

FLITWICK TOWN COUNCIL

**Minutes of the 45th Meeting of the Corporate Services Committee  
held on 27th November 2019 at the Rufus Centre**

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

In attendance: Assistant Town Clerk Amenities Officer  
Communications & Marketing Officer

Apologies for Absence Received: None

**Open Forum** - no items.

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

There were no Declarations of Interests.

**516 Chairman's Announcements**

There were no announcements.

**517 Action Log**

There was no Action Log to work from at the moment. Members understood that the Action Log would be implemented in the New Year.

**518 Town Clerk's Report**

- (i) The Chairman went through the circulated Clerk's Report and it was agreed that certain items included did not need to be on there as the points were completed or in hand.
- (ii) Members referred to the CCTV policy and the Amenities Officer advised that this had not been discussed by PDRT. The policy had been re-written by Cllr Snape and the former Acting Town Clerk and it was agreed for this to come to the next Corporate Services meeting for discussion.

*Action: Assistant Town Clerk*

The skate park item regarding CCTV was on the Community Services Town Clerk's Report.

- (iii) The Chairman asked which Officer would be arranging the formation of the Cllr & Staff Committee meeting. After a discussion it was agreed for the RFO & HR Officer to organise this and contact relevant Members (Cllrs Lutley, Snape, Coleman and Williams).

*Action: RFO & HR Officer*

- (iv) Members discussed the item regarding the Central Bedfordshire Council (CBC) contractor compound. The Amenities Officer gave an update on this as she had recently received a confusing email from a CBC Officer who was unknown to her regarding the use of materials for the highways improvements scheduled. The Amenities Officer explained that she would be contacting this Officer and Sam Caldbeck to find out what was going on.

*Action: Amenities Officer*

Cllr Thompson advised that the start date for the works had been delayed again until January 2020. Members were in agreement that there was conflicting start dates being presented by CBC's communications.

- (v) Cllrs Blazeby and Roberts had met with the local organisations who leased buildings on Council land and notes from the meeting had been sent to Officers, Members and the

**Minutes of the 45th Meeting of the Corporate Services Committee  
held on 27th November 2019 at the Rufus Centre**

organisations. There had been an intent to hold the meetings soon however due to Purdah, these were put on hold until the New Year. Members were in agreement that the pre-meeting to discuss the terms of reference could be held sooner and a staff member had been in contact with the organisations to find out their availability. It was agreed for the Amenities Officer to be present at the pre-meeting.

**519 Town Council Website - presented by Cllr Blazeby**

The Chairman had hoped to show Members the website however this had not been possible. The company tasked with developing the site had been given a specific brief to follow. The Chairman had seen a link that showed the structure of the new site but content needed to be inserted in the correct places. The site was developing well and it was anticipated for the launch to be early in the New Year. Cllr Snape asked why there had been a delay and the Communications & Marketing Officer advised that this was for logistical reasons and the link had not been working. This agenda item would be repeated on the next agenda so Members could hear an update.

*Action: Communications & Marketing Officer / Assistant Town Clerk*

**520 IT Review**

- (i) Cllr Snape gave an update on the IT Review. He advised that Complete IT (CIT) had been asked to provide information regarding the set up including contracts, costs and various settings on Office 365 and security. He had seen the statistics for the last three months, which had been interesting and he talked about SLA. He needed to talk to CIT about the future plan that had been presented to the former Town Clerk as there was a need to understand the vision.
- (ii) Two contractors had carried out Wifi surveys for the Rufus Centre and Cllr Snape was waiting to receive the second price. The Rufus Centre Manager was sourcing a third contractor to do a survey. The costs so far had come in less than anticipated but a discussion with CIT was required to establish maintenance in the future.
- (iii) Cllr Snape had spoken to the RFO & HR Officer about changing supplier however it had been agreed that at the moment Officers and Members needed to fully understand the current arrangements.
- (iv) The Council's compliance with GDPR had been looked at as part of the review and the subject of access requests and how we process these would be included. Cllr Thompson shared his view on the contractors who advised the Council on GDPR as he believed some important matters had not been looked at. Cllr Snape endorsed this view as he felt the report produced had not been good.
- (v) Cllr Thompson suggested the Council look to have a plan of scanning correspondence into a computer filing system in the long term. The review would look at digital transformation in the organisation however it was agreed that the staff team had a lack of experience in this field.
- (vi) Cllr Snape agreed to give a further update on the IT Review at the next meeting.

*Action: Cllr Snape / Assistant Town Clerk*

**Minutes of the 45th Meeting of the Corporate Services Committee  
held on 27th November 2019 at the Rufus Centre**

**521 To note the Flit Valley Walk Update**

- (i) The Assistant Town Clerk had circulated a report prior to the meeting to update Members on this project since going on Maternity Leave. The Chairman asked if the temporary Project Manager was trying to move the project in the right direction and Members were advised that this was the case. The Chairman also noted from the report that CBC were now not in agreement with a fundamental element of the route and the Assistant Town

Clerk stated that it was her understanding that current CBC Officers were not in agreement with promoting a route that crossed the A6 near Clophill. A previous Rights of Way employee from CBC had suggested that road signs denoting that pedestrians were crossing at the particular point in question would be sufficient but this had now changed. Members were informed that the interpretation boards had this part of the route printed on and there could be significant cost implications.

- (ii) The Chairman suggested contacting the CBC Ward Members regarding this after speaking to the current Project Manager to work together and try to resolve the situation.

**522 Questions**

- (i) Cllr Roberts had presented to a Politics class at Redborne School about the role of a Town Councillor and the session had gone well. He thanked Cllr Thompson for assisting with PowerPoint presentation slides. The young people were keen to get involved with the Council and had talked about topics like the skatepark. The students believed the recently installed CCTV at the Millennium Park had made a positive impact to some of the issues at the Skatepark and this had made Cllr Roberts think that the Council needed to promote the CCTV more widely.

*Action: Communications & Marketing Officer*

The Amenities Officer had received an email from CBC which stated that CCTV could not be funded by S106 monies. Members were in agreement that this was an issue to task the Ward Members with as it was an important matter.

- (ii) Cllr Shaw had attended a meeting at The Hub with young people and Members thought it was a good idea for Cllr Roberts' pupil contacts at Redborne to link up with the young people at The Hub Forum to work together on projects.

**CONFIDENTIAL SECTION**

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 10 & 11 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 12.

**523 Projects Update**

The Amenities Officer gave a brief update on projects.

It was proposed, seconded and agreed to  
**Recommended** to spend up to £3000 on CBC  
conducting a review of Town Council owned sites.  
Vote: Unanimous

**524 To note the Corporate Services Budget**

- (i) The budget was noted.

FLITWICK TOWN COUNCIL

**Minutes of the 45th Meeting of the Corporate Services Committee  
held on 27th November 2019 at the Rufus Centre**

- (ii) The Chairman advised that the December meeting would look at the budget for the next financial year and a proposal would be put forward for discussion. Members had the opportunity to discuss the Committee budget in advance of the Chairmen's Precept Meeting.

**525 Questions**

Cllr Blazeby asked a question under the Confidential Section.

Meeting closed at 8.45pm.

Signed .....  
Chairman