



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 27TH OCTOBER 2020
AT 7.45PM VIA VIRTUAL ACCESS**

Present:

R Shaw
A Snape
D Toinko
J Dann
J Roberts
G Mackey

Rob McGregor – Town Clerk
Stacie Lockey – Amenities Officer
Beverley Jones – Communications & Marketing Officer

600. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Blazeby.

601. 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 – none.

602. CHAIRMAN'S ANNOUNCEMENTS

None.

603. PUBLIC OPEN SESSION

None.

604. MEMBERS QUESTIONS

None.

605. MINUTES

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

Members received and approved as a true record, the Minutes of the Corporate Services Committee meeting held on 29th September 2020 via virtual access.

606. MATTERS ARISING

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

Cllr Dann asked for an update on the planters outside Barclays Bank. The Town Clerk advised that the order had been placed and now awaiting delivery.

607. ITEMS FOR CONSIDERATION

a. Flitwick Papers

Cllr Mackey commented that whilst the proposed design looked professional, his preference remained with the current version of the Flitwick Papers. Cllr Dann commented on the font and felt it was unfriendly.

Cllr Snape felt that the detailed design of the Flitwick Papers should be delegated to the Town Clerk and Communications Officer with Councillors approving the overall approach. Cllr Mackey commented that the Flitwick Papers was the Councils key media of communication and the presentation was important therefore he felt that Members involvement was necessary.

Cllr Snape asked for information on the objectives of and drivers behind the design change. The Communications Officer advised that due to the new website being launched, a fresh image and layout should be considered for the Flitwick Papers to update the publication.

Cllr Mackey made a proposal for the Council to retain the current version of the Flitwick Papers with no change, but no vote took place due to nobody seconding the proposal.

The Communications Officer suggested making subtle changes to the publication to tie in with the website.

It was **RECOMMENDED** to update the Flitwick Papers with subtle changes and a softer approach within the publication. (Vote: all in favour)

b. Events Poster

Cllr Mackey commented that there was a significant amount of white space on the proposed design. Cllr Snape felt that it was not eye catching enough.

Cllr Mackey asked where the poster would be displayed. The Communications Officer advised that it would be placed on all Council notice boards and within local schools, dentists, library etc.

c. Communications & Marketing Strategy

Cllr Mackey felt it was important to have a statement included within the strategy advising that an Officer should always be present at meetings with outside organisations. Cllr Dann commented that no meetings had taken place without an Officer present.

It was **RECOMMENDED** to adopt the following documents;

- i) Communications & Marketing Strategy
 - ii) Customer Care Policy
 - iii) Complaints Policy
- (Vote: all in favour)

608. ITEMS FOR INFORMATION

a. Budget

The budget was noted.

b. Action Log

Members noted that work on closing the relevant actions would be ready for the November meeting.

609. PUBLIC OPEN SESSION

None.

610. 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

It was **RECOMMENDED** that authorisation be given to the company to seek information without prejudice or indication of any agreement. (Vote: 5 in favour, 1 abstention)

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 8.18pm.

Monthly Budget Review – October 2020

Corporate Services

- 4022 101 Photocopier Contract – Includes £2253.88 rental charge for the whole year.
- 4023 101 Telephones – Includes £920.25 maintenance charge for the whole year and the cost of new handset for Town Clerk.
- 4056 101 Subscriptions/Licences – BATPC membership paid for the year.
- 4146 101 Business Continuity – Business Rates for the Library office paid for the year.
- 4210 102 Town Mayors Charities – This will initially show as overspent as monies for 19/20 were not c/f at Year End so balance is covered from Gen Reserves as shown 4990 102.
- 4021 101 Charge of £42.00 for 31 sacks of confidential waste shredding in July.
- 4009 101 Inflated expenditure for purchase of PPE, additional cleaning supplies and equipment to make staff and site Covid secure.
- 4025 101 Purchase of 2 HP Probooks and new office chair.**

Committee spend for the year to 31/10/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 31/10/2020	
Corporate Services	£316,345	£157,883	£26,733	Green

Impact of Covid-19 on the budget by Committee:

Corporate Services: This budget should remain unaffected. It does not rely on many income streams, the only real income is from Flitwick Papers advertising which although until now has been cancelled there has also been no distribution costs.

