

FLITWICK TOWN COUNCIL

**Minutes of the 46th Meeting of the Corporate Services Committee
held on 18th December 2019 at the Rufus Centre**

Present: Cllr I Blazeby (Chairman)
Cllrs P Earles A Lutley R Shaw P Thompson

In attendance: Assistant Town Clerk RFO & HR Officer
Communications & Marketing Officer

Apologies for absence received: Cllrs J Roberts A Snape

Open Forum - no items.

526 To note any Declarations of Interest relating to items on the agenda
There were no Declarations of Interest.

527 Chairman's Announcements
There were no Chairman's Announcements.

528 Town Clerk's Report

- (i) The Chairman went through the items circulated as part of the report. He advised that the pre-meeting with Members regarding the local organization's leases had recently been scheduled for 17th January.
- (ii) Cllr Snape had previously provided an update on the IT Review at Business Services Committee and he was in the process of formulating a report. A large proportion of the report would be relevant to Business Services because of the elements relating to the Rufus Centre but a proportion was for this Committee due to the proposed office works.
- (iii) There was a note within the Town Clerk's Report which stated that Officers wanted to check with Members if they wanted to widely promote the CCTV at Millennium Park. After a brief discussion, it was agreed to promote the CCTV but to keep the details vague.
- (iv) Central Beds Council had now been commissioned to undertake the Site Review.

529 To note the Health & Safety Report from 10th December 2019

- (i) Cllr Lutley referred to the item on the Tractor Store and asked what was done and how often. The RFO & HR Officer advised that this was something the Grounds Team Supervisor would need to answer but she would find the information out.
- (ii) Cllr Shaw asked what topple testing was and he was advised that this was a health and safety test for gravestones at the cemetery.
- (iii) The Health & Safety Report for 10th December 2019 was noted.

530 To discuss the CCTV Policy

- (i) Members discussed the draft Policy circulated and noted a few corrections:
 - Location should read Dunstable Road throughout the document
 - Item 1.2 should say Town Council instead of Committee
 - Access discussed in 3.2.2 needed to include the Town Clerk
 - Item 5.1 - delete Town Mayor and insert Chair of Personnel Panel. Members wanted the Town Mayor to be the point of contact for any appeals.

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It was **Recommended** to adopt the CCTV Policy with the amendments listed above. Vote: all in favour

531 To agree the updated Corporate Risk Register

- (i) Cllr Blazeby referred to the Business Continuity Plan listed in the Register. He asked who was responsible for this piece of work and Members were advised that this had not been reviewed since major staff changes. It was noted that the RFO & HR Officer would look at this with the Rufus Centre Manager in the first instance. Cllr Blazeby had remembered that Cllr Badham had previously agreed to run a workshop on business continuity using scenarios. It was agreed to ask Cllr Badham if he would be willing to do this.

Action: Amenities Officer

- (ii) It was suggested that a copy of the latest Business Continuity Plan could be stored at the former Council Offices at the Library and this would be investigated.

Action: RFO & HR Officer

It was **Recommended** to agree the updated Corporate Risk Register with an addition of 'business continuity plan to be reviewed'. Vote: all in favour

532 Town Council Website

- (i) The Communications & Marketing Officer showed Members the new website which was still a working progress. She talked through key elements of the site and emphasized that content was still to be inserted as well as images.
- (ii) Members were in support of the community noticeboard page which made the site relevant for external organisations as well as the Town Council events promotions. There were many helpful links for website visitors and it was suggested by the Assistant Town Clerk to use the content to develop a new Welcome Leaflet.
- (iii) Cllr Shaw asked when the site would be live and the Communications & Marketing Officer commented that it was difficult to pinpoint a date but an anticipated time period was February. The IT Panel needed to meet to discuss the site.

Action: Communications & Marketing Officer / IT Panel

533 Flitwick Papers

- (i) Members were advised that the advertising income was not as high as it used to be and it was agreed that the publication needed an upgrade. It was suggested that the upgrade could use the brand established with the new Town Council website once it had been launched.
- (ii) Cllr Lutley commented that in the past, the newsletter had been edited by a Councillor and contained more interesting stories, interviews etc.

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- (iii) It was agreed for the Communications & Marketing Officer to look at options for a new template once the new website was launched. It would then be decided whether or not to create a Working Party to develop the new format.

Action: Communications & Marketing Officer

534 IT Review

This item was deferred.

535 To consider transferring the organisation and budgetary responsibility of the Civic Service & the Carol Concert to the Community Services Committee

- (i) This item had been asked for on the agenda by the Chairman as he believed it made more sense for both events to be transferred to the Community Services Committee. He stated that the staff who organised the events reported to the Community Services Committee however currently their budget and organisation sat within Corporate Services Committee.
- (ii) The Chairman had raised this suggestion with the Chairman of the Community Services Committee who was in support of this happening. Cllr Thompson commented that he had previously believed the Civic Service should remain under Corporate Services but he had changed his mind on this.

It was **Recommended** to transfer the organisation and budgetary responsibility of the Civic Service from the Corporate Services Committee to the Community Services Committee. Vote: all in favour

Action: RFO & HR Officer

536 Questions

There were no questions.

Confidential Section

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 13 & 14 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 15.

537 Projects Update

i) Country Park & New Burial Ground

Members received an update on the Country Park and new Burial Ground projects.

ii) General

There were no items.

538 Budgets

i) To note the Corporate Services Budget

The monthly Corporate Services Budget was noted.

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ii) **To consider the Committee Budget for 2020/21**

Members considered the proposed Committee Budget for 2020/21.

It was **Recommended** to agree the Committee Budget 2020/21 with the amendment to transfer the Civic Service and Carol Concert events to the Community Services Committee. The Chairmen's Precept Meeting would consider reducing the Rolling Capital Fund to keep Council Tax at a reasonable level. The budget was therefore agreed at £329,345.

Vote: all in favour

539 Questions

There were no questions.

Meeting closed at 9.20pm.

Signed
(Chairman)