



## FLITWICK TOWN COUNCIL

Ref: Agenda/Extra Ordinary Council-22/12/2020 – EXO2

17<sup>th</sup> December 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Extra Ordinary Council Meeting of Flitwick Town Council** that will take place on **Tuesday 22<sup>nd</sup> December 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

Chairman to read out the following statement:

*I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

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. **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/join/9158282060>

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 AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the **minutes** of the Town Council meeting held on **Tuesday 17<sup>th</sup> November 2020**, this meeting was held via virtual access.
- b. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 19<sup>th</sup> November 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 24<sup>th</sup> November 2020**, this meeting was held via virtual access.

*Members will see that the Scheme of Delegations and associated documents have been recommended for adoption therefore copies of this paperwork has been circulated.*

- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 1<sup>st</sup> December 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 10<sup>th</sup> December 2020**, this meeting was held via virtual access.
- f. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 17<sup>th</sup> December 2020**, this meeting was held via virtual access.
- g. For Members to receive and consider **recommendations** of the Personnel Committee Meeting, held on **Monday 21<sup>st</sup> December 2020**, this meeting was held via virtual access **(Chairman to move item to Exempt)**.

#### 7. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 17<sup>th</sup> November 2020.

8. **Items for Consideration**

a. **Meetings Calendar 2021**

Members are asked to approve the re-drafted Calendar of Meeting Dates for 2021

b. **Co-option Process**

Members are asked to consider adopting the Co-option process document circulated.

c. **Grounds Team Lease Vehicles**

Members are asked to consider the quotations and report circulated.

d. **Standing Orders for Contracts**

Members are asked to consider and adopt the Standing Orders for Contracts.

9. **Items for Information**

a. **Kitchen Works**

Members are asked to note the emergency works and costs (£7,500) associated with the Rufus Centre kitchen.

b. **Planning Decisions**

Members are asked to note the Planning Decisions from 19<sup>th</sup> November and 17<sup>th</sup> December.

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 Asset Review – for consideration

11b Personnel Committee Recommendations

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.