



20 September 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, 26 September 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 25 July 2022 (**attached**) in accordance with Standing Order 12.

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

**5. LEIGHTON BUZZARD MARKET CROSS**

Further to the request made at the previous meeting of the Committee, to receive and consider an application for grant funding from the Townlands Trust (responsible for the upkeep of the Leighton Buzzard Market Cross).

**6. ROTARY CLUB OF LEIGHTON-LINSLADE** (Pages 9 - 14)

To receive and consider a request for financial support towards the annual May Day Fayre (information **attached**).

**7. PAYMENTS** (Pages 15 - 66)

To receive and note the schedule of July invoices paid in August 2022 (**attached**) and August invoices paid in September 2022 (**attached**) (approved for payment by the Town Clerk and two bank signatories).

**8. COMMITTEE OBJECTIVES AND WORK PLAN** (Pages 67 - 70)

To receive and consider the Committee work plan and objectives for 2022-23 (**attached**).

**9. SUB-COMMITTEES AND TASK & FINISH GROUPS** (Pages 71 - 74)

To receive the draft minutes of the Health Services Task and Finish Group meeting held on 1 September 2022 (**attached**).

**10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-22** (Pages 75 - 82)

To receive and note the audited Annual Governance and Accountability Return for 2021-22, noting that no causes for concern or recommendations for actions were identified by the external auditor (**attached**).

**11. EXTERNAL AUDITOR APPOINTMENT** (Pages 83 - 84)

To receive and consider correspondence from SAAA (Smaller Authorities' Audit

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Appointments) dated 9 August 2022 in respect of the potential to opt out of centralised procurement arrangements for external audit for the next five years **(attached)**.

## 12. COMMUNICATIONS UPDATE

To receive and note a six monthly communications update report **(to follow)**.

## 13. SOFTWARE REVIEW (Pages 85 - 90)

To receive a report regarding a council software review and to consider the recommendations contained therein **(attached)**.

## 14. LAND SOUTH OF THE HIGH STREET

To receive any update (if applicable).

## 15. ENERGY CRISIS

To consider the following Motion submitted by Councillor V Harvey: In light of the fact that the energy and cost of living crisis will be ongoing, this council will spend up to £5000 to invest in a series of measures to help residents and local independent businesses reduce their costs for the long term. This will cover active support for increased insulation, reduction of energy usage, support for local food etc. This is the most long-term effective use of tax payers money to help residents and local businesses in the town. Short term financial help from the taxpayer without long term measures to reduce bills is ultimately using taxpayers' money for dividends for shareholders in energy Companies

Working in partnership with CBC and in line with LLTC's declaration of Climate Emergency, This Council will;

1. Lead by example in its own buildings and activities by using a range of energy saving measures, from keeping doors shut to heating the buildings at a lower level where appropriate, more blinds/ curtains on the windows etc .
  2. Will create (working with partners) a list of energy saving tips, advice on insulating homes and businesses and installing low carbon and renewable energy for residents as well as a list of available grants to be posted on the LLTC website
  3. Will create a list of local firms who install insulation, solar panels, heat pumps etc to go on the LLTC website
  4. Will put more staff time into managing allotments so that more residents can grow their own food.
  5. Will draw up a plan for the next P&F 14<sup>th</sup> November 2022 as to the best way to help with the energy crisis such as; helping with access to affordable food such as allotments and working with the market traders,
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funding a programme of small scale insulation for the most vulnerable in the town, and working with businesses to roll out a widespread programme of insulation such as magnetic or rock wall or such like. This plan will need to work in support of and complementary to the plans on the Climate Emergency. The plan will likely entail drawing down more funding from reserves and/or cutting other budgets in light of the energy crisis.

This plan of action will incur staff time/external resources and this money will be used to cover these additional costs as the Town Clerk deems most appropriate.

#### 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 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:**

#### 17. **MEETINGS MANAGEMENT SOFTWARE** (Pages 91 - 110)

#### 18. **BOUNDARY REVIEW DECISION** (Pages 111 - 118)

\* 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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