



Friday, 9 April 2021

To: Members of the Policy & Finance Committee (Councillors S Jones, A Dodwell, C Palmer, R Berry, T Morris, G Perham, D Scott, M Freeman, R Goodchild, S Owen and F Kharawala)
(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, 19 April 2021** commencing at **7.30 pm**. 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/9bt4ew7j> or by tel: +44 20 3795 5672 (Conf. ID: 885 310 236#)

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).

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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 - 12)

- (a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meetings held on 22 February 2021 and on 29 March 2021 (**attached**) in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. MINUTES OF SUB COMMITTEES (Pages 13 - 16)

- (a) To receive the draft minutes of the Personnel Sub-Committee meeting held on 23 March 2021 (**attached**) and to consider the recommendation/s contained therein.
- (b) To receive the draft minutes of the Community Safety Sub-Committee meeting held on 12 April 2021 (**to follow**) and to consider the recommendation/s contained therein.

6. MARKET POWERS (Pages 17 - 34)

To receive a report on Leighton Buzzard Market powers and consider the recommendations therein (**attached**).

7. MARCH 2021 PAYMENTS

To receive and note the schedule of March invoices paid in April 2021 (**to follow**) (approved for payment by the Town Clerk and two bank signatories).

8. ANNUAL REVIEW OF FINANCIAL REGULATIONS AND INTERNAL CONTROLS (Pages 35 - 42)

To receive a report on the annual governance review (**attached**) and to consider the recommendation/s contained therein.

9. HEALTH AND SAFETY POLICY (Pages 43 - 76)

To review and consider recommending to Council of the Health and Safety Policy for 2020-21.

10. LONE WORKING POLICY (Pages 77 - 86)

To review and consider recommending to Council of the Lone Working Policy for 2020-21.

11. PARSON'S CLOSE RECREATION GROUND: ACCESSIBLE ADVENTURE PLAY (Pages 87 - 172)

To consider the recommendation made by the Grounds and Environmental Services Committee on 8 March 2021: **to consider the funding options to deliver this £297,947.00 project and to consider funding through the United Kingdom Debt Management Office via a Public Work Loan or from Town Council held reserves.**

12. COMPLAINTS POLICY (Pages 173 - 198)

To receive a report regarding a review of the Complaints Policy (**attached**) and to consider recommending to Council approval of a revised Complaints Policy.

13. FREEDOM OF INFORMATION POLICY (Pages 199 - 232)

To receive a report (**attached**) regarding the Council's Freedom of Information Policy and to consider the recommendations contained therein.

14. DRAFT ANNUAL REPORT 2020-2021 (Pages 233 - 248)

To consider recommending approval of the draft Annual Report for 2020-21 (**attached**) to Council (financial information to be added following approval by Council of the year end accounts in June 2021).

15. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 249 - 258)

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

(b) To receive and consider the draft Committee work plan and objections for 2021-22 (**attached**).

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: appointment of planning consultant.**

17. APPOINTMENT OF PLANNING CONSULTANT (Pages 259 - 308)

* 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.
