

## FLITWICK TOWN COUNCIL

### Minutes of the 44th Meeting of the Corporate Services Committee held on 25<sup>th</sup> September 2019 at the Rufus Centre at 7.45pm

Present: Cllr I Blazeby (Chairman)  
Cllrs J Roberts (Vice Chairman) M Halligan P Earles

In attendance: Acting Town Clerk

Apologies: Cllrs A Snape P Thompson A Lutley R Shaw

#### **503 Open Forum**

No items raised

#### **504 Declarations of Interest and Requests for Dispensation**

No interests were declared and no request for dispensation had been received.

#### **505 Apologies for Absence**

Apologies were accepted from Councillors Snape, Shaw, Thompson and Lutley.

#### **506 Chairman's Announcements**

None.

#### **507 To note the Clerk's Report**

The report was noted.

Cllr Blazeby commented on the absence of reference to minute 477, 483 and 499 from the previous meeting's minutes, namely the Action Log, updating of the Council's website and the IT review respectively.

He stated that the Personnel Panel had met and the Town Council had voted twice to instigate the Action Log.

On the website, there had been two discussions with the selected contractor, the latter one seeing the contractor present back proposals.

Both items need to be on the next agenda.

On the IT review, this should also be another agenda item. Councillor Snape was taking the lead and had reviewed a range of information relating to contractual and networking arrangements for the Council pcs in the Rufus Centre Building.

*Action: Acting Town Clerk*

#### **508 Action Log**

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See above.

#### 509 Health & Safety Update

The Health and Safety reports were noted with the exception that the report of the Panel Meeting on 4 June under Compliance Checks f) should refer to 2018 and not 2019 as stated.

The Acting Clerk indicated Councillor Lutley had some queries that she was following up with the Community Services Officer and Rufus Centre Manager.

*Action: Acting Town Clerk*

#### 510 Questions

The Town Council had been asked to assist a resident with his promotion of his petition to HM Government to ensure step free access by printing 500 flyers for a forthcoming public meeting. The cost to the Town council was approximately £25.00. It was proposed, seconded and approved unanimously that the Town Council print 500 flyers to promote the step free access.

***Recommended: that the Town Council print 500 flyers to promote the step free access campaign.***

*Action: Acting Town Clerk*

Cllr Blazeby raised that it had been agreed in January 2018 to form a Councillor and Staff Committee to meet on a quarterly basis. The purpose of this had been to allow Councillors and Staff to meet to discuss matters arising in a less formal environment, to act as an intermediary body and to ensure actions were being moved along. Initial meetings dealt with social media use and the divide between staff and Councillors. He will send the Acting Town Clerk the action note for her to follow up with in the next full Town Council meeting.

*Action: Cllr Blazeby and Acting Town Clerk*

The need for the Action Log was also discussed. The Acting Clerk confirmed she had now seen a copy and thought in principle its use had merit but was aware of staff resistance to it, largely she believed due to lack of staff resource. She was though intending to appoint an administrator to assist her and the Rufus Centre Manager with administrative tasks and this was something that role could pick up, with effect from the start of this Council, i.e. May 2019.

*Action: Acting Town Clerk*

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#### Confidential Section

#### 511 Project Updates

Members received an update on:

- i. Market Towns Regeneration Project – highways*

**A recommendation was made.**

- ii. Station Road*

- iii. Country Park and Burial Ground*

The Acting Town Clerk's report, and specifically the objections raised by highways and the Greensands Trust, were noted.

- iv. Local Organisation Leases*

The Acting Town Clerk's report was noted and discussion followed.

**A recommendation was made.**

#### 512 To note the Corporate Services Budget

The Corporate Services Budget was noted

#### 513 Questions

None.

#### 514 Next Meeting

Next scheduled **Corporate Services meeting** will be held on Wednesday 27 November 2019 at 7.45pm.

**The meeting closed at 9.00pm**

Signed .....

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#### Confidential Section

#### 511 Project Updates

*i. Market Towns Regeneration Project – highways*

Following a discussion, it was proposed, seconded and agreed unanimously to accept the Acting Town Clerk's recommendation that the highways contractor's site compound be sited at Station Road subject to notification being given to the Flitwick branches of the Scouts and Royal British Legion and to the public generally.

***Recommended: that the highways contractor's site compound be sited at Station Road subject to advance notification being given to the Flitwick branches of the Scouts and Royal British Legion and to the public generally.***

*ii. Station Road*

The cost implication of building a mezzanine level was significant. After discussion it was agreed not to accept the Acting Town Clerk's recommendation but rather to note the revised cost plan and to revisit it at a later date.

*Action: Corporate Services Committee to revisit the revised cost plan at an appropriate later date.*

*iii. Country Park and Burial Ground*

The Acting Town Clerk's report, and specifically the objections raised by highways and the Greensands Trust, were noted.

*iv. Local Organisation Leases*

The Acting Town Clerk's report was noted. After discussion, and in light of the ongoing asset review to understand the opportunities to raise finance for the match funding required under the Market Towns Regeneration Project, it was agreed not to accept the Acting Town Clerk's recommendation but rather to invite the representatives of the various community organisations to a meeting immediately before the Public Meeting on 3 October to discuss the fact it was not appropriate to renew their leases at this time and how the Council wanted to move forward ensuring all were treated equally to achieve the best result for Flitwick as a whole.

It was proposed, seconded and agreed unanimously that the Acting

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Town Clerk would invite the Chairs of the Committees, the Mayor and the representatives of the various community organisations renting land from the Town Council to a meeting on 3 October at 7pm.

***Recommended that: the Acting Town Clerk would invite the Chairs of the Committees, the Mayor and the representatives of the various community organisations renting land from the Town Council to a meeting on 3 October at 7pm.***

*Action: Acting Town Clerk.*