



FLITWICK TOWN COUNCIL

Ref: Agenda/Council-15/09/2020- 416

10th September 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 15th September 2020 via Virtual access**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this Zoom meeting:

<https://us02web.zoom.us/meeting/register/tZEpcemhrz8vE9SUaqdQIZMGq5SCTn24oPpD>

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

6. MEMBERS QUESTIONS

To receive questions from members.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 21st July 2020**, this meeting was held via virtual access.
- b. For Members to receive and adopt the minutes of the Extra Ordinary Town Council Meeting held on **Tuesday 18th August 2020**, this meeting was held via virtual access.
- c. For Members to receive and consider **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28th July 2020**, this meeting was held via virtual access.
- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 4th August 2020**, this meeting was held via virtual access.
- e. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 13th August 2020**, this meeting was held via virtual access.
- f. For Members to receive and consider **recommendations** of the Corporate Service Committee Meeting, held on **Tuesday 25th August 2020**, this meeting was held via virtual access.
- g. For Members to receive and consider **recommendations** of the Community Service Committee Meeting, held on **Tuesday 1st September 2020**, this meeting was held via virtual access.
- h. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 10th September 2020**, this meeting was held via virtual access.

8. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 21st July 2020.
- b. Minutes of the Extra Ordinary Town Council Meeting held on Tuesday 18th August 2020.

9. Items for Consideration

a. Committee Membership

Members are to consider increasing the numbers by one for the Community Services Committee to allow Councillor Thompson onto a Committee and to elect Councillor Halligan to the Planning Committee.

b. Mid Beds Citizen's Advice Grant Request

Members are asked to consider the request circulated from Mid Beds Citizen's Advice in relation to their Outreach project.

c. Publication Scheme

Members are asked to consider the circulated Report and to adopt the Publication Scheme and Information Guide to comply with accessibility regulations.

d. Data & IT Related Policies

1. Members are asked to consider the circulated report on Data & IT Related Policies.
2. Members are asked to adopt the following policies, sub policies and appendices listed in the Data & IT Related Policies Report:

- i) Information Data Protection Policy
- ii) Digital ICT Policy
- iii) Data Breach Notification Policy
- iv) CCTV Policy
- v) Subject Access Policy
- vi) Removeable Media Policy
- vii) Internet Acceptable Usage Policy
- viii) IT Access Policy

e. Fun Fair Request

Members are asked to consider permission for Henry Harris' Fun Fair to be situated on the Millennium Park from 28th September until 12th October.

The Fair would arrive on 28th September and open to the public from 1st – 4th and 8th – 11th October. The Fair would leave the Millennium Park on 12th October.

Previously a hire charge of £550 was made with £100 of this being donated to the Town Mayor's Charities. A damage deposit of £350 would be taken.

The Fair organisers have advised that they have all the necessary precautions in place for Covid-19, for example hand sanitizers at each ride, social distancing measures etc.

f. Credit Card Policy

Members are asked to consider and approve a draft Credit Card policy, the policy when approved will form part of the Councils core documents.

g. Standing Orders

Members are asked to consider and approve the circulated Standing Orders document. Any amendments from the Model Standing Orders are highlighted in blue.

10. Items for information

a. Precept

Members are to note that Central Beds Council have sent the second and final instalment of the Town Council Precept for 2020/21.

b. Town Council Website

Members are to note that the new Council website is due to be launched on 16th September. Members can view the site via the log in details circulated by email.

c. Councillor Surgeries

Members are to note the calendar of dates for Councillor Surgeries circulated and put their names down for any sessions they can make.

d. Action Log

Members are to note that the Action Log is up to date and will be used for tracking the progress of decisions made at Council and Committee meetings. Councillors can view the document on Sharepoint.

11. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

No items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

PINK PAPER ITEMS

13. EXEMPT

No items.