

FLITWICK TOWN COUNCIL

**Minutes of the 42nd Meeting of the Corporate Services Committee held on
27th March 2019 at the Rufus Centre**

Present: Cllr G Mackey (Chairman)
Cllrs A Lutley P Thompson M Sheehan I Blazeby
M Williams

In attendance: Interim Town Clerk and Acting Town Clerk

Apologies received: None

Open Forum No items raised

474 Declarations of Interest and Requests for Dispensation

No interests were declared and no request for dispensation had been received.

475 Chairman's Announcements

None.

476 To note the Clerk's Report

The report was noted.

477 Action Log

Cllr Blazeby presented the Action Log to keep track of the Council's Recommendations, Resolutions and general actions. Cllr Sheehan asked if it would be kept up to date and circulated electronically and available at all times and it was confirmed that it would be. Cllr Thompson also wanted to check that the actions highlighted in italics in the minutes would still continue and the Acting Town Clerk confirmed that they would.

It was **Recommended** that the circulated Action Log style should be introduced. It was noted that only the Business Services and Corporate Services Action Log documents were currently in the new agreed style.

Action: Acting Town Clerk

478 PDRT

- a. The Interim Town Clerk had reviewed the Council's Standing Orders, Financial Regulations and Code of Conduct and these had been discussed and agreed at the PDRT on the 19th March.

It was **Recommended** to adopt the circulated Standing Orders, Financial Regulations and Code of Conduct. Voted: All in favour.

Action: Interim Town Clerk

- b. The Acting Town Clerk said that the proposal to introduce bi-annual grants had been briefly discussed at the PDRT meeting and it had been suggested that it was deferred until the next Council was sitting. Cllr Blazeby asked why it needed to be deferred. Cllr Thompson

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proposed that as the current 2019/20 budget had been set, the split of the grants should be introduced in 2020/21.

It was **Recommended** for the Council to facilitate bi-annual grants for the year 2020/21 Vote: All in favour.

Action: RFO

479 To consider the purchase of a notice board for the East Ward

The Acting Town Clerk explained that there were public Notice Boards but all were in the West Ward and none in the East. Cllr Thompson said that previously there had been a board at the bottom of Station Road and on the wall outside the shop at the junction of Kings Road, which had been removed due to its condition. An initial quote of £630 had been obtained which matched the style of the existing boards plus £200 for installation. Cllr Lutley had recently arranged for smaller boards at the allotments which had been sufficiently cheaper and were going to be installed by the Grounds Team.

It was **Recommended** to get a quotation from the suppliers who provided noticeboards for the allotments site. The Chairman and Interim Town Clerk were given delegated powers to progress the purchasing of two new notice boards for the East Ward up to the value of £1000. If the quotations exceeded this amount, approval would be sought at the next Corporate Services meeting. Voted 4 in favour, the chair abstained.

Action: Chair & Interim Town Clerk

480 To make a decision on the Discover Flitwick Website

The Acting Town Clerk explained that the Town Council website and the Discover Flitwick Website could not be merged. There was no staff capacity to launch and maintain the Discover Flitwick website. Cllr Sheehan suggested that the domain for Discover Flitwick should be kept and redirected to the new Council website. Cllr Thompson proposed that the Discover Flitwick website should be merged with the new Flitwick Website with the domain being redirected. Cllr Thompson also queried whether or not there could be a 'history' section on the new Council website and it was agreed that this could be done.

It was **Recommended** for the domain of Discover Flitwick to be kept and redirected to the new Town Council website when that was produced. Vote: All in favour.

Action: Acting Town Clerk/Comms & Marketing Officer

481 Flit Valley Walk Update

The Acting Town Clerk informed that the fox sculpture was recently installed at the Manor Park but staff were not promoting the fact until all the sculptures were in place. The aim was to have a festival event in May and a walk launch event in the summer. The staff would be producing a walk leaflet in-house. There was a concern regarding vandalism to sculptures and the Grounds

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Team Supervisor was working on a fence structure to go with the fox to enhance the way it looked. There had been a late amendment required to the interpretation boards which had resulted in a design cost of an additional £100.

It was **Recommended** for £100 from the Town Clerk Projects Budget be used to cover the cost of the additional design fee for interpretation boards.

Vote: All in favour.

Action: RFO

482 Questions

No questions raised.

Confidential Section

483 To discuss a request from Central Bedfordshire Council

Members discussed a request from CBC.

It was **Recommended** for CBC to be contacted to ask what they intended to utilise the space for. Vote: All agreed.

Action: Acting Town Clerk

484 To consider website design quotations

Members considered the quotations circulated.

It was **Recommended** to progress with 'fnscreative' for the design and creation of a new Town Council website. Vote: All in favour

Action: Communications & Marketing Officer

485 Update on a shared use building

The update was noted.

486 Projects Update

i) Members received an update regarding the Market Towns initiative.

ii) Members noted the cost plan circulated.

iii) Cllr Williams provided an update on the status of the new Burial Ground and Country Park projects. Representatives from Cemetery Development Services would be presenting the project progress and planning application timescales etc. at the April Town Council meeting. It was anticipated for a full planning application to be submitted by the end of May. Residents would be updated on this project at the Annual Town Meeting.

487 To note the Corporate Services Budget

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Noted.

488 Questions

No questions raised.

449 Next Meeting

Next scheduled **Corporate Services meeting** will be held on Wednesday 29th May 2019 at 7.45pm.

The meeting closed at 8.23pm

Signed
(Chairman)