



Friday, 16 July 2021

To: Members of the Policy & Finance Committee (Councillors S Jones, A Dodwell, C Palmer, R Berry, T Morris, F Kharawala, 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, 26 July 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 app 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 - 6)

- (a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 21 June (**attached**) in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. SUB-COMMITTEE AND TASK & FINISH GROUP MINUTES (Pages 7 - 66)

To receive the draft minutes of the following meetings of Sub-Committees and to consider the recommendation/s contained therein:

- (a) Personnel Sub-Committee 5 July 2021 (**attached with appendices**)
- (b) Community Safety Sub-Committee 12 July 2021 (**attached**)
- (c) Health Services Task and Finish Group 15 July 2021 (**attached**)

6. JUNE PAYMENTS (Pages 67 - 80)

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

7. BUDGET MONITORING: FIRST QUARTER (Pages 81 - 92)

To receive and consider the draft Committee work plan and objections for 2021-2022 (attached).

8. INSURANCE CLAIMS (Pages 93 - 94)

To receive and note a report regarding insurance claims within the last year **(attached)**.

9. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 95 - 98)

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

10. CHILDREN'S TRAIL (Pages 99 - 102)

To receive a report and consider the recommendations therein **(attached)**.

11. CUSTOMER SERVICE STRATEGY (Pages 103 - 110)

To receive a report regarding customer service and to consider the recommendation/s contained therein.

12. BUDGET SETTING TIMELINE 2022-23 (Pages 111 - 114)

To receive and consider approval of the proposed timeline and process for the 2022-2023 budget.

13. FIVE YEAR PLAN AND OBJECTIVES: MID TERM UPDATE

To receive a report and an updated version of the Five Year Plan and Objectives and to consider recommendation thereof to Council.

14. BOUNDARY COMMISSION REVIEW (Pages 115 - 116)

To receive and consider correspondence dated 6 July 2021 from Totternhoe Parish Council regarding the Boundary Commission Review initial proposals **(attached)**.

15. 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:

16. TOWN COUNCIL ACCOMMODATION (Pages 117 - 120)

To receive a report regarding Town Council accommodation (**attached**) and to consider the recommendation/s contained therein.

* 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.
