

LEIGHTON-LINSLADE TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

26 FEBRUARY 2018 AT 1930 HOURS

Present: Councillors: R Berry
S Cotter
A Dodwell
K Ferguson
J M Freeman
S Jones – in the Chair
K Cursons
S Cursons (arrived at 1950 hours)
C Palmer
T Morris (substituting for G Perham)

Also in attendance: M Saccoccio (Town Clerk)
S Sandiford (Head of Democratic and Central Services)
A Holden (Senior Administrative Officer)
M Jahn (Committee Officer)

Members of the public: 0

322/PF APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor E Wallace, Councillor F Kharawala and Councillor G Perham (substituted by Councillor T Morris).

323/PF DECLARATIONS OF INTEREST

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

324/PF QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

325/PF MINUTES OF PREVIOUS MEETING

The Committee received the minutes of the Policy and Finance Committee meeting held on 15 January 2018 for consideration.

RESOLVED that the minutes of the Policy and Finance Committee meeting held on 15 January 2018 be approved as a correct record and signed accordingly.

326/PF COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received the Work Plan and objectives for 2017-2018. A question was raised regarding the progress of on-line bookings/payments and e-ticketing. The Committee was advised that on-line bookings would be difficult to implement because of the variation of facilities offered in the different sites and buildings, meaning that an element of human intervention was needed in considering the most appropriate site, room or pitch for a booking. However, it remained the intention to trial e-ticketing in certain circumstances.

RESOLVED to note the Committee Objectives and Work Plan for 2017-2018.

327/PF JANUARY PAYMENTS 2018

The Committee received one set of schedule of payments which had previously been approved for payment by the Town Clerk and countersigned by two account signatories.

The schedule for January dated 9 February 2018 included BACS payments amounting to £116,556.36 (page numbers 2276 - 2287) and cheque payments amounting to £2,368.23 (cheque numbers 17142-17151), including White House petty cash amounting to £71.66, Astral Park £160.32.

The monthly salaries listing for January 2018 amounting to £93,389.27 gross was received. A cash book report for January 2018, including details of all direct debit payments, was also received.

RESOLVED to note the schedules of accounts for January 2018.

It was noted that all payments had been made within the budget and that there were no irregularities to be drawn to the attention of the Committee.

328/PF TOWN COUNCIL MEMBERSHIPS

The Committee received a list advising of all current memberships of other bodies, for the Town Council and/or employees.

RESOLVED to note the report.

329/PF COMMUNICATIONS UPDATE

The Committee received a report and work plan in respect of communications, including the Town Council website, social media channels and overall communications strategy.

A question was raised about the number of copies of the About Town which were printed each time and whether they were all distributed. It was confirmed that 2,000 copies were printed and a further 700 viewed on-line for each publication. It was suggested that seeking more advertising income might allow further pages to be printed and therefore help in ensuring enough space to support the promotion of local events or organisations. This would be given consideration but it was noted that a balance was to be achieved between the amount of paid advertising, the amount of promotion of other organisations and ensuring enough focus on key Town Council communications and messages.

RESOLVED to note the report.

330/PF COMMUNITY EMERGENCY PLAN UPDATE

The Committee received a verbal update in respect of the proposed Community Emergency Plan. Following some initial work by the volunteer co-ordinator for the Plan and officers, it was intended that an open evening be held in early May, to which representatives of key local organisations would be invited, as well as any interested members of the public. A Steering Group would then be formed to take the Plan forward by finalising the content, seeking Committee endorsement and setting up ongoing communication channels.

RESOLVED to note the information.

331/PF COMMUNITY ENGAGEMENT STRATEGY

The Committee received and considered a report and draft revised Community Engagement Strategy. It was noted that the existing document was out of date and required revision to ensure that an up to date and fit for purpose policy was in place in respect of community engagement.

RESOLVED to -

- 1.1 note the report.**
- 1.2 endorse that a period of public consultation be commenced in respect of the draft revised Community Engagement Strategy.**

332/PF DATA PROTECTION UPDATE

The Committee received a verbal update in respect of General Data Protection Regulation. An information pack had been sent out to all Councillors, staff training would continue over the next two weeks and policies would continue to be updated and older documents disposed of. The appointment of a Data Protection Officer would come back to Committee for discussion in April.

RESOLVED to note the information.

333/PF MARKET TOWN REGENERATION PROJECT UPDATE

The Committee received a brief verbal update on the projects currently underway and part funded by the grant funding received as part of Central Bedfordshire Council's Market Towns Regeneration Fund. A verbal update was also provided in respect of the High Street Improvement Scheme, electronic signage, architectural lighting and the market redevelopment.

