



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 29TH SEPTEMBER 2020
AT 7.45PM VIA VIRTUAL ACCESS**

Present:

I Blazeby (Chairman)
R Shaw
A Snape
D Toinko
J Dann
J Roberts

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk
Beverley Jones – Communications & Marketing Officer
Susan Eldred – Community Services Officer
Members of the public – 1

590. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Mackey.

591. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – none.
- (b)** Non-Pecuniary interests in any agenda item – Councillor Toinko declared an interest for item 11a – Buildings Insurance – and took no part in the discussion.

592. CHAIRMAN'S ANNOUNCEMENTS

None.

593. PUBLIC OPEN SESSION

None.

594. MEMBERS QUESTIONS

None.

594. MINUTES

- a.** For Members to receive and adopt the minutes of the Corporate Services meeting held 25th August 2020.

Members received and approved as a true record, the Minutes of the Corporate Services Committee meeting held on 25th August 2020 with one amendment: remove Councillor Dann from item 586a and insert Councillor Toinko's name.

595. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 25th August 2020 – none.

596. ITEMS FOR CONSIDERATION

a. Market Towns Project

- i) Members were informed that this item relating to the layout plan and costs for planters outside Barclays was missed at the Extra Ordinary Council meeting in August. There was likely to be an annual planting expenditure of £500.
- ii) It was noted that benches were never in the plan for the area, but this could be discussed with Barclays later. There were also Section 106 funding options that the Public Art Working Group were looking at.
- iii) Councillor Toinko suggested to look at recycled plastic material for the planters however Members were advised that the structure presented were self-watering, durable and secured to the ground.
- iv) It had cost Central Beds Council £300 to get an agreement in place with the landowner for the planters to be installed.
- v) Councillor Snape asked if CBC would compulsory purchase the area. Members were advised that the Town Council could ask CBC to do this and they would need to respond within 8 weeks. If not, the Council could apply to the Secretary of State, but it would cost £100k.

It was **recommended** to progress with part funding the planters at a cost of £5,860 including VAT.

Action: Town Clerk

b. Town Council Website

Members received updates from the Chairman and the Communications & Marketing Officer. It was noted that the new site would be promoted the following week.

It was **recommended** to purchase the website mapping software at a cost of £252.00 for the new Council website to support future events.

Action: Comms & Marketing Officer

c. Flitwick Papers

- i) The Chairman updated Councillors on the current Flitwick Papers situation.
- ii) It was suggested for print versions to be made available from the Rufus Centre and Members were informed that Officers were doing print versions for anyone who requested one. It was agreed not to have printed copies available to read in community buildings in the town due to concerns with sharing paperwork during the pandemic.

It was **recommended** to:

1. Move the first print edition of the new quarterly Flitwick Papers to December (to cover news on December, January and February).
2. Continue with digital versions of Flitwick Papers for October and November.
3. Prepare template designs/style for internal pages of printed Flitwick Papers for the October Corporate Services meeting.
4. Create an events poster for use on town notice boards prior to the printed Flitwick Papers launch.

Action: Comms & Marketing Officer

d. Communication Strategy

This item was deferred for discussion at the next Council meeting. The Chairman agreed to work with relevant Officers to adjust the draft policy.

Action: Councillor Blazeby, Comms & Marketing Officer and Deputy Town Clerk

e. Action Log

The Chairman advised that it was only the actions running behind schedule that needed to be looked at during meetings. Councillor Snape suggested two packages that could work well for the same purpose which he would work with the Town Clerk to look at.

Action: Councillor Snape & Town Clerk

597. ITEMS FOR INFORMATION

a. Health & Safety Report

Members noted the report.

b. Station Road Planning Application

Members noted that the Highways Assessment was being carried out, which should be the final stage of the application. Councillors would be kept up to date on this.

c. Budget

To budget was noted.

d. Asset Review

Members were updated on a meeting the Town Clerk had regarding the Review. The paperwork was due that week and Members would receive a summary of the outcomes in due course.

Councillor Snape asked what the plan was moving forward to discuss it and asked if a separate session was required. All Members agreed that it was a matter for Full Council to consider but that it was unlikely for final decisions to be made in one meeting.

Action: Town Clerk

598. PUBLIC OPEN SESSION

A resident commented that he thought the new Council website looked good.

599. 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) Building Insurance

It was **recommended** to contact interested parties.

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.

Meeting closed at 8:45pm.