

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 15 APRIL 2019 AT 7.30 PM

Present: Councillors S Jones (Vice-Chair)
 R Berry
 K Cursons
 S Cursons
 A Dodwell
 M Freeman
 C Palmer
 G Perham

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 M Jahn, Committee Officer

Members of the public: 0
Members of the press 0

464/PF APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor F Kharawala.

465/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.

Councillor C Palmer declared a personal interest in agenda item 7 (Payments) as the list of payments included a payment relating to Leighton-Linslade in Bloom, of which his wife was a committee member.

Councillor J M Freeman declared a personal interest in item 12 Remembrance Day. A Dispensation Form had been completed, requesting that permission to speak and/or vote on the items be granted by the Committee.

Councillors K Cursons and S Cursons declared a personal interest in item Minutes of Sub Committee Meetings item 5(c) - an application received from All Saints Church for £500 grant funding.

RESOLVED to approve the request for a dispensation from Cllr J M Freeman, allowing him to speak and vote on agenda item 12 (Remembrance Day).

466/PF QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

There were no questions from the public.

467/PF MINUTES OF PREVIOUS MEETING

The Committee received the minutes of the Policy and Finance Committee meeting held on 25 February 2019 for consideration.

Minute reference 454/PF Minutes of the last meeting – an email had been sent to Brian Dunleavy of Central Bedfordshire Council regarding the boundary review and a reply was awaited.

Minute reference 455/PF Committee Objectives and Work Plan regarding Town Council Accommodation – it was confirmed that paperwork was now with Land Registry and would be finalised shortly.

Minute reference 456/PF February 2019 Payments Judicial review – the costs from the court had now been paid by the Town Council and it was anticipated that £20,000 would be recovered from the claimant.

Minute reference 457/PF Communications Update – it was confirmed that the website refresh project was well underway and an indicative illustration of the new home page was circulated.

Minute reference 462/PF Future High Street Fund – Central Bedfordshire Council had confirmed two projects could be submitted for funding and the process for selecting which towns would be involved was on-going.

Minutes reference 473/PF Police Crime Commissioner Correspondence – it was confirmed the Town Clerk had responded to the Police Crime Commissioner and the response had been acknowledged.

RESOLVED that the minutes of the Policy and Finance Committee meeting held on 25 February 2019 be approved as a correct record and were signed accordingly.

468/PF MINUTES OF SUB COMMITTEE MEETINGS

The Committee received the draft minutes of the Personnel Sub-Committee held on the 25 March 2019.

RESOLVED to receive the draft minutes of the Personnel Sub-Committee held on 25 March 2019.

The Committee received the draft minutes of the Community Safety-Sub Committee held on 1 April 2019.

Minute reference 30/CS CCTV & Re-Deployable Cameras – it was noted that officers had recently met with Central Bedfordshire officers to discuss CCTV and the future upgrade to digital cameras. The existing locations for CCTV had also been reviewed.

It was noted that 6 new radios had been purchased with ear pieces and three allocated to the Street Watch volunteers.

A total of £1400 from the Operation Dodford underspend was allocated to the local Boxing Club.

RECOMMENDED to Council to approve the Operation Dodford framework agreement for the year commencing 1 April 2019.

RESOLVED to receive the draft minutes of the Community Safety-Sub Committee held on 1 April 2019.

The Committee received the draft minutes of the Grants Sub-Committee held on 8 April 2019.

Minute reference 074/G General Grant Applications – the application received from All Saints Church had been deferred as clarification was needed from the Society of Local Council Clerks and National Association of Local councils regarding relevant legislation. Once received the application would be taken to a meeting of the Policy and Finance Committee for determination.

RESOLVED to receive the draft minutes of the Grants Sub-Committee held on 8 April 2019.

469/PF **COMMITTEE OBJECTIVES AND WORK PLAN**

The Committee received a report summarising the key responsibilities of the Committee, as well as the objectives within the Town Council's Three Year Plan 2015-2018 which fell within the remit of the Committee.

RESOLVED to note the Committee Work Plan and Objectives for 2018-2019.

The Committee received and considered the draft Work Plan and Objectives for 2019-2020.

RESOLVED to note the Draft Committee Work Plan and Objectives for 2019-2020.

470/PF **MARCH AND APRIL 2019 PAYMENTS**

The Committee received a schedule of payments which had previously been approved for payment by the Town Clerk and countersigned by two account signatories. No written questions had been received prior to the meeting.

The schedule for March dated 19 February 2019, included BACS payments amounting to £100,314.86 (page numbers 2506 - 2515) and cheque payments amounting to £938.30 (cheque numbers 17323 – 17331) including White House petty cash amounting to £10.91, Astral Park £124.80 and TACTIC £41.04.

The monthly salaries listing for March 2019 amounting to £97,241.16 gross was received. A cash book report for February 2019, including details of all direct debit payments, was also received.

The schedule for April dated 21 March 2019, included BACS payments amounting to £233,464.88 (page numbers 2516, 2520-2535) and cheque payments amounting to £4,272.30 (cheque numbers 17332 – 17,346) including White House petty cash amounting to £98.89, Astral Park £54.20 and TACTIC £21.30.

The monthly salaries listing for April 2019 amounting to £92,783.18 gross was received. A cash book report for April 2019, including details of all direct debit payments, was also received.

RESOLVED to note the schedule of accounts for March and April 2019.

RESOLVED to note the report.

471/PF TWELVE MONTH BUDGET MONITORING REPORT

The Committee received a budget monitoring report for 1 April 2018 – 31 March 2019. No questions were raised and thanks were given to officers for their hard work in achieving delivery within budget.

RESOLVED to note the report.

472/PF CODE OF CONDUCT REVIEW

The Committee received and considered a report to review the Town Council's code of conduct. This followed a thorough review including sector guidance, the Model developed by the National Association of Local Councils and the local authority code of conduct. It was noted that future amendments might be proposed as a result of the Government standards review report which had been published in January.

RECOMMENDED to Council approval of the proposed amendments to the Town Council's Code of Conduct, as set out in the attached document.

473/PF ARRANGEMENTS WITH LOCAL AUTHORITIES

The Committee received and considered a report outlining existing arrangements with local authorities.

474/PF ANNUAL REPORT 2018-2019

The Committee received the draft Town Council Annual Report 2018-2019. The report followed a more abbreviated format and contained key highlights from the year. It was noted that financial information would be finalised following completion of the year end accounts.

RECOMMENDED to Council to approve the written content of the annual report for 2018-2019 (financial information to follow after completion of the financial year end).

475/PF REMEMBRANCE DAY

The Committee received a report to endorse the hire of a public address system for the Remembrance Sunday Commemoration which takes place in Church Square, Leighton Buzzard.

RESOLVED:

- (i) to endorse the hire of a public address system for Remembrance Sunday with the likely hire cost of circa £1,000 to be met from the Town Council's General Reserves**
- (ii) to include this as a revenue budget item from 2020-2021 onwards.**

476/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 the following items: Monies Owed to the Town Council.

477/PF MONIES OWED TO THE TOWN COUNCIL

The Committee received and considered a report for the recovery of unpaid market rents.

RESOLVED to endorse the commissioning of a Small Claims Court Claim to recoup market rent owes as well as any costs associated with the recovery of the arrears.

The meeting closed at 8.00 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 15 APRIL 2019.

Chair

DATE