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Friday, 19 March 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, 29 March 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/yfr7u29x> or by tel: +44 20 3795 5672 (Conf.ID: 754 663 936#)

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. CCTV DIGITAL UPGRADE PROJECT (Pages 1 - 8)**

- (a) By invitation, Steve Barrett, Safer Neighbourhood Manager at Central Bedfordshire Council will attend the meeting to provide an update on the area-wide CCTV digital upgrade including anticipated costs and timescales.
- (b) To consider approving expenditure from the Future Projects earmarked reserve 9033/925, as set out in the Council's Five Year Financial Plan, to fund the upgrade of 7 cameras in Town Council parks to digital, with associated costs for installation and transmission links.

**5. MINUTES OF SUB COMMITTEES (Pages 9 - 18)**

- (a) To receive the minutes of the Standing Orders Task and Finish Group meetings held on 26 November 2020 and 11 January 2021 **(attached)**.
- (b) To receive and approve as a correct record the minutes of the Standing Orders Task and Finish Group meeting held on 26 February 2021 **(attached)**.

**6. PROPOSED AMENDMENTS TO STANDING ORDERS (Pages 19 - 50)**

To receive a report and proposed amendments to Town Council Standing Orders **(attached)** and to consider the recommendation/s contained therein.

**7. ENVIRONMENTAL AMBITIONS AND EQUALITIES STATEMENT ACTIONS (Pages 51 - 52)**

To receive a report regarding the Town Council's adopted Environmental Ambitions and Equalities Statement and to consider the recommendation/s contained therein.

**8. POLICY REVIEW (Pages 53 - 62)**

To receive a report regarding Town Council policies and procedures **(attached)**

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and to consider the recommendation/s contained therein regarding proposed policies to be reviewed.

**9. DRAFT THIRD PARTY FUNDING/USE OF ASSETS PROTOCOL** (Pages 63 - 64)

As resolved at its meeting held 18 January 2021 (Minute reference 190/PF), to consider a draft Protocol on third party funding and use of Council assets by third parties **(attached)**.

**10. FEBRUARY PAYMENTS 2021** (Pages 65 - 78)

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

**11. BUDGET UNDERSPEND RECOMMENDATION**

To consider the recommendation made by the Cultural & Economic Services Committee on 1 March 2021: **to carry forward underspend of £2,000 from Buzzard Trails (4509/101) to earmarked reserve (9018/970) to fund annual maintenance to the Children's Trail.**

*(this will be a recommendation to Council)*

**12. INTERNAL AUDIT REPORT** (Pages 79 - 86)

To receive and note the Internal Audit report (Interim Update 2020-21) **(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.

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