



Friday, 18 February 2022

To: Members of the Policy & Finance Committee (Councillors S Jones, A Dodwell, C Palmer, R Berry, T Morris, G Perham, M Freeman, D Scott, 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, 28 February 2022** commencing at **7.30 pm** in the Council Chamber, The White House, Hockcliffe Street, Leighton Buzzard, LU7 1HD..

**THIS MEETING MAY
BE RECORDED ***

Mark Saccoccio

M Saccoccio
Town Clerk

Please do not attend this meeting if:

- *You have tested positive for Covid-19*
- *You have been advised to self-isolate by NHS Test and Trace, the NHS app or for any other reason.*

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

- 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.
- 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. 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 22 November 2021 **(attached)** in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. DELEGATED DECISIONS (Pages 9 - 10)

To formally note the delegated decisions taken by the Town Clerk with email approval from committee members during December 2021-January 2022 (January meeting cancelled due to Covid) **(attached)**.

6. MINUTES OF SUB COMMITTEES, TASK GROUPS AND WORKING PARTIES

To receive the draft minutes of the South Side Working Party meeting held 7 February 2022 and to consider the recommendation/s contained therein (to follow).

7. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 11 - 14)

To receive and consider the Committee work plan and objectives for 2021-22

8. NINE MONTH BUDGET MONITORING REPORT (Pages 15 - 26)

To receive and note the nine-month budget monitoring report for April-December 2021 **(attached)**.

9. PAYMENTS

To receive and note the schedule of payments made for November invoices paid in December 2021, December invoices paid in January 2022 and January invoices paid in February 2022 **(attached)** (approved for payment by the Town Clerk and two bank signatories).

10. PRESS PROTOCOL (Pages 27 - 40)

To receive and consider recommending to Council an updated Press and Media Protocol (current version and proposed new document **attached**).

11. MODERN.GOV LICENCE RENEWAL FOR 2022-23 (Pages 41 - 48)

To receive a report regarding the licence renewal for 2022-23 (**attached**) and to consider the recommendation/s contained therein.

12. PROTOCOL REVIEW (Pages 49 - 68)

To receive a report regarding the existing Councillor/Officer protocol and Leader of the Council protocol (**attached**) and to consider the recommendation/s contained therein.

13. FACILITIES IMPROVEMENTS (Pages 69 - 72)

To receive and note a report in respect of facilities improvements (**attached**).

14. LOCAL AUTHORITY REMOTE/HYBRID MEETINGS (Pages 73 - 76)

To consider supporting a Motion in respect of remote/hybrid meetings (information from ASDO/LLG **attached**).

15. INSURANCE RENEWAL (Pages 77 - 78)

To receive a report regarding invitations to tender for the insurance contract and to consider the recommendation/s contained therein.

16. ANNUAL REVIEW OF MEMBERSHIPS (Pages 79 - 80)

As set out in Standing Orders, to receive the list of Town Council memberships/subscriptions for annual review (**attached**).

17. ANNUAL REVIEW OF INVESTMENT POLICY (Pages 81 - 84)

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

18. SIX MONTHLY COMMUNICATIONS UPDATE (Pages 85 - 90)

To receive and note a six monthly communications update report (attached)

19. BUILDING MANAGEMENT SYSTEM FOR ASTRAL PARK (Pages 91 - 94)

To receive a report regarding the building management system at Astral Park Sports & Community centre (to follow) to consider the recommendation/s contained therein.

20. 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 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**

21. LAND AT VANDYKE ROAD (INFORMATION ATTACHED) (Pages 95 - 102)**22. AWARD OR FIREWORKS CONTRACT (Pages 103 - 106)**

* 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.
