



Thursday 31 March 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, 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, 11 April 2022** commencing at **7.30 pm** in the Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, LU7 1HD..

**THIS MEETING MAY
BE RECORDED ***

Mark Saccoccio

M Saccoccio
Town Clerk

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

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 28 February 2022 **(attached)** in accordance with Standing Order 12.
- (b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. MINUTES OF SUB-COMMITTEES, TASK GROUPS & WORKING PARTIES
(Pages 9 - 12)

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

- (a) Health Services Task and Finish Group 4 March 2022 (to follow)
- (b) South Side Working Party 7 March 2022 (attached)
- (c) Community Safety Sub-Committee 6 April 2022 (to follow)

6. DELEGATED DECISIONS (Pages 13 - 16)

To formally note the delegated decisions taken by the Town Clerk with email approval from committee members during March 2022 (Policy & Finance Committee and Personnel Sub-Committee) **(attached)**.

7. PAYMENTS (Pages 17 - 34)

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

8. 2021-22 INTERIM INTERNAL AUDIT REPORT (Pages 35 - 42)

To receive and note the 2021-22 Interim Internal Audit Report **(attached)**.

9. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 43 - 50)

- (a) To receive and consider the Committee work plan and objectives for 2021-22 **(attached)**.
- (b) To receive and consider the draft Committee work plan and objectives for 2022-23 **(attached)**.

10. HEALTH AND SAFETY POLICY

To receive and consider the annual health and safety policy review **(to follow)**.

11. ARRANGEMENTS WITH OTHER AUTHORITIES AND BODIES

As required in Standing Orders, to undertake the periodic review of arrangements with other authorities and bodies (report **to follow**).

12. EXPENDITURE FROM EARMARKED RESERVES

To receive a report regarding delegated authority to spend from earmarked reserves and to consider the recommendation/s contained therein. **(to follow)**

13. FIVE YEAR PLAN AND OBJECTIVES (Pages 51 - 66)

Further to the resolution made by Council on 29 November 2021 and review by other standing committees, to receive a report and discussion document regarding current Five-Year Plan objectives (**attached**) and to consider the recommendations contained therein

14. 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: mobile phone contract**

15. MOBILE PHONE CONTRACT (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.
