



Friday, 11 June 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, 21 June 2021** commencing at **7.30 pm** in the Astral Park Sports & Community Centre, Johnson Drive, Leighton Buzzard LU7 4AY.

**THIS MEETING MAY
BE RECORDED ***

Mark Saccoccio

M Saccoccio
Town Clerk

Please do not attend this meeting if:

- You, anyone you live with or anyone in your support bubble has tested positive for Covid-19 or has symptoms of Covid-19.
- You have been advised to self-isolate by NHS Test and Trace, the NHS pp or for any other reason.
- You are within the required quarantine period having returned to the UK from a non-exempt country.

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).

Members of the public are very welcome to attend the meeting but are asked to note that attendance numbers must be limited to mitigate for Covid-19 risks. Please contact us to advise if you wish to attend before 4pm on the day of the meeting. Written representations may also be submitted before 4pm on the day of the meeting

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 meetings held on 19 April 2021(**attached**) in accordance with Standing Order 12.

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

5. APRIL & MAY PAYMENTS 2021 (Pages 9 - 46)

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

6. TWELVE MONTH BUDGET MONITORING REPORT (Pages 47 - 58)

To receive and note the 12-month budget monitoring report for the period 1 April 2020 – 31 March 2021(**attached**).

7. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 59 - 62)

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

(b) To consider a request to move Tendering & Procurement to the September 2021 meeting (officers due to undertake SLCC training in July 2021) and to replace this with the mid-term review of the Five Year Plan & Objectives in July 2021.

8. SUB COMMITTEE TERMS OF REFERENCE (Pages 63 - 64)

To review and consider whether any changes are required to Sub-Committee Terms of Reference (**attached**).

9. MAKING MEETINGS ACCESSIBLE POLICY (Pages 65 - 68)

To review and consider recommending to Council approval of a Making Meetings Accessible Policy (**draft attached**).

10. INTERNAL AUDIT REPORT: FINAL UPDATE 2020-2021 (Pages 69 - 76)

To receive the Internal Audit Report (Final Update) for 2020-2021 (**attached**) and to consider any recommendation/s contained therein.

11. ANNUAL GOVERNANCE STATEMENT & STATEMENT OF ACCOUNTS 2020-2021 (Pages 77 - 84)

(a) To receive a report following the end of year accounts for 2020-2021 (**attached**) and to consider the recommendation/s contained therein.

(b) Further to the annual governance review presented to Committee on 19 April 2021, to consider recommending to Council approval of Section 1 of the Annual Governance and Accountability Return (the annual governance statement for 2020-2021) (**attached**).

(c) To receive and consider recommending approval to Council of Section 2 of the Annual Governance and Accountability Return (the accounting statements for year ended 31 March 2021) (**attached**).

12. 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 interest: 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: Planning Consultant Report.

13. PLANNING CONSULTANT REPORT (Pages 85 - 96)

To receive the consultant's report commissioned in respect of developing a planning led policy and to consider next steps.

* 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.