



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING  
HELD ON 28<sup>TH</sup> JULY 2020  
AT 7.45PM VIA VIRTUAL ACCESS**

**Present:**

Cllr I Blazeby (Chair)  
Cllr J Dann  
Cllr J Roberts  
Cllr D Toinko  
Cllr R Shaw  
Cllr K Badham (Sub)

Stephanie Stanley – Deputy Town Clerk  
Sally Auker-Phillips – Receptionist  
Members of the public – 1

**579. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Snape and Mackey.

**580. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – none.
- (b) Non-Pecuniary interests in any agenda item – none.

**581. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

**582. PUBLIC OPEN SESSION**

There were no items.

**583. MEMBERS QUESTIONS**

Councillor Shaw asked for a progress update for the new Town Council website and he was advised that this was on the agenda.

**584. MINUTES**

- a. **For Members to receive and adopt the minutes of the Corporate Services meeting held 30<sup>th</sup> June 2020.**

Members received and approved as a true record, the Minutes of the Corporate Services Committee Meeting held on 30<sup>th</sup> June 2020 via virtual access.

**585. MATTERS ARISING**

**a. Minutes of the Corporate Services Committee Meeting 30<sup>th</sup> June 2020.**

No items.

**586. ITEMS FOR CONSIDERATION**

**a. Flitwick Papers**

(i) Councillor Shaw agreed with the Officer's recommendation to continue with delivering hard copies of Flitwick Papers. Councillor Dann asked if this opinion was through established pick up points in the town and Councillor Shaw responded that he wanted them delivered because many older people in the community did not have internet access. Councillor Dann replied by asking if this opinion remained if many residents could pick up a copy and a small number of residents could register for theirs. Councillor Shaw advised that this was not the case and wanted the hard copies to remain in place to maintain good communication. Councillor Shaw believed that pick up points would result in the publication not reaching enough residents and that the Council would fail in their objective regarding maintaining good communication.

(ii) Councillor Dann commented that many people preferred online circulation nowadays but appreciated that older people liked publications posted. He added that there were options for registering to have a hard copy and suggested volunteers could deliver the required/registered for hard copies. Councillor Dann advised that he would be willing to volunteer.

(iii) Councillor Badham advised that 47% of over 75-year olds had online access.

(iv) Councillor Toinko questioned how many residents read the Flitwick Papers when it was delivered, and he advised that he would support a quarterly magazine to save costs. Councillor Roberts agreed and would also volunteer with distribution. The Chairman commented that the Council did not know how many people benefit from a hand delivered copy but advised that a saving of £500 per month could be made without the delivery of the paper to every household.

(v) The Chairman explained that the format options.

(vi) Councillor Shaw advised that people tended to keep copies of the Oracle, for example, as a reference publication and believed the cost to print and deliver copies of Flitwick Papers to residents was worth it.

(vii) The Deputy Town Clerk advised Councillors on publication dates.

(Councillor Roberts left the meeting at this time)

It was **recommended** to:

- Continue with monthly online versions of Flitwick Papers for July, August, and September 2020 editions in the current format.
- If ratified by the Council at the September meeting, to produce a printed version for the October edition using the current format but a new design to be distributed to all residents. This edition would survey residents on their views for requesting a physical copy of future editions and for residents to suggest pick up points in Flitwick. Officers would use the survey to try and understand who needs a physical copy through their door.
- To continue after the first printed version with quarterly printed copies of Flitwick Papers.

(Vote: 5 in favour)

Commented [IB1]: Copies of Flitwick Papers

(Councillor Roberts returned to the meeting at this time)

**b. Councillor Surgeries**

(i) The Chairman gave background information regarding Councillor Surgeries. He advised that the supporting paper containing the calendar was not what he had expected, and it was agreed through discussions with the Deputy Town Clerk that miscommunication had occurred. The Chairman advised that he wanted the calendar to be produced on a quarterly basis to offer continuous opportunities for surgeries. He added that the circulated calendar was a good start and liked the idea of having surgeries on a range of different days and times. Councillor Shaw agreed to attend the monthly market sessions. New opportunities could be added when restrictions were eased. Councillors agreed for monthly Zoom sessions to be incorporated into the calendar as soon as possible and for additional locations (e.g. the Leisure Centre Foyer) to be added later.