RESOLVED to note the information.

334/PF CALENDAR OF MEETINGS 2018-2019

The Committee received a draft Calendar of Meetings for the municipal year 2018-2019 for consideration, based on the committee structure and meeting frequency approved by Council in June 2016. It was clarified that additional, provisional dates for the Cultural & Economic Services Committee had been included in order that any grant applications for the Youth Promise grant could be considered, but the meetings would not otherwise take place.

RECOMMENDED to Council to approve the proposed Calendar of Meetings for the municipal year 2018-2019 (see Appendix A).

335/PF EXCLUSION OF THE PUBLIC

RESOLVED 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: (a) Town Council premises.

336/PF TOWN COUNCIL PREMISES

The Committee received a verbal update on the Town Council premises informing them that the appointed Estate Surveyor is still in negotiations with the Landlord to challenge the proposed rent increase.

The meeting closed at 2037 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 26 FEBRUARY 2018.

Chair

16 APRIL 2018.

APPENDIX A**Calendar of Meetings 2018-2019**

All meetings are held in The White House and commence at 1930 hours, unless otherwise stated

May 2018

Mon	07	BANK HOLIDAY
Wed	09	Planning & Transport Committee
Mon	14	Grants & Awards Sub Committee
Thur	17	Market Sub Committee (1030)
Mon	21	COUNCIL ANNUAL MEETING (Astral Park)
Mon	28	BANK HOLIDAY
Wed	30	Planning & Transport Committee

June 2018

Mon	04	Grounds & Environmental Services Committee
Thur	07	Partnership Committee
Mon	11	Cultural & Economic Services Committee
Mon	18	Policy & Finance Committee
Wed	20	Planning & Transport Committee
Mon	25	COUNCIL

July 2018

Mon	02	Personnel Sub-Committee
Wed	11	Planning & Transport Committee
Mon	16	Police Liaison Sub-Committee
Mon	23	Cultural & Economic Services Committee (provisional)
Mon	30	Policy & Finance Committee

August 2018

Wed	01	Planning & Transport Committee
Thur	16	Market Sub-Committee (1030)
Wed	22	Planning & Transport Committee
Mon	27	BANK HOLIDAY

September 2018

Mon	03	Cultural & Economic Services Committee
Thur	06	Partnership Committee
Mon	10	Grounds & Environmental Services Committee
Wed	12	Planning & Transport Committee
Mon	17	Policy & Finance Committee
Mon	24	COUNCIL

October 2018

Wed	03	Planning & Transport Committee
Mon	08	Personnel Sub-Committee
Mon	15	Cultural & Economic Committee (provisional)
Mon	22	Police Liaison Sub-Committee
Wed	24	Planning & Transport Committee

November 2018

Mon	05	Grants & Awards Sub-Committee
Wed	14	Planning & Transport Committee
Mon	19	Policy & Finance Committee
Thur	22	Market Sub-Committee (1030)
Thur	29	Partnership Committee

December 2018

Mon	03	Grounds & Environmental Services Committee
Mon	10	Cultural & Economic Services Committee
Wed	12	Planning & Transport Committee

January 2019

Mon	07	Personnel Sub-Committee
Wed	09	Planning & Transport Committee
Mon	14	Police Liaison Sub-Committee
Mon	21	Policy & Finance Committee
Mon	28	COUNCIL
Wed	30	Planning & Transport Committee

February 2019

Thur	07	Partnership Committee
Wed	20	Planning & Transport Committee
Thur	21	Market Sub-Committee (1030)
Mon	25	Policy & Finance Committee

March 2019

Mon	04	Grounds & Environmental Services Committee
Mon	11	Cultural & Economic Services Committee
Wed	13	Planning & Transport Committee
Mon	18	PARISH MEETING
Mon	25	Personnel Sub-Committee

April 2019

Mon	01	Police Liaison Sub-Committee
Wed	03	Planning & Transport Committee
Mon	08	Grants & Awards Sub-Committee
Thur	11	Partnership Committee
Mon	15	Policy & Finance Committee
Mon	22	BANK HOLIDAY
Mon	29	COUNCIL

May 2019

Wed	01	Planning & Transport Committee
Mon	06	BANK HOLIDAY
Mon	20	COUNCIL ANNUAL MEETING (Astral Park)
Mon	27	BANK HOLIDAY
Wed	29	Planning & Transport Committee
Thur	30	Market Sub-Committee (1030)