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Friday, 10 June 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, 20 June 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(f) and 3(g).

**4. APPOINTMENT OF VICE CHAIR FOR 2022-2023****5. 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 11 April 2022 (**attached**) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

**6. DELEGATED DECISIONS** (Pages 9 - 10)

To receive and note any delegated decisions taken since the last Committee meeting in accordance with Standing Order 15 (c) (vii) (**attached**).

**7. SUB COMMITTEES, TASK & FINISH GROUPS & WORKING PARTIES**  
(Pages 11 - 34)

(a) To receive the minutes of the following and to consider any recommendations contained therein:

i) Personnel Sub-Committee 27 April 2022 (& subsequent delegated decisions)

ii) Grants & Awards Sub-Committee 9 May 2022  
**Recommendation at minute reference 46/GA**

iii) South Side working party 21 April 2022 and 23 May 2022  
**Recommendation at minute reference 25/SSWP (see agenda item 7)**  
**Recommendations at minute reference 33/SSWP (see 6b below & agenda item 7)**

(b) To consider the terms of reference for Sub-Committees, Task and Finish groups and working parties (current ToR **attached**).

**8. SOUTH SIDE OF THE HIGH STREET** (Pages 35 - 38)

Further to the meeting of the South Side working party on 21 April 2022, to receive a report regarding a feasibility study and to consider the recommendations contained therein.

**9. PAYMENTS** (Pages 39 - 76)

To receive and note the schedule of March invoices paid in April 2022 (**attached**), April invoices paid in May 2022 (**attached**) and May invoices paid in June 2022 (**to follow**) (approved for payment by the Town Clerk and two bank signatories).

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**10. COMMITTEE OBJECTIVES AND WORK PLAN** (Pages 77 - 80)

To receive and consider the Committee work plan and objections for 2022-23 **(attached)** with a verbal update regarding software review and data protection.

**11. INTERNAL AUDIT REPORT - FINAL UPDATE 2021-2022** (Pages 81 - 90)

To receive the Internal Audit Report (Final Update) for 2021-2022 **(attached)** and the completed Internal Audit Report section of the Annual Governance and Accountability Return **(attached)** and to consider any recommendation/s contained therein.

**12. FINANCIAL CONTROLS & RISK MANAGEMENT** (Pages 91 - 108)

To receive the annual review of financial controls and risk management **(attached)** and to consider the recommendations contained therein.

**13. ANNUAL GOVERNANCE STATEMENT & STATEMENT OF ACCOUNTS 2021-2022** (Pages 109 - 138)

- (a) To receive and recommend to Council approval of the Statement of Accounts for the year ended 31 March 2022 **(attached)**.
- (b) To receive a report regarding the statement of accounts for the year ended 31 March 2022 **(attached)** and to consider the recommendation/s contained therein.
- (c) Further to agenda items 10 and 11, to consider recommending to Council approval of Section 1 of the Annual Governance and Accountability Return (the annual governance statement for 2021-2022) **(attached)**.
- (d) To receive and consider recommending approval to Council of Section 2 of the Annual Governance and Accountability Return (the accounting statements for year ended 31 March 2022) **(attached)**.

**14. ANNUAL REPORT 2021-2022**

To receive and consider recommending to Council approval of the Annual Report for 2021-22 (draft report **attached**).

**15. TOWN MAYOR'S ACCOUNTS 9/2020 - 5/2022** (Pages 139 - 140)

To receive and note the financial statement for the Town Mayor's Charity Fund for the period September 2020 – May 2022 **(attached)**.

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**16. 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: insurance contract**

**17. TOWN COUNCIL INSURANCE CONTRACT**

To receive details of insurance quotations and to award a contract for Town Council insurance for July 2022 – June 2025 (report **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.

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