



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 24TH NOVEMBER 2020
AT 7.45PM VIA VIRTUAL ACCESS**

Present:

Cllr I Blazeby (Chairman)
Cllr J Roberts (Vice Chairman)
Cllr R Shaw
Cllr A Snape
Cllr D Toinko
Cllr J Dann
Cllr G Mackey

Also, Present:

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk

611. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Mrs M Williams - medical.

612. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – None declared.
- (b)** Non-Pecuniary interests in any agenda item – None declared.

613. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

614. PUBLIC OPEN SESSION

There were no members of the public present.

615. MEMBERS QUESTIONS

There were no members questions.

616. MINUTES

- a.** For Members to receive and adopt the minutes of the Corporate Services meeting held 27th October 2020.

Members received and approved as a true record; the Minutes of the Corporate Services Committee meeting held on 27th October 2020 via virtual access.

617. MATTERS ARISING

a. Minutes of the Corporate Services Committee Meeting 27th October 2020

Councillor Snape asked for an update on the planters outside Barclays Bank. The Town Clerk advised that they were expected to be delivered in the next two weeks.

Councillor Mackey asked if the grounds team could look at righting the barriers outside Barclays bank when they were passing the area. The Town Clerk advised that he would convey this request to the team.

618. ITEMS FOR CONSIDERATION

a. Action Log / Progress Updates

Members were asked to consider a report circulated and the proposed recommendations to move to proposed IT software under Office 365 and for officers to give relevant updates under Matters Arising.

It was **RECOMMENDED** to approve the recommendations with the report:

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

Action: Deputy Town Clerk

619. ITEMS FOR INFORMATION

a. Budget

Members were asked to note the Corporate Services budget.

The Chairman asked for an update on the Health and Safety overspend. The Town Clerk assured members he would send around an update via email.

Action: Town Clerk

b. Flitwick Papers

Members were asked to note that the Communications and Marketing Officer would be producing the first quarterly printed version of Flitwick Papers in the New Year.

The Chairman updated members, a digital version will be produced for December and the first printed version will be produced for January 2021.

c. Communications Strategy

Members were asked to note the progress of developing a Communications Strategy. The Chairman informed members that he had held a long discussion with the Communications and Marketing Officer regarding production of a communications strategy.

The structure of the strategy will be worked on in December. Content for the actual plan will be managed and tracked using software already available in Office 365. It was hoped that the structure, rather than the actual content, of the Strategy would be available for discussion at the Corporate Services meeting in January.

620. PUBLIC OPEN SESSION

There were no members of the public.

621. EXEMPT ITEMS

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

(11a) Leases. (11b) Projects.

Councillors noted two items.

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

Meeting closed at 8.03pm.