

FLITWICK TOWN COUNCIL

Minutes of the 40th Meeting of the Corporate Services Committee held on Wednesday 19th December 2018 at the Rufus Centre

Present: Cllr P Thompson (Chairman)
Cllrs I Blazeby A Lutley J Roberts

In attendance: Acting Town Clerk RFO & HR Officer

Apologies for absence received: Cllrs G Mackey M Sheehan
No apologies received: Cllr A Larkins

A Chairman needed to be selected for this meeting and it was proposed, seconded and agreed that Cllr Thompson would fulfil this role.

Open Forum – no items.

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

451 **Chairman's Announcements**
There were no Chairman's Announcements.

452 **Town Clerk's Report**

- (i) A central email address had been set up for residents to contact Members and promotion of this would begin in the New Year.
- (ii) Staff were putting together a yearly plan for Committee actions and renewals to include fees for community services, utilities, registers etc. This would be circulated for discussion at the January Corporate Services meeting.
- (iii) Members were advised that the Corporate Risk Register needed to be reviewed and Cllrs Thompson and Lutley agreed to assist with this. The Acting Town Clerk would seek examples from neighbouring Councils.
- (iv) There were a number of policies to be reviewed by PDRT. After a short discussion it was agreed for a Working Party to be set up for this purpose at the January Council meeting. Members would be sent information prior to the Council meeting about what PDRT would be reviewing.

453 **Councillor Attendance Record**

- (i) The Attendance Record to date had been circulated.
- (ii) Cllr Blazeby asked if percentages were to be included and Members were informed that these would be added later. He commented that the record showed him as a Member of Community Services but this was incorrect.
- (iii) Members would be sent a draft copy of the record before it was published to iron out discrepancies. The published document would be an overview sheet.

454 **Discover Flitwick Update**

- (i) No work had been carried out on Discover Flitwick for some time due to a number of reasons that Members were aware of.

- (ii) The Flitwick Business Group (FBG) website had been created and this demonstrated some of the original aims of Discover Flitwick however elements of it were private from public viewing and it was entirely business focussed. This meant the event promotion for the local community intended and the 'self-populating' aims for Discover Flitwick were not met via the FBG site.
- (iii) Members discussed potential options and it was agreed to seek advice regarding the current Town Council website administration programme to perhaps transfer the content from this onto Wordpress, which was more flexible. This could potentially enable the Discover Flitwick site to become the new Council website. Members suggested contacting Bedford College and Bedfordshire University to see if students wanted to take on this task as a summer project for paid employment. It was also suggested to include an article in March Flitwick Papers to see if a resident wanted to take up this opportunity.

455 **S106 Update Report**

- (i) Members discussed the report circulated and received further information regarding the amount of S106 allocations that were accessible by the Council.
- (ii) Cllr Blazeby asked if Cllr Sheehan (who was not present at the meeting) was happy to progress with applying for the funding independently. Members were informed that it had been intended for a Task & Finish Group made up of representatives from Corporate and Community Services Committees to progress this now that category information had been sought.
- (iii) The S106 paperwork sent by CBC would be checked regarding the allocations already suggested by the Council for the Hinksley Road changing rooms. The amounts titled 'combined contribution' would be investigated to understand what type of projects could be applied for within these allocations.

456 **To consider a timetable for promoting the role of Town Councillor in advance of elections**

- (i) Members discussed the report circulated and noted its content.
- (ii) Cllr Blazeby suggested contacting the Library to see when their foyer space would be available for a 'Meet the Councillors' session in March. He added that other relevant locations should be investigated, e.g. local group events, pubs, coffee shops. Members were advised that attending the next FBG meeting would be a good opportunity and the Acting Town Clerk agreed to send details of this to Cllr Thompson who would attend.
- (iii) Members noted that NALC provided free resource materials to assist with promoting the role of a Town Councillor and were in agreement to use these.
- (iv) Cllr Blazeby commented that the commitment was essential to be communicated and Cllr Thompson added that it was at Committee meetings where the principle work/debates were carried out. Cllr Roberts suggested trying to attract younger residents onto the Council for their perspective.

457 **To discuss Councillor Induction processes**

- (i) Members noted the report circulated and discussed its content.

- (ii) Cllr Thompson advised that experienced Members should be involved in the process as it was not just within the remit of the Clerk and some other staff.
- (iii) Cllr Blazeby asked for the process to include new Members the option of attending all Committee meetings, staff meetings etc. to get a rounded knowledge of the Council operations. Members thought it was a good idea for new Members to be shown round the Council's assets, such as the Rufus Centre, the Hub, the Manor Park etc. It would assist Members' knowledge of what was owned by the Council.
- (iv) Members were informed that another Council had a voice recording before their staff answered the phone which stated to phone CBC with enquiries for highways matters, waste collections etc. Members were in agreement that this was a good idea to progress with the phone system at the Council offices.
- (v) The Acting Town Clerk would put together an Induction Pack including all the matters discussed with a list of opportunities.

458 **Questions**

- (i) Cllr Blazeby advised that the new Action Log had not been progressed for this meeting due to email issues between him and staff trying to send the current document. This would be an item for the January Corporate meeting.

Confidential Section

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 11, 12 & 13 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 14.

459 **Projects Update**

i) Market Towns

A) To consider three proposals

- (i) Members considered and discussed the three proposals previously circulated.

It was **Recommended** to:

- 1.) Progress with a formal Pre Planning Application to obtain a confirmed view
 - 2.) Progress with Option B from the proposals submitted and negotiate on the % fee where possible under the direction of Cllr Thompson
- Vote: all in favour

B) General

- (ii) Members were updated on all other areas within the Market Towns project.

ii) New Burial Ground

- (iii) Members were updated on progress with the new Burial Ground.

iii) Country Park

- (iv) Members were updated on the project progress for the Country Park.

4.

460 **To note the Corporate Services Budget**
The Corporate Services Budget was noted.

461 **To consider the Committee Budget for 2019/20**
The Committee Budget for 2019/20 was considered.

It was **Recommended** to agree the Committee Budget 2019/20 with the amendment of reducing the Rolling Capital Fund to £30,000. The budget was therefore agreed at £309,546.

462 **Questions**
There were no questions.

Meeting closed at 9.43pm.

Signed
(Chairman)