



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-29/09/2020- 52

24th September 2020

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 29th September 2020 via Virtual access**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Committee Members: Councillors Blazeby, Mackey, Roberts, Shaw, Snape and Toinko

Distribution: All Town Councillors
Notice Boards
Website

Chairman will advise all that this meeting is being recorded.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this Zoom meeting:

<https://us02web.zoom.us/meeting/register/tZl0f-GrrT4uH9VSipKBLrvs0qLKNRmeR2Am>

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. MEMBERS QUESTIONS

To receive questions from members.

6. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 25th August 2020.

7. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 25th August 2020.

8. ITEMS FOR CONSIDERATION

a. Market Towns Project

Members are asked to consider contributing towards the cost of planters. This would provide the Town Council's match funding towards the MTRF scheme. CBC have agreed to fund £8,000 if FTC contribute £5,860 including VAT.

b. Town Council Website

Members are to review and agree the cost for event map software to be installed on the new Council website. This will assist with supporting events going forward including the Halloween Trail, Christmas Lights, Front Garden Competition and Scarecrow Festival.

The cost for the map software is £252.00.

The Communications & Marketing Officer to provide a verbal update on progress.

c. Flitwick Papers

Members are asked to review the updated design for the front cover with a view to sign-off to progress with matching design of internal pages.

Members are asked to consider delaying the launch of the printed version until December (Winter Issue). The digital versions would continue in the meantime online.

Members are asked to consider the option of sourcing cover images for each seasonal quarterly issue going forward from residents, using social media posts to encourage entries for the next printed issue.

Members are asked to consider creating an Events Calendar Poster for use on noticeboards to promote events and activities monthly using the current format.

d. Communication Strategy

To discuss an initial outline on content for a Communication Strategy supplied by the Chairman before developing a more detailed document for discussion at the October meeting.

e. **Action Log**

To review outstanding actions for Corporate Services.

9. **ITEMS FOR INFORMATION**

a. **Health & Safety Report**

Members are asked to note the circulated Health & Safety Report from 24th September.

b. **Station Road Planning Application**

Members are asked to note that the Highways Assessment is being carried out, which should be the final stage of the application.

c. **Budget**

To note the Corporate Services Budget.

d. **Asset Review**

Members are asked to note that the Town Clerk has a meeting scheduled regarding the Asset Review valuation reports on 25th September.

10. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

11. **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.

(11a) Building Insurance

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.