



Friday, 11 January 2019

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, 21 January 2019** 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 19 November 2018.

5. MINUTES OF TASK GROUP AND SUB-COMMITTEE MEETING (Pages 9 - 42)

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

- (a) Standing Orders Task & Finish Group 26 November 2018 (attached) (Recommendation at Minute Reference 6/SO – see Agenda Item 9)
- (b) Personnel Sub Committee 7 January 2019 (attached)
- (c) Community Safety Sub-Committee 14 January 2019 (to follow)

6. GENERAL GRANT APPLICATION (Pages 43 - 56)

To consider an application for a General Grant in the amount of £500 (information attached).

7. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 57 - 60)

To receive and consider the committee objectives and work plan for 2018-2019 (attached).

8. TOWN CRIER (Pages 61 - 62)

To receive a report regarding the role of Town Crier (**attached**) and to consider the recommendation/s contained therein.

9. STANDING ORDERS (Pages 63 - 92)

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

10. PAYMENTS (Pages 93 - 156)

To receive and note the schedule of payments made in December 2018 (attached) and January 2019 (to follow), (approved for payment by the Town Clerk and two bank signatories).

11. NINE MONTH BUDGET MONITORING REPORT (Pages 157 - 170)

To receive and consider a budget monitoring report for the period April - December 2018 (to follow).

12. BUCKINGHAM PALACE GARDEN PARTY (Pages 171 - 172)

To consider a nomination for the Buckingham Palace Garden Party (information **attached**).

13. 2019-2020 RISK REGISTER AND ACTION PLAN (Pages 173 - 228)

To receive a report regarding the Town Council Risk Register and Action Plan for 2019-2020 (attached) and to consider the recommendations contained therein.

14. CALENDAR OF MEETINGS 2019-2020 (Pages 229 - 232)

To receive a report and consider a draft Calendar of Meetings for the municipal year 2019-2020.

15. 2019-2020 BUDGET (Pages 233 - 264)

To receive a report regarding the 2018-2019 budget (attached) and to consider the recommendation/s contained therein.

16. DRAFT OBJECTIVES (TOWN COUNCIL STRATEGIC PLAN 2019-2024)
(Pages 265 - 266)

Further to feedback obtained during the recent residents' survey, to consider future objectives for inclusion in the Town Council's next Five Year Plan (**attached**).

17. EXCLUSION OF THE PUBLIC (Pages 267 - 378)

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) 2019 Honorary Burgess nominations: to consider the recommendation made by the Grants and Awards Sub-Committee on 5 November 2018: to consider recommending to Council approval of a nomination for the 2019 Honorary Burgess award (information attached)**
 - (ii) Monies owed to the Town Council (report to follow)**
 - (iii) Pages Park Pavilion (report attached)**
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* 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.
