



Friday, 7 June 2019

To: Members of the Policy & Finance Committee (Councillors S Jones, A Dodwell, D Bowater, C Palmer, R Berry, T Morris, G Perham, D Scott, M Freeman, R Goodchild and S Owen)
(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 June 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. 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 3(f) and 3(g).

5. 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 15 April 2019.

6. SUB COMMITTEES (Pages 7 - 8)

To consider the Terms of Reference for Sub-Committees of the Policy and Finance Committee (attached)

7. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 9 - 10)

To receive and consider the Committee work plan for 2019-2020 (attached).

8. MAY AND JUNE PAYMENTS 2019 (Pages 11 - 64)

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

9. BANK SIGNATORIES

To review existing bank signatories and agree changes for the four year term of office 2019-2023.

10. INTERNAL AUDIT REPORT (Pages 65 - 74)

To receive the Internal Audit report (final update for 2018-2019) (attached).

11. ANNUAL GOVERNANCE STATEMENT (Pages 75 - 88)

To receive a report regarding the Annual Governance Statement (section 1 of the Annual Governance and Accountability Return) (attached) and to consider the recommendation/s contained therein.

12. STATEMENT OF ACCOUNTS 2018-2019 (Pages 89 - 90)

To receive and consider recommending to Council approval of Section 2 of the Annual Governance and Accountability Return (the accounting statements for year ended 31 March 2019).

13. FINANCIAL BANKING ARRANGEMENTS (Pages 91 - 92)

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

14. TOWN MAYOR'S ACCOUNTS 2018-2019 (Pages 93 - 94)

To receive the Town Mayor's accounts for the municipal year 2018-2019 (attached).

15. MUSIC IN THE PARK (Pages 95 - 98)

Further to the recommendation made by Council on 29 April 2019, to receive a report regarding the Music in the Park programme and to consider the recommendation/s contained therein (attached).

16. GRANT APPLICATION

To receive a report regarding an outstanding General Grant application and to consider the recommendation/s contained therein (to follow).

17. DATA PROTECTION UPDATE (Pages 99 - 102)

To receive an update report regarding data protection and to consider the recommendation/s contained therein (attached).

18. WEBSITES REFRESH UPDATE (Pages 103 - 106)

To receive and note an update report in respect of the websites refresh project.

19. EVENTS HEALTH AND SAFETY REVIEW

To receive a report and consider the recommendation/s contained therein.

20. POLICIES (Pages 107 - 122)

To receive and consider recommendation to Council of approval of the following policies:

- (a) Market Critical Incident Policy and Trader Disciplinary Policy (as recommended by the Market Sub Committee meeting held 23 May 2019) (covering report and draft policies attached)
- (b) Tree Management Policy (as recommended by the Grounds & Environmental Services Committee of 10 June 2019) (if applicable)

21. 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 detail discussion regarding: insurance renewal.

22. INSURANCE RENEWAL (Pages 123 - 128)

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

* 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.