



Friday, 12 November 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, 22 November 2021** commencing at **7.30 pm** in the Council Chamber, The White House, Hockliffe Street, Leighton Buzzard LU7 1HD.

**THIS MEETING MAY
BE RECORDED ***

M Saccoccio
Town Clerk

AGENDA

- 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.

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 (e) (f) (g) and 3(h).

Members of the public are very welcome to attend the meeting but are asked to note that attendance numbers are limited. 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 meeting held on 20 September 2021 (**attached**) in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. CITIZENS ADVICE LEIGHTON-LINSLADE

By invitation, Kash Karimzandi, Chief Officer of Citizens Advice Leighton-Linslade will attend the meeting to give the annual update in respect of services and Town Council grant funding.

6. MINUTES OF SUB-COMMITTEES (Pages 9 - 46)

To receive the draft minutes of the following and to consider any recommendations contained therein:

- (a) Personnel Sub-Committee 11 October 2021 (**attached**)
Recommendations at 82/PR and 83/PR (documents attached)
- (b) Community Safety Sub-Committee 18 October 2021 (**attached**)
- (c) Health Services T&F Group 18 October 2021 and 10 November 2021 (**attached**)
- (d) Grants & Awards Sub-Committee 1 November 2021 (**attached**)
Recommendations at 30/GA, 31/GA and 34/GA

Please note Community Volunteer Award nomination recommendations will come to Committee in January 2022 after consent to proceed has been sought

7. SEPTEMBER AND OCTOBER 2021 PAYMENTS (Pages 47 - 82)

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

8. SIX MONTH BUDGET MONITORING REPORT (Pages 83 - 94)

To receive a budget monitoring report for the period April-October 2021 **(attached)**.

9. INTERIM INTERNAL AUDIT REPORT 2021-2022 (Pages 95 - 102)

To receive and consider the First Interim internal audit report for 2021-2022 (attached).

10. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 103 - 106)

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

11. EXPENDITURE FROM EARMARKED RESERVES ON I.T. (Pages 107 - 108)

To receive a report regarding proposed expenditure on computer equipment and to consider the recommendation/s contained therein.

12. CENTRAL BEDFORDSHIRE COUNCIL UPDATES (Pages 109 - 112)

If available, to receive updates from Central Bedfordshire Council in respect of:

- (a) The resolution made by Council on 28 June 2021 (Minute reference 239) in respect of town centre car parking and
- (b) The resolution made by Council on 27 September 2021 (Minute reference 255) in respect of the High Street.

13. TOWN CENTRE REPORT

Further to the workshop held by the Town Council on 8 November 2021, to receive a report from IntoPlaces regarding the town centre **(to follow)** and to consider any next steps.

14. LAND SOUTH WORKING PARTY (Pages 113 - 114)

Further to the resolution made by Committee on 23 August 2021, to consider draft Terms of Reference for the Land South Working Party **(attached)**.

15. EARMARKED RESERVES (Pages 115 - 118)

To receive and note a report outlining current earmarked reserves (attached).

16. FIRST DRAFT BUDGET 2022-2023 & FIVE YEAR FINANCIAL PLAN (Pages 119 - 142)

To receive a report and first draft budget for the financial year 2022-2023 **(attached)** and five year financial plan **(to follow)**.

* 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.
