

FLITWICK TOWN COUNCIL

**Minutes of the 43rd Meeting of the Corporate Services Committee held on
29th May 2019 at the Rufus Centre**

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

In attendance: Interim Town Clerk and Assistant Town Clerk

490 Open Forum

No items raised

491 Declarations of Interest and Requests for Dispensation

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

492 Apologies for Absence

None received.

493 Chairman's Announcements

None.

494 To note the Clerk's Report

The report was noted and Cllr Lutley asked who had requested the action log be discussed at the next Personnel Panel meeting. The clerk explained that the staff had requested it, as it needed clarification on how the action log was going to be implemented and which member of staff would be responsible for ensuring it was updated. Cllr Blazeby mentioned that he hoped the action log would be in place by the two year anniversary of it first being mentioned in August. Cllr Blazeby noted that the bi-annual grants mentioned in the report are to be six monthly grants to be facilitated in 2020/21.

495 Health & Safety Update

The Health and Safety report was noted and Cllr Blazeby updated the new members on the background of some of the points raised. The Storm Drains had been causing a flood as the builders of the neighbouring properties had sliced through them and they had blocked. This hopefully had now been resolved. The worn carpeting in reception had been part of a review of the Rufus building which was to address any issues and this review had been requested to be undertaken by the Business Services Committee. The review was to address all maintenance issues including flushing the radiators, painting and carpeting.

Cllr Snape mentioned that he will be working with the Assistant Amenities Officer regarding the CCTV cameras and will attend the Committee Services meeting on the 5th June to provide an update. Cllr Blazeby mentioned that monies had been earmarked for the playground, CCTV cameras and additional defibrillators. The intention was to have mobile CCTV to be moved round the town as this had worked previously to stop anti-social behaviour

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and the urgency now was that the new playground was due to be completed this Friday. *Action: Cllr Snape and Asst Amenities Officer*

496 Review and Note Suppliers Fee Structure

Cllr Blazeby explained that the legal services provision was being reviewed as the person consulted at present was not a solicitor and the quote provided was from LGSS Law who were recommended by CBC. The quote did not state that these rates were hourly but it was assumed that they were and Cllr Roberts said that they did look competitive but it would be advisable to get some comparisons. Cllr Lutley pointed out on the last paragraph that Councillors should be recommended to appoint not requested.

Action: Projects Coordinator

It was **Recommended** that this would be deferred until the next meeting, when comparisons could be provided. Vote: All in favour.

497 Project Update

It was agreed to discuss all the reports under the confidential sections as they contained confidential financial information.

498 Review Proposal Received from CBC

Cllr Blazeby explained that the CBC and FTC were in discussion with the landlord of the area outside Barclays Bank, who resides abroad and they are in favour of improving the area. The scheme was to include feeder pillars, to enable electricity supply for future markets and festivals. CBC will provide the feeder pillars but FTC will have the costs of maintenance and electricity which are not detailed. Cllr Snape suggested a briefing to update all councillors and a visit to the site be arranged.

Action: Cllr Thompson/ Projects Coordinator

It was **Recommended** that Cllr Thompson give a full update at the next full council meeting to include what the maintenance and electricity costs will be as well as how the feeder pillars are secure so that they can only be used by the council. Vote: All in favour.

Action: Asst Town Clerk to put on the agenda

499 Questions

a. Cllr Snape suggested an IT review of all the Councils systems and a list of all assets, with a better understanding of how both staff and councillors are using the equipment. Cllr Lutley asked what the IT support is at the moment and suggested the Cllr Snape contact the RFO.

Action: Cllr Snape

b. Cllr Blazeby mentioned that details had been received from NALC regarding that all public body websites need to be user friendly. The Rufus

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Centre website was being revamped in two phases, the first is being completed shortly and the second will be interactive to enable bookings. The other website for the Town Council was being undertaken by another company. *Action: Cllr Snape*

It was **Recommended** that the relevant IT details be handed to Cllr Snape to review. Vote: All in favour.

Confidential Section

500 Project Updates

- a. Members discussed the report on proposed Burial Ground and Country Park

It was **Recommended** that any decision is deferred to the next Corporate Services meeting once more information is obtained regarding the contract. Vote: All agreed.

Action: Project Coordinator

- b. Members discussed and noted the report on the Station Road development project.
- c. Members discussed and noted the report on the Station Road proposed upgrade and telecoms mast.
- d. Members discussed and noted the report on the Millennium Park upgrade.

501 Questions

- a. Cllr Blazeby queried if there had been a response as yet from the CBC Quantity Surveyor regarding the relocation of the Seed Box & Tractor Store.

Action: Project Coordinator

- b. Cllr Blazeby asked what the situation was regarding the CBC request to buy FTC out of the library lease. The Assistant Clerk confirmed that this was going to be raised on the June Full Town Council agenda.

- c. As it was not an agenda item but normally at the first committee meeting the vice chair of the committee is elected. It was proposed, seconded and **Recommended** that Cllr J. Roberts be elected vice chairman for the Corporate Services Committee. Vote: All in favour.

502 Next Meeting

Next scheduled **Corporate Services meeting** will be held on Wednesday 24th

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July 2019 at 7.45pm.

The meeting closed at 8.55pm

Signed
(Chairman)