



18 June 2021

To: The Town Mayor and all Members of Leighton-Linslade Town Council

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of Leighton-Linslade Town Council to be held on **Monday, 28 June 2021** commencing at **7.30 pm** in the Astral Park Sports & Community Centre, Johnson Drive, Leighton Buzzard, LU7 4AY.

*Mark Saccoccio*

**THIS MEETING MAY  
BE RECORDED\***

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.

**Prayers will be said at 1920 hours**

## AGENDA

### 1. APOLOGIES FOR ABSENCE

- (a) 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.
- (b) To consider a request for a leave of absence for Councillor B Spurr for health reasons.

### 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. TOWN MAYOR'S ANNOUNCEMENTS**

**4. LEADERS' ANNOUNCEMENTS**

**5. QUESTIONS FROM THE PUBLIC**

- (a) To receive questions and statements from members of the public as provided for in Standing Order Nos.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.

**6. MINUTES OF PREVIOUS MEETING (Pages 1 - 18)**

- (a) To receive and approve as a correct record the minutes of the Council meetings held on 26 April 2021 and on 4 May 2021 (**attached**) in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meetings (if appropriate).

**7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 (Pages 19 - 26)**

- a) As presented to the Policy & Finance Committee on 21 June, to receive a report regarding the end of year accounts for 2020-2021 (attached) and to consider the recommendations contained therein.
- b) As presented to the Policy & Finance Committee on 21 June, to consider approval of Section 1 of the Annual Governance and Accountability Return (the annual governance statement for 2020-2021) (attached).
- c) As presented to the Policy & Finance Committee on 21 June, to consider approval of Section 2 of the Annual Governance and Accountability Return (the accounting statements for year ended 31 March 2021) (attached).

**8. APPROVED DECISIONS 5 MAY - 27 JUNE 2021 (Pages 27 - 28)**

To formally note decisions made in the period 5 May – 27 June 2021 through

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the agreed procedure of delegated authority to the Town Clerk with email approval from at least a quorum of Members of the Council (**attached**).

**9. I.T. EXPENDITURE** (Pages 29 - 30)

To receive a report regarding I.T. expenditure (**attached**) and to consider the recommendations contained therein.

**10. COMMITTEES** (Pages 31 - 32)

a) To agree the size, political representation, membership and Chairmanship of Town Council standing Committees for the municipal year 2021-2022.

b) To agree the five Town Council Members to be appointed to the Leighton-Linslade Partnership (joint) Committee for 2021-2022 (Chairman to be appointed by the Committee at its first meeting).

**11. APPOINTMENTS TO OUTSIDE BODIES** (Pages 33 - 34)

To agree Councillor representatives to outside bodies including those receiving ongoing grant funding from the Town Council, for the municipal year 2021-2022.

**12. QUESTIONS FROM COUNCILLORS**

To receive questions from Councillors as provided for in Standing Order No.27<sup>1</sup>, provided three clear days' notice of the question has been given to the person to whom it is addressed.

**13. TOWN CENTRE CAR PARKING**

To consider the following Motion submitted by Councillor R Goodchild:

a). In furthering its commitment to the improvement and enhancement of the High Street retail experience and to aid the economic development of same, this Council requests the Town Clerk to instigate talks with Central Bedfordshire Council to provide the groundwork for a future agreement to enable free parking in all the town centre car parks for a trial period of three months.

b). The Town Clerk is further requested to ascertain the likely costs in the provision of said agreement including an accurate assessment any consequential loss of parking fee revenue by Central Bedfordshire Council that would have to be underwritten by Leighton-Linslade Town Council and bring a report to the meeting of Policy & Finance Committee scheduled for 26<sup>th</sup> July 2021.

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<sup>1</sup> a Councillor may seek an answer to a question concerning any business of the Council provided 3 clear working days notice of the question has been given to the Proper Officer.

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**14. TOWN CENTRE**

To consider the following Motion submitted by Councillor S Owen and seconded by Councillor R Goodchild:

That this Council, recognising the changes in retail shopping habits that have gathered pace during the pandemic, resolves to organise a Members Workshop, led by suitable retail shopping consultants, with a view to revising the Town Council's strategic aims for town centre shopping. The Council asks the Town Clerk to report to an early meeting of the Partnership Committee (or Policy & Finance Committee) on this matter, to discuss with CBC colleagues whether they would wish to participate, and on whether at this stage representatives of town centre shops should be invited to attend.

**15. EXCLUSION OF THE PUBLIC**

The Council 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:**

**16. CONTRACTOR UPDATE (Pages 35 - 42)**

To provide an update on town centre lighting project (attached).

**17. PUBLIC CONVENIENCES CLEANING CONTRACT/TENDER (Pages 43 - 46)**

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