

FLITWICK TOWN COUNCIL

**Minutes of the 41st Meeting of the Corporate Services Committee
held on 23rd January 2019 at the Rufus Centre**

Present: Cllr G Mackey (Chairman)
Cllrs I Blazeby A Lutley

Also present: S Sandiford
In attendance: Acting Town Clerk

Apologies for Absence Received: Cllrs A Larkins M Sheehan P Thompson

Open Forum – no items.

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

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

465 **Town Clerk's Report**
The Library Manager had sought permission to use the Council's office at the Library to store materials for the Summer Reading Challenge in May/June for two weeks. Members advised to check that this was appropriate under GDPR as the Council stored data there and to negotiate a room exchange or reduced fee for the use of their Lecture Hall for the Annual Town Meeting.
Action: Acting Town Clerk/Community Services Assistant

466 **To note the Minutes of the Health & Safety Panel meeting held on 8th January 2019**

- (i) The Acting Town Clerk referred to item 1 – Storm Drains – and explained that she had discussed this with the Site Agent to assess progress. Prior to the meeting the Site Agent had agreed to actively contact both CBC and Anglian Water in an attempt to resolve the issue and present his findings at the next Business Services meeting.

Action: Site Agent

- (ii) Cllr Lutley questioned what was happening with item 1 – Council Chamber Laptop – since the resignation of Cllr Badham. It was agreed to contact Cllr Badham to establish the background on the new laptop being required.

Action: Acting Town Clerk

- (iii) Cllr Blazeby referred to item 2 – Skatepark CCTV – and commented that it had been previously agreed to look into purchasing CCTV equipment for the Town Council. The Acting Town Clerk advised that she had attended CBC's Community Safety Tasking Meeting where it was discussed that 'prevention' of crime in itself would not mean the current CBC CCTV remained at the site if no evidence of criminal activity had been recorded.

- (iv) The Chairman advised that feedback from the Annual Town Meeting showed that the Council purchasing their own CCTV would be beneficial for crime prevention and to put residents' minds at rest. CBC would be contacted to ask for details.

Action: Amenities Officer

2.

- (v) Ms Sandiford advised that there were data costs for transition for re-deployable cameras and explained the importance of appropriate signage to go up. She added that CBC monitored the footage and agreed to forward details of this to the Acting Town Clerk.

Action: Ms Sandiford

- (vi) Cllr Blazeby commented that this was all linked with the Council having another attempt to recruit Speedwatch volunteers and the Chairman added that it may be appropriate to re-launch the Community Safety Panel. The Chairman advised of a service operated in other towns for patrols to be undertaken in certain areas which had a lower cost attached than expected.

- (vii) The Chairman referred to item 2 – Heating at Tractor Store – and requested for the Grounds Team to ensure full risk assessments were carried out and training was administered.

Action: Grounds Team Supervisor

- (viii) The Chairman suggested that for item 2 – Worn Carpet in Reception – it might be appropriate for the carpet in the whole of the Town Council offices to be replaced. Members were in agreement that there was a difference between a worn carpet and one which needed urgent replacement due to Health & Safety concerns. Cllr Blazeby requested for the Site Agent to report on this at the Business Services meeting he is due to attend. It was previously agreed that upgrades would be made to the Rufus Centre and the Site Agent could include this in his review of the building.

Action: Site Agent

- (ix) The Minutes of the Health & Safety Panel meeting held on 8th January were noted.

467 **Action Log Update**

- (i) Cllr Blazeby circulated a draft Action Log for a Committee's Recommendations and explained how the document could be filtered, updated and trackable. The Chairman requested for the Red, Amber Green colour system to have 'R', 'A' and 'G' within the boxes and to insert a column for Resolutions beside the 'minute numbers'. Once an action or Recommendation target delivery date had exceeded the box would turn red, when it was 2 weeks away it would turn amber and otherwise it would remain green. The document would be produced on white paper due to the colour coding system.
- (ii) It was discussed that commentary in the Minutes often included actions that were not formal Recommendations and these also needed to be logged. Cllr Blazeby suggested that Committee Chairmen could agree the actions when signing off the draft Minutes produced. Staff already listed actions for their own benefit once Minutes were written. These would form part of the Action Log going forward.
- (iii) Cllr Blazeby agreed to finalise the document based on discussions and hopefully have this ready for the next meeting.

Action: Cllr Blazeby

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To note the Yearly Plan for Council/Committee Actions & Renewals

Members were advised that work on the Yearly Plan had been started but there was still work to be done, such as consulting with relevant staff. There would also

be an accompanying sheet detailing policy review dates and renewal dates for contracts. Members were given sight of the draft plan as it was and agreed that it was better to bring this back to Committee to note once it was complete.

Action: Acting Town Clerk

469 **To receive an update on the Town Council/Discover Flitwick websites**

- (i) At the last meeting the Acting Town Clerk agreed to look into whether or not the content from the Town Council's outdated website could be merged with the currently offline Discover Flitwick site. It was thought that this could potentially enable the Town Council's site to have a more up to date appearance and give flexibility through the WordPress set up.
- (ii) This had been investigated and unfortunately the WordPress site for Discover Flitwick was built as a 'theme' set up, which had limitations on what could be put on the site, such as downloadable documents and a code base that would not be appropriate. The 'theme' set up was appropriate for small or start-up businesses but not for the Council's website.

It was **Recommended** to seek a cost for an appropriate WordPress site to upgrade the Town Council website.

470 **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 item 10 & 11 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 12.

471 **Projects Update**

i) Market Towns

A) To receive a report

Members discussed and noted the report circulated.

B) General

Members received a general update on the project progress for Market Towns.

It was **Recommended** to place a ¼ page advert.

ii) New Burial Ground

Members received an update on the project progress for the new Burial Ground.

472 **To note the Corporate Services Budget**

Members noted the Corporate Services budget previously circulated.

473 **Questions**

There were no questions.

Meeting closed at 8.34pm.

Signed
(Chairman)