



Friday, 9 November 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, 19 November 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 17 September 2018.

5. SUB-COMMITTEE MINUTES (Pages 7 - 18)

To receive the draft minutes of the following Sub-Committee meetings and to consider any recommendations contained therein:

- (a) Community Safety Sub-Committee 15 October 2018
- (b) Personnel Sub-Committee 22 October 2018
- (c) Grants & Awards Sub-Committee 5 November 2018

6. COMMITTEE OBJECTIVES AND WORKPLAN (Pages 19 - 22)

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

7. HEALTH & SAFETY POLICY (Pages 23 - 56)

To consider recommending to Council approval of the Health and Safety policy.

8. 2018-2019 INTERNAL AUDIT REPORT (Pages 57 - 64)

To receive and note the 2018-2019 First Interim internal audit report (attached).

9. SEPTEMBER AND OCTOBER PAYMENTS (Pages 65 - 110)

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

10. SIX MONTHLY BUDGET MONITORING REPORT (Pages 111 - 126)

To receive a budget monitoring report for the period April – September 2018 (attached).

11. 2019-2020 FIRST DRAFT BUDGET (Pages 127 - 158)

To receive a report and first draft of the budget for the financial year 2019-2020.

12. FIVE YEAR FINANCIAL PLAN (Pages 159 - 168)

To receive and consider an updated five year financial plan.

13. PARSON'S CLOSE REFRESHMENT CONCESSION

To receive a verbal update in respect of the new refreshment concession at Parson's Close Recreation Ground.

14. TOWN COUNCIL'S FIVE YEAR PLAN & OBJECTIVES (Pages 169 - 186)

- (a) To receive feedback on the residents' survey undertaken during September/October 2018 (to follow).
- (b) To receive a report in respect of a plan for the next five years and to consider the recommendation/s contained therein (to follow).

15. INVESTMENTS (Pages 187 - 190)

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

16. 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:**

17. WEBSITE DEVELOPMENT PLAN AND SUPPORT PROVIDER (Pages 191 - 194)**18. I.T. SUPPORT PROVIDER (Pages 195 - 216)****19. STAFFING (Pages 217 - 220)****20. LEGAL UPDATE (VERBAL)**

* 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.
