



Friday, 6 November 2020

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, 16 November 2020** commencing at **7.30 pm** in the This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020.

**THIS MEETING MAY
BE RECORDED ***

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)

This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020

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 - 12)

(a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 21 September 2020 (attached) and the Extraordinary Policy and Finance Meeting held on 29 October 2020. (attached) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. CITIZENS ADVICE LEIGHTON-LINSLADE (Pages 13 - 60)

(a) By invitation, Kash Karimzandi, Chief Officer of CALL, will attend the meeting to provide an update regarding Town Council grant funding and services.

(b) To consider any funding arrangements from 2021-22 for Citizens Advice Leighton-Linslade.

6. ON-LINE BUSINESS PORTAL (Pages 61 - 70)

Further to discussion at the Partnership Committee of 3 September 2020 and the Cultural & Economic Committee of 7 September 2020, to receive information on the creation of an online business portal and to consider whether to endorse the release of up to £5,000 from earmarked reserves.

7. MARKET SUB COMMITTEE RECOMMENDATIONS (Pages 71 - 74)

a) To receive a report on market rents (**attached**) and consider the recommendation therein.

b) To consider recommendations made by the Market Sub-Committee meeting held 5 November 2020 in respect of cashless payments (original report **attached**).

8. MINUTES OF SUB-COMMITTEE MEETINGS (Pages 75 - 90)

To receive the draft minutes of the following meetings and to consider any recommendations contained therein:

(a) Personnel Sub-Committee 12 October 2020

(b) Community Safety Sub-Committee 26 October 2020

(c) Grants & Awards Sub-Committee 2 November 2020

9. TOWN MAYOR'S ACCOUNTS 2019-2020 (Pages 91 - 92)

To receive and note the Town Mayor's Charity Fund accounts for the period

May 2019 – September 2020 (attached).

10. INTERNAL AUDIT REPORT 2020-21 (FIRST INTERIM) (Pages 93 - 100)

To receive and note the Internal Audit Report 2020-21 (First Interim) (attached).

11. PUBLIC LIFE STANDARDS CONSULTATION (Pages 101 - 102)

To receive information (attached) and consider whether to submit any response to the National Association of Local Councils for the consultation by the Committee for Standards in Public Life.

12. VOLUNTEER POLICY

To receive the revised Volunteer Policy (attached) and to consider recommending approval thereof to Council.

13. COMMITTEE WORK PLAN AND OBJECTIVES (Pages 103 - 106)

(a) To receive and consider the Committee work plan and objectives for 2020-21 (attached).

(b) To note that the telecoms contract and confidential waste contract reviews are deferred until Spring 2021.

14. SIX MONTH BUDGET MONITORING REPORT (Pages 107 - 116)

To receive and note the six month budget monitoring report for April-September 2020 (**attached**).

15. SEPTEMBER AND OCTOBER 2020 PAYMENTS

To receive and note the schedule of payments made for September 2020 (**attached**) and October 2020 (**to follow**) (approved for payment by the Town Clerk and two bank signatories).

16. FIRST DRAFT BUDGET 2021-2022 (Pages 117 - 172)

To receive the first draft budget for 2021-2022 and a covering report (attached).

17. 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:

18. COVID-19 RESPONSE (Pages 173 - 182)

To receive a report and to consider the recommendations contained therein (attached).

* 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.
