



Friday, 19 July 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, 29 July 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 3(f) and 3(g).

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 17 June 2019 (attached).

5. SUB-COMMITTEES (Pages 9 - 14)

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

- (a) Personnel Sub Committee 1 July 2019
- (b) Community Safety Sub Committee 15 July 2019

6. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 15 - 16)

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

7. JULY PAYMENTS (Pages 17 - 42)

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

8. FIRST QUARTER BUDGET MONITORING REPORT (Pages 43 - 54)

To receive and consider a budget monitoring report for the period April - June 2019 (attached).

9. INSURANCE CLAIMS (Pages 55 - 56)

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

10. ASSET REGISTER

To receive and consider the asset register (to follow).

11. COMMITTEE PAPERS (Pages 57 - 60)

To receive a report regarding committee papers (attached) and to consider the recommendation/s contained therein.

12. HARDWARE AND SOFTWARE (Pages 61 - 66)

To receive a report (attached) regarding the Town Council's computer equipment and software and to consider the recommendation/s contained

therein.

13. BUDGET PROCESS 2020-2021 (Pages 67 - 70)

To receive a report regarding the 2020-2021 budget setting process (attached) and to consider the recommendation/s contained therein.

14. BANDSTAND SIGNAGE (Pages 71 - 74)

To receive a report regarding signage for the bandstand and to consider the recommendation/s contained therein.

15. CONSULTANCY FEES

To consider (if appropriate) any recommendations arising from standing Committees in respect of fees for consultancy/scoping work.

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. INTERNAL AUDITOR

To receive a report regarding appointment of an Internal Auditor for the next five years and to consider the recommendation/s contained therein (to follow).

18. HONOURS AND AWARDS (Pages 75 - 78)

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

19. BOUNDARY REVIEW (Pages 79 - 82)

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

20. TOWN COUNCIL OBJECTIVES (Pages 83 - 100)

To receive a report regarding proposed future projects (attached) 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.
