in respect of a draft policy for Unauthorised Encampment Management.

7. JULY PAYMENTS (Pages 23 - 48)

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

8. COMMUNICATIONS UPDATE (Pages 49 - 64)

To receive and note a communications update report (attached).

9. RISK REGISTER ACTION PLAN UPDATE (Pages 65 - 68)

To receive and note an update report regarding the 2018-19 Risk Register Action Plan.

10. EXTERNAL AUDITOR'S REPORT 2017-2018

To receive and consider the external Auditor's report for 2017-2018 (if received).

11. MOD.GOV - REVIEW OF FIRST THREE MONTHS

To receive and note a brief verbal update regarding Mod.gov meetings management software.

12. CENTRAL SERVICES BUDGETS (Pages 69 - 72)

To receive a report regarding Central Services budgets and to consider the recommendation/s contained therein.

13. STANDING ORDERS (Pages 73 - 76)

To receive a report regarding Standing Orders and to consider the recommendation/s contained therein.

(a) **COMMUNITY ENGAGEMENT STRATEGY (Pages 77 - 92)**

To receive a report regarding the Community Engagement Strategy (attached) and to consider the recommendation/s contained therein.

14. 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:

- i. Telecomms Provider
- ii. Professional fees (attached)

15. TELECOMMS PROVIDER (Pages 93 - 94)

16. PROFESSIONAL FEES (Pages 95 - 106)

* 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.
