

FLITWICK TOWN COUNCIL

**Minutes of the 39th Meeting of the Corporate Services Committee
held on Wednesday 24th October 2018 at the Rufus Centre**

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

In attendance: Acting Town Clerk

Apologies for absence received: Cllrs A Larkins G Mackey

Open Forum – no items.

442 **To note any Declarations of Interest relating to items on the agenda**

There were no Declarations of Interest.

443 **Chairman's Announcements**

There were no Chairman's Announcements.

444 **Town Clerk's Report**

- (i) A Corporate Services meeting needed to be scheduled for December to discuss the Committee budget. It was agreed for this meeting to be held on 19th December.
- (ii) Members were asked if they wished to pursue the idea of having Flitwick.gov emails to liaise with residents etc. Members were in agreement that they did not feel individual Councillors needed another email account to monitor but after a suggestion from Cllr Sheehan, it was agreed to see if a generic central email account could be set up, e.g. 'contactus@flitwick.gov.uk'. This would protect the data within emails and staff could forward enquiries onto relevant Members for a response.

It was **Recommended** to set up a central email address specific for public enquiries to Members.

445 **Action Log**

- (i) Members had a lengthy discussion regarding the circulated Action Log and highlighted actions that were in progress or to be done. It was noted that the storm drains action needed to be followed up and that pages should be numbered.
- (ii) Actions to do with S106 funding were discussed and Cllr Sheehan agreed to forward the CBC spreadsheet with all allocations listed for circulation on Sharepoint. Members discussed the idea of setting up the Task & Finish Group for S106 projects at the next Council meeting however they felt it would be beneficial to establish a better understanding of the headings/allocations first for clarity. Cllr Blazeby commented that the purpose of the Task & Finish Group would need to be clearly identified, e.g. to generate project ideas, to identify areas that have funding or both.
- (iii) Members were advised that a CBC Member who looked after healthcare S106 had agreed to attend either the November or January Council meeting to explain some of the headings associated with health.
- (iv) Cllr Blazeby advised that some actions were missing for crowdfunding Resident Driven Projects and the new grants process (2 cycles). Members agreed that a PDRT meeting should be arranged based on some of the recommendations.

- (v) Members were in agreement that Chairmen had a responsibility to review the Action Log prior to the meetings and that these could be circulated via Sharepoint and reported on under the Town Clerk's report.

It was **Recommended** for:-

1. Cllr Sheehan and the Acting Town Clerk to liaise regarding S106 and produce a basic report for the next meeting.
2. Review the Action Log in its new presentation (RAG) at the next meeting incorporating additional columns discussed.
3. Members to consider a timetable for promoting the councillor role in advance of elections and Cllr Lutley to draft an article about this for Flitwick Papers. Both to be considered at the December meeting.
4. The Acting Town Clerk to research what other Councils do for the induction process.

446 **Flit Valley Walk Update**

- (i) Due to time constraints the Acting Town Clerk had asked the Greensand Country Landscape Partnership (GCLP) if there was any possibility of someone assisting with the project. Staff at the GCLP had said that there was a knowledgeable volunteer who may be able to help with the Council still leading the project.
- (ii) Interpretation boards had been purchased and designs were in the final draft form. CBC Rights of Way Team were obtaining quotations for the installation of the Westoning board since the location was more difficult in terms of services underground. The Acting Town Clerk advised that Leader funding had been obtained by the GCLP for waymark discs and it was hoped the underspend on this for the project could go towards the installation costs of the Westoning board installation.
- (iii) The Wildlife Trust were advising on tree work for Flitwick Moor so that the sculpture could be installed appropriately within the SSSI.

447 **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 7 & 8 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 9.

447 **Corporate Services Budget**

Members discussed and noted the Corporate Services monthly budget presented.

It was **Recommended** for each Committee to have a list detailing when specific items were reviewed and renewed during the year, e.g. contracts, registers, leases, fees for community services, etc.

3.

448 **Projects Update**

Members received an update on all projects.

(Cllr Lutley left the meeting at this time – prior to discussions on the Country Park)

449 **Questions**

Members asked questions under the Confidential Section.

Meeting closed at 9.25pm.

Signed
(Chairman)