



Friday, 4 November 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, 14 November 2022** 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

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 - 12)

(a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meetings held on 26 September 2022 and 24 October 2022 (**attached**) in accordance with Standing Order 12.

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

5. PAYMENTS (Pages 13 - 30)

To receive and note the schedule of September invoices paid in October 2022 (**attached**) and October payments paid in November 2022 (**to follow**) (approved for payment by the Town Clerk and two bank signatories).

6. SIX MONTH BUDGET MONITORING REPORT (Pages 31 - 42)

To receive and note a budget monitoring report for the period April – September 2022 (**attached**).

7. COMMITTEE OBJECTIVES AND WORK PLAN (Pages 43 - 46)

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

8. SUB-COMMITTEES AND TASK & FINISH GROUPS (Pages 47 - 58)

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

- (ii) Community Safety Sub Committee meeting held 17 October 2022
- (iii) South Side working party meeting held 24 October 2022
- (iv) Personnel Sub Committee meeting held 31 October 2022
- (v) Grants & Awards Sub-Committee meeting held 7 November 2022 (**to follow**)

9. DATA PROTECTION & FREEDOM OF INFORMATION UPDATE (Pages 59 - 62)

To receive an update report regarding the Town Council's obligation to comply with the Freedom of Information Act 2000 and the Data Protection Act 2018 (**attached**).

10. DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL (Pages 63 - 70)

To receive and consider proposed amendments to the Council's adopted protocol regarding the death of a senior national figure (**attached**).

11. CIVILITY AND RESPECT PROJECT & CODE OF CONDUCT (Pages 71 - 96)

To receive a report regarding the national Civility and Respect project and the Council's adopted Code of Conduct and to consider the recommendation/s contained therein (**attached**).

12. CALENDAR OF MEETINGS (Pages 97 - 98)

To consider recommendations to reschedule two meetings in May 2023 due to local council elections (report **attached**).

13. CHRISTMAS CAR PARKING

To consider whether to repeat last year's initiative regarding free car parking in Duncombe Drive and Hockliffe Street car parks on Saturdays before Christmas in December 2022 (verbal update to be given at meeting).

14. TOWN COUNCIL ENERGY CRISIS RESPONSE

To receive a report (**to follow**) regarding the Town Council's response to the energy crisis to date.

15. DRAFT BUDGET 2023-2024 (Pages 99 - 120)

To receive the first draft budget for 2023-2024 as well as an update on earmarked reserves and the Council's five year financial plan (**attached**).

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. LEGAL MATTERS (TWO REPORTS ATTACHED) (Pages 121 - 134)

* 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.
