



Friday, 8 January 2021

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, 18 January 2021** 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 ***

<https://tinyurl.com/y8udd2uo> or by telephone: +44 20 3795 5672 (Conf.ID: 823 742 986#)

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)

- (a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 16 November 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 9 - 10)

Further to the resolution made at the previous meeting, to consider a report from Citizens Advice Leighton-Linslade regarding funding **(attached)**.

6. MINUTES OF SUB COMMITTEES (Pages 11 - 14)

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

- (a) Personnel Sub-Committee 4 January 2021 **(attached)**
- (b) Community Safety Sub-Committee 11 January 2021 **(to follow)**

7. COMMITTEE OBJECTIVES AND WORKPLAN (Pages 15 - 18)

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

8. NINE MONTH BUDGET MONITORING REPORT

To receive and note the nine-month budget monitoring report for April-December 2020 **(to follow)**.

9. NOVEMBER AND DECEMBER 2020 PAYMENTS (Pages 19 - 36)

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

10. 2021-2022 RISK REGISTER AND ACTION PLAN (Pages 37 - 210)

To receive a report regarding the Town Council Risk Register and Action Plan for 2021-2022 **(attached)** and to consider the recommendations contained

therein.

11. MARKET RENTS (Pages 211 - 212)

To receive a report regarding market pitch fees (**attached**) and to consider the recommendation/s contained therein.

12. DATA STORAGE (Pages 213 - 214)

To receive a report regarding increasing server storage capacity (**attached**) and to consider the recommendation/s contained therein.

13. REMEMBRANCE SUNDAY BUDGET AND MEMORIAL CLEANING BUDGET
(Pages 215 - 218)

To receive a report regarding Remembrance Sunday and memorial cleaning budgets (**attached**) and to consider the recommendation/s contained therein.

14. NEIGHBOURHOOD PLAN (Pages 219 - 222)

To receive a report regarding neighbourhood planning (**attached**) and to consider the recommendation/s contained therein.

15. DRAFT BUDGET 2021-2022 (Pages 223 - 250)

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

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: Community Volunteer Award Nominations, Telecomms Contract and Van Hire.

17. COMMUNITY VOLUNTEER AWARD NOMINATIONS 2021 (Pages 251 - 256)

18. TELECOMMS CONTRACT (Pages 257 - 260)

19. VAN HIRE (Pages 261 - 266)

* 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.