*Action: Deputy Town Clerk*

(ii) Councillor Dann asked if it would be appropriate for Councillors to arrange the surgeries. The Chairman gave some background on the reason why Officers had been involved this time.

(iii) Councillor Badham asked for Councillors to ensure that they reported back issues/comments from surgeries and gave an example of why this was required. A formal place was needed for feedback from the sessions and the Chairman asked for Councillor Surgeries Feedback to be a monthly agenda item for the Council meetings. After an extended discussion, it was agreed for a Word (editable) document to be accessible on Sharepoint for this purpose.

*Action: Deputy Town Clerk*

(iv) Councillor Toinko believed assistance from Officers to arrange the surgeries would be good and suggested for a standard sheet be created for Councillors to complete when carrying out surgeries or phone calls from the public.

*Action: Deputy Town Clerk*

(v) Councillor Dann advised that the recent idea generated by Officers to have a surgery alongside a Cake Sale for the Mayor's Charities on 31<sup>st</sup> July was good. He added that additional attendance from Councillors would be appreciated and a follow-up email would be circulated regarding this the following day.

*Action: Deputy Town Clerk*

(vi) The Chairman requested for the finance statement at the top of the supporting paper to be removed.

It was **recommended** for the Deputy Town Clerk to complete the proposed Councillor Surgeries Calendar with virtual (Zoom) sessions for the months that currently did not have any surgeries listed. (Vote: all in favour)

It was **recommended** for Councillor Surgery/Call Enquiries Feedback to be listed as a monthly agenda item for Council meetings (bearing in mind GDPR/Data Protection) and to create a standard form to complete.  
(Vote: all in favour)

It was **recommended** for Officers to create a virtual register of resident interactions on Sharepoint that Councillors could add to and review to keep relevant information.  
(Vote: all in favour)

It was **recommended** for Councillor Surgery attendance to be shown on the Attendance at Meetings Register with no minimum attendance required for surgeries.  
(Vote: all in favour)

#### 587. **ITEMS FOR INFORMATION**

##### a. **Health & Safety Report**

- (i) Members noted the report.
- (ii) Councillor Badham asked if a Member had been present at the meeting and he was informed that Councillor Dodds had been present but this was left off the report.
- (iii) Councillor Blazeby asked if there were dates planned for further phases of the Rufus Centre upgrade works. He knew this was a matter for Business Services and asked if an update on this could be given at their next meeting.

*Action: Rufus Centre Manager*

##### b. **New Town Council Website**

The Chairman gave a verbal update advising that:

- There had been a few changes to the site since the previous meeting including social media feeds being embedded into the home page
- Work was underway for the Business Directory
- Work was underway to ensure all Council documentation could be searchable
- The online forms for the Business Directory and the events page would be circulated soon, via a range of channels. Information would also be sought from residents on Flitwick history and local organisations.
- Information had been supplied with regards to a survey function and options

It was **recommended** for the survey function to be embedded into the new Council website at a cost of up to £200.  
(Vote: all in favour)

*Action: Comms & Marketing Officer*

##### c. **Asset Review**

Members noted that the Town Clerk expected to receive valuations for the Asset Review that week to enable discussions at the August meeting. Councillor Roberts requested for Councillors to be sent the information in good time before the meeting. The Chairman commented that the Town Clerk would need to digest the details first, but that Councillors would see the information as soon as possible.

*Action: Town Clerk*

##### d. **Market Towns Development Update**

- (i) The Deputy Town Clerk advised that the Officer who had been tasked to gather quotes for planters to be installed outside Barclays Bank was off sick at the moment therefore exact information was not available to share with Councillors at this time. It was expected for 8 planters to be installed to prevent parking on the upgraded area and that the Town Clerk had suggested wooden surrounds for these.

**Commented [IB2]:** soon, via a range of channels. Information would also be sought from residents on Flitwick history and local organisations.

**Commented [IB3]:** Market Towns Development Update

(ii) It was unknown at this time if CBC or FTC would be maintaining the planters, but the Deputy Town Clerk would be discussing this with a CBC Officer the following day. The CBC Officer would be asked about signage and match funding, as well as communicating the strength of feeling that the Town Council were unhappy with the works.

*Action: Deputy Town Clerk*

e. **Budget**

The budget was noted.

588. **PUBLIC OPEN SESSION**

A resident advised that he was in favour of the Council issuing penalty notices to those parking on the area outside Barclays.

589. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

There were no exempt items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 8:55pm.