

**Minutes of the 48<sup>th</sup> Meeting of the Corporate Services Committee held on 27<sup>th</sup> May 2020 via Zoom**

Present: Cllr I Blazeby (Chairman)  
Cllrs J Dann P Earles G Mackey J Roberts R Shaw  
A Snape D Toinko

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

**Open Forum** – no items.

554 **To note any Declarations of Interest relating to items on the agenda**  
There were none.

555 **Chairman's Announcements**  
There were none.

556 **To elect a Vice Chairman**  
Cllr Roberts was proposed and seconded as Vice Chairman and there being no other nominations, was elected into the role.

557 **Website Update**

- (i) The Chairman advised that a preview link had been circulated to the Committee and asked if Members wanted to share any views on the new site. He advised that there was still some work to be done before it went live.
- (ii) Cllr Mackey thought the site looked excellent and was easy to navigate, even on a mobile.
- (iii) Cllr Toinko believed some of the categorisation needed work, for example 'older people' and questioned the advertising of alternative venues in the town. Cllr Toinko added that the 'Getting Around' page could be extended to include cycle routes, bridleways etc. with a map included for visitors. Distances of different routes could also feature.
- (iv) Cllr Snape suggested to delete other venue promotions, to link the Gardeners' Association link with the allotments page, to make sure it was clear who owned Flitwick Moor and to include some history of the Manor Park. He added that it would be good to include a description of the role of a Town Councillor on the page about the Council and suggested that some content could include when residents should contact a Councillor and when they should contact an Officer. He wanted his email address and mobile number on the site. The Chairman commented that some Members may not want their personal numbers promoted online, which was why next to some Members' information, it was written to contact the office. Other Members shared this view and Cllr Mackey asked if the .gov email addresses could be an item for discussion at a future meeting. Cllr Roberts asked if his photo could be changed.

It was **Recommended** for the Town Clerk to work with relevant Officers to get the new website ready for launch in time for the next Committee meeting.  
Vote: all in favour

*Action: Town Clerk/Communications & Marketing Officer*

**558 Local Organisation Engagement Process Overview**

- (i) The Chairman updated Members on the engagement task that had been part completed in relation to meeting with local organisation representatives. He advised that he had read the information gathered previously and would be happy to consolidate it all into one document.
- (ii) The Working Party and Officers still needed to meet with two organisations, and it was suggested to contact the representatives to see if a virtual meeting could take place. Cllr Mackey questioned whether this would be feasible and asked if it would be better to postpone these meetings. Cllr Shaw advised that the meetings were important to progress the Asset Review, however he added that these organisation representatives needed to be advised on something constructive first. The Chairman advised that progression had been started with valuations.
- (iii) Cllr Snape asked what the consensus had been following the meetings that had taken place. The Chairman advised that they had been generally productive and positive and had been approached with a view to understand more detail after the representatives from the organisations had completed the information for the survey. The meetings were used to gather more emotive information and gave an opportunity for a more personal discussion. Cllr Earles advised that she had attended two of the meetings with one group being disappointed at the situation they were in and their building was in a shameful condition.

It was **Recommended** for Officers to try and contact the remaining organisation representatives to see if they were able to attend a virtual meeting and take discussions forward.

*Action: Assistant Town Clerk*

**559 Town Council Strategy Development**

- (i) The Chairman advised that the current strategy needed to be reviewed and updated. Other Committees had previously been given the opportunity to take part in this to ensure the revised document was relevant and practical to follow. He added that new Committee memberships had been allocated and suggested for the Chairmen and Vice Chairmen to discuss it.
- (ii) Cllr Snape was keen for a different approach to be taken from the previous year and thought that time was needed to bring people together before starting the formal process.
- (iii) A brief discussion took place regarding the need for the Planning Chairman and Vice Chair to be involved in this process, particularly for their input on topics such as greenbelt land, development, etc. Cllr Mackey suggested that it would be an appropriate time to look at a Neighbourhood Plan and the Town Clerk advised that this would need to involve the public.
- (iv) Cllr Dann advised that this could be an item to discuss at the upcoming Chairs meeting.

**560 Staff/Councillor Committee Dates Approach**

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- (i) The Chairman wanted to re-start the Staff/Councillor Committee meetings, which allowed Members and staff to discuss relevant topics. It was an opportunity for Members to engage with the staff who did not attend Committee meetings.
- (ii) The Chairman asked for the Town Clerk to set up dates for the Committee to meet. The Town Clerk asked for more background on the history of the Committee and it was agreed to discuss it at the upcoming Chairs meeting.

**561 Potential Flitwick Residents Survey**

- (i) The Chairman had requested this for an item of discussion to start a conversation about engaging more with the public. He believed there was a need to balance the channels and methodology to suit all and wanted it to be a professional approach to create dialogue and generate ideas.
- (ii) Cllr Snape asked if this could be included within the new website. The Communications & Marketing Officer advised that this had not been set up currently, but she could ask the web design company to include this facility in the site build. The Chairman requested for a price to be obtained for this feature.  
*Action: Communications & Marketing Officer*
- (iii) Cllr Dann raised the topic of holding Councillor Surgeries and Cllr Mackey advised that he had more successful engagements online. Cllr Dann suggested for Members to attend contact points, e.g. Flitwick Market, to gather information. Cllr Earles requested that any completed surveys needed to be used for something and not be a waste of time. Cllr Mackey commented that it was easy to respond after a project but the Council needed to make some of its own judgements.
- (iv) Cllr Toinko thought it would be good to ask for people's priorities and advised that the survey design was important to ensure actionable results. He believed that a survey prior to the work outside Barclays would have resulted in a different outcome.
- (v) Cllr Snape suggested tying this into the projects once a clear strategy had been put together.

(Cllr Roberts left the meeting at this time.)

**562 Questions**

- (i) Cllr Mackey asked if the Business Continuity Plan could be reviewed, especially to look at how it worked during the coronavirus lockdown period. He thought it would be good to update it and be able to use it if a second peak were to happen.
- (ii) Cllr Snape asked if it was time to investigate whether CBC were still interested in the Library Office. It was agreed for Officers to see if CBC wanted to continue the original intention.

*Action: Assistant Town Clerk*

**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, 14 & 15 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

563 **Valuations and saleability of current assets**

There was an update on the above.

564 **Projects Update**

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

565 **Budgets – Review expected outturn from last year and previously agreed 2020/21 Budget**

Members received an update on budgets from the RFO & HR Officer.

566 **PDRT Code of Conduct Review**

The Chairman updated Members on this review.

567 **Date of next meeting**

The Chairman asked Members if they would support his suggestion to have the Corporate Services Committee meetings on a monthly (rather than bi-monthly) basis for a period of up to six months. This was supported due to the projects that were being worked on. Cllr Mackey agreed with this suggestion ensuring that Officers were comfortable with the outputs as they were not working in the same way as usual at this time.

568 **Questions**

Three questions were asked under the Confidential Section.

Meeting closed at 9.17pm.

Signed .....  
(Chairman)