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Friday, 13 January 2023

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, 23 January 2023** 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 - 6)

(a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 14 November 2022 (attached), in accordance with Standing Order 12.

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

**5. PAGES PARK FINE TURF LAWNS** (Pages 7 - 14)

To consider a recommendation from the Grounds and Environmental Services Committee of December 2022 to fund the levelling of the fine turf lawns (original report and recommendation/s **attached**).

**6. PAYMENTS** (Pages 15 - 48)

To receive and note the schedule of November invoices paid in December 2022 (**attached**) and December payments paid in January 2023 (**attached**) (approved for payment by the Town Clerk and two bank signatories).

**7. NINE MONTH BUDGET MONITORING REPORT** (Pages 49 - 60)

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

**8. COMMITTEE OBJECTIVES AND WORKPLAN** (Pages 61 - 64)

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

**9. SUB-COMMITTEES AND TASK & FINISH GROUPS**

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

- (i) Community Safety Sub Committee meeting held 16 January 2023 (to follow)
- (ii) South Side working party meeting held 9 January 2023 (to follow)

**10. GENERAL GRANT GUIDELINES** (Pages 65 - 72)

Further to the recommendation made by the Grants & Awards Sub Committee in November 2022, to receive and consider a report regarding General Grant guidelines (**attached**).

**11. INTERESTS AND DISPENSATIONS** (Pages 73 - 88)

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Further to the adoption of a revised Code of Conduct at the previous meeting, to receive a report regarding the Dispensations procedure and agenda wording regarding declaration of interests **(attached)** and to consider the recommendation/s contained therein.

**12. CALENDAR OF MEETINGS** (Pages 89 - 90)

To receive and consider recommending to Council approval of a draft Calendar of Meetings for 2023-2024 **(attached)**.

**13. RISK REGISTER AND ACTION PLAN 2023-2024** (Pages 91 - 246)

To receive and consider recommending to Council approval of the Risk Register and Action Plan for 2023-2024 **(attached with covering report)**.

**14. ASSET REGISTER** (Pages 247 - 266)

To receive the up-to-date asset register.

**15. FACILITIES IMPROVEMENTS**

To receive a report regarding accessibility improvements and to consider the recommendation/s contained therein (to follow).

**16. INTERNAL AUDIT REPORT (FIRST INTERIM)** (Pages 267 - 274)

To receive and note the internal audit report (first interim) **(attached)**.

**17. DRAFT BUDGET 2023-2024** (Pages 275 - 304)

To receive the draft budget for 2023-2024 and consider recommendations to Council **(attached)**.

**18. DATA PROTECTION AUDIT REPORTS** (Pages 305 - 344)

To receive and note the reports arising from the external data protection audit undertaken in November 2022 (attached), with recommendations to be taken forward during 2023-24.

**19. 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**

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**of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:**

**20. COMMUNITY VOLUNTEER AWARD NOMINATIONS 2023 (INFORMATION ATTACHED) (Pages 345 - 346)**

\* 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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