Update: The online version of Flitwick Papers does not currently reignite this income stream.

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Corporate Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION							
1003 PHOTOCOPIES	13	13	500	487			2.6%
1143 TOWN MAYOR CHARITIES INCOME	0	38	0	(38)			0.0%
1191 MISC INCOME	1,187	1,152	0	(1,152)			0.0%
ADMINISTRATION :- Income	1,200	1,203	500	(703)			240.6%
4001 SALARIES AND WAGES	19,371	117,967	221,775	103,808		103,808	53.2%
4003 VEHICLE - MILEAGE	0	18	1,000	982		982	1.8%
4009 HEALTH & SAFETY	1,875	7,094	500	(6,594)		(6,594)	1418.7%
4020 POSTAGE	2	11	3,000	2,989		2,989	0.4%
4021 PRINTING/STATIONERY	284	2,717	5,000	2,283		2,283	54.3%
4022 PHOTOCOPIER CONTRACT	589	3,803	7,750	3,947		3,947	49.1%
4023 TELEPHONES	1,334	7,189	6,800	(389)		(389)	105.7%
4024 INFORMATION PACKAGES	0	0	200	200		200	0.0%
4025 OFFICE & IT EQUIPMENT	1,441	3,772	3,000	(772)		(772)	125.7%
4026 EQUIP.MAINTENANCE	0	0	500	500		500	0.0%
4028 ADVERTISING	90	180	500	320		320	36.0%
4031 MEETING REFRESHMENTS	0	0	200	200		200	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	1,746	12,597	17,000	4,403		4,403	74.1%
4056 SUBSCRIPTIONS/ LICENCES	0	2,259	3,620	1,362		1,362	62.4%
4059 SUNDRIES	0	63	250	188		188	25.0%
4146 BUSINESS CONTINUITY	0	2,199	2,750	551		551	80.0%
ADMINISTRATION :- Indirect Expenditure	26,733	159,868	274,845	114,977	0	114,977	58.2%
Net Income over Expenditure	(25,532)	(158,666)	(274,345)	(115,679)			
102 CIVIC EXPENSES							
1143 TOWN MAYOR CHARITIES INCOME	14	39	0	(39)			0.0%
CIVIC EXPENSES :- Income	14	39	0	(39)			
4021 PRINTING/STATIONERY	0	0	100	100		100	0.0%
4025 OFFICE & IT EQUIPMENT	0	75	100	25		25	74.6%
4035 REGALIA FUND	0	0	400	400		400	0.0%
4143 TOWN MAYOR CHARITIES COSTS	0	(511)	0	511		511	0.0%
4210 TOWN MAYOR ALLOWANCE	0	20	2,000	1,980		1,980	1.0%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%
4502 ELECTIONS/BI-ELECT.	0	0	2,000	2,000		2,000	0.0%
4990 Transfer from EMR	0	(6,014)	0	6,014		6,014	0.0%
CIVIC EXPENSES :- Indirect Expenditure	0	(6,430)	4,800	11,230	0	11,230	(134.0%)
Net Income over Expenditure	14	6,469	(4,800)	(11,269)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Corporate Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COMMUNICATIONS							
1001 NEWSLETTER ADVERTISING	0	0	5,000	5,000			0.0%
COMMUNICATIONS :- Income	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>
4045 NEWSLETTER DISTRIBUTION	0	0	6,500	6,500		6,500	0.0%
4046 WEBSITE	0	0	2,000	2,000		2,000	0.0%
4050 PRINTING CONTRACT NEWSLETTER	0	0	13,200	13,200		13,200	0.0%
COMMUNICATIONS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>21,700</u>	<u>21,700</u>	<u>0</u>	<u>21,700</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(16,700)</u>	<u>(16,700)</u>			
110 PROJECTS							
4067 NEW BURIAL GROUND	0	2,385	0	(2,385)		(2,385)	0.0%
4135 COMMUNITY PROJECTS/SPIRIT	0	150	5,000	4,850		4,850	3.0%
4214 MARKET TOWNS	0	1,910	0	(1,910)		(1,910)	0.0%
5013 Trs to Rolling Capital Fund	0	0	10,000	10,000		10,000	0.0%
PROJECTS :- Indirect Expenditure	<u>0</u>	<u>4,445</u>	<u>15,000</u>	<u>10,555</u>	<u>0</u>	<u>10,555</u>	<u>29.6%</u>
Net Expenditure	<u>0</u>	<u>(4,445)</u>	<u>(15,000)</u>	<u>(10,555)</u>			
111 NON SERVICES							
1176 PRECEPT RECEIVED	0	854,243	854,244	1			100.0%
1190 INTEREST RECEIVED	0	1,716	1,500	(216)			114.4%
NON SERVICES :- Income	<u>0</u>	<u>855,959</u>	<u>855,744</u>	<u>(215)</u>			<u>100.0%</u>
Net Income	<u>0</u>	<u>855,959</u>	<u>855,744</u>	<u>(215)</u>			
CORPORATE SERVICES :- Income	1,214	857,201	861,244	4,043			99.5%
Expenditure	26,733	157,883	316,345	158,462	0	158,462	49.9%
Movement to/(from) Gen Reserve	(25,519)	699,318					
Grand Totals:- Income	1,214	857,201	861,244	4,043			99.5%
Expenditure	26,733	157,883	316,345	158,462	0	158,462	49.9%
Net Income over Expenditure	(25,519)	699,318	544,899	(154,419)			
Movement to/(from) Gen Reserve	(25,519)	699,318					



