



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-27/10/2020- 53

22nd October 2020

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 27th October 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

Committee Members: Councillors Blazeby, Mackey, Roberts, Shaw, Snape and Toinko

Distribution: All Town Councillors
Notice Boards
Website

Chairman will advise all that this meeting is being recorded.

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. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

4. 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/tZMldOqhrTwoHtBPb_I-fMiaPMDLRU-KSvpH

After registering, you will receive a confirmation email containing information about joining the meeting.

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**.

5. MEMBERS QUESTIONS

To receive questions from members.

6. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 29th September 2020.

7. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 29th September 2020.

8. ITEMS FOR CONSIDERATION

a. Flitwick Papers

Members are asked to consider the circulated design for internal pages of the new format for Flitwick Papers.

b. Events Poster

Members are asked to consider the events poster circulated in conjunction with background information provided in the report produced by the Communications & Marketing Officer.

c. Communications & Marketing Strategy and Associated Policies

Members are asked to discuss and recommend adoption of the following circulated documents:

- i) Communications & Marketing Strategy document.
- ii) Customer Care Policy
- iii) Complaints Policy (an appendix to the Customer Care Policy)

9. ITEMS FOR INFORMATION

a. Budget

To note the Corporate Services Budget.

b. Action Log

Members are asked to note that work on closing down the relevant actions will be ready for the November meeting.

10. 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**.

11. **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.

11a) Land Lease Request

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.