FLITWICK TOWN COUNCIL

Report to Corporate Services 24th November 2020: Action Log/Progress Updates at Meetings

Implications of recommendations

Corporate Strategy: Flitwick Town Council will provide day to day responsibility and management for the Town Council

Finance: None

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

For some time the Council has been discussing or trying to use a form of 'Action Log' to track the implementation of decisions and for Councillors to receive progress updates at meetings. At the end of September and beginning of October this year, both Corporate and Community Services Committee looked at their current Action Log which showed actions carried out or outstanding since the latest election. There was still some work to be done to complete the columns, including inserting formulas to assess project progress through a traffic light colour system and to assign target completion dates and Officers responsible for each action.

Introduction

At the September Corporate Services Meeting, two package options that the Council could consider were discussed, which would do the same job as an 'Action Log' but would not take as much staff time. Councillor Snape has since discussed 'Planner' with Officers, but this tool would be used for major project updates and not for keeping track on every action listed in Council and Committee Minutes.

Additional Matters

'Planner' is a tool within Office 365 and therefore it would be free for Officers and Councillors to access.

With the new agenda style in place, Officers believe that updates on all previous actions could be given under 'Matters Arising' which would do the same job as an Action Log. Officers also feel that whilst target completion dates are sometimes possible to predict, some work tasks rely on external organisations to deliver elements of an overall task. Target dates could lead to unrealistic deadlines being implemented and unnecessary pressure for Officers. Managers could oversee expectations and task delivery rather than it being a matter for Councillors.

Office 365 also has a 'Lists' feature which could be more appropriate to replace the current 'Action Log', however this may be best utilised in-house for Officers.

Recommendations

1. To progress with the Planner tool within Office 365 and set up the systems required
2. For Officers to update Councillors under 'Matters Arising' at future meetings
3. For Managers to deal with target dates (when appropriate) for the implementation of Council decisions which may mean using the 'List' app within Office 365

Stephanie Stanley
Deputy Town Clerk