

**Recommendations and resolutions of the Business Services Committee
10 December 2020**

The Town Council are asked to consider and **approve** the **Recommendations** of the Business Services Committee

1223a **Company credit card**

It was **recommended** the following Officers being added as named persons with a £3,500 credit limit on the FTC company credit card:

Rufus Centre Manager (JB)
Community Services Officer (SE)

As agreed, the Financial Regulations would be updated to reflect this change.

1223b **Civic Regalia**

It was **recommended** moving £650 from EMR Civic Regalia (313) to Civic Expenses (Regalia Fund) budget 102/4035 to cover the cost of necessary improvements to the Mayor and Deputy Mayor regalia.

1224b **Kitchen Works**

It was **recommended** for the emergency works and costs (£7,500) associated with the Rufus Centre kitchen and the additional cost of (£2600 + VAT) for the kitchen extractor proceed.

FLITWICK TOWN COUNCIL

DRAFT CALENDAR OF MEETING DATES 2021

***ALL OF THE FOLLOWING MEETING DATES WILL BE ACCOMMODATED BY VIRTUAL ACCESS
UNTIL GUIDANCE ALLOWS MEETINGS TO RETURN TO THE RUFUS CENTRE***

Virtual Meetings – 7:30pm

In Person Meetings – 7:45pm

Community Services – 1st Tuesday of the month

Business Services – 2nd Thursday of the month

Town Council – 3rd Tuesday of the month

Corporate Services – 4th Tuesday of the month

Planning Committee – Every 3rd Thursday (with occasional day change)

Personnel Committee – Quarterly (or as and when required)

January

Tues 5 th	Community Services Committee	7.30pm
Thurs 7 th	Planning Committee	7.30pm
Thurs 14 th	Business Services Committee	7.30pm
Tues 19 th	Town Council	7.30pm
Mon 25 th	Personnel Committee	7.30pm
Tues 26 th	Corporate Services Committee	7.30pm
Thurs 28 th	Planning Committee	7.30pm

February

Tues 2 nd	Community Services Committee	7.30pm
Thurs 11 th	Business Services Committee	7.30pm
Tues 16 th	Town Council	7.30pm
Thurs 18 th	Planning Committee	7.30pm
Tues 23 rd	Corporate Services Committee	7.30pm

March

Tues 2 nd	Community Services Committee	7.30pm
Tues 9 th	Planning Committee	7.30pm
Thurs 11 th	Business Services Committee	7.30pm
Tues 16 th	Town Council	7.30pm
Thurs 25 th	Personnel Committee	7.30pm
Tues 23 rd	Corporate Services Committee	7.30pm

April

Thurs 1 st	Planning Committee	7.30pm
Tues 6 th	Community Services Committee	7.30pm
Thurs 8 th	Business Services Committee	7.30pm
Tues 20 th	Town Council	7.30pm
Thurs 22 nd	Planning Committee	7.30pm
Tues 27 th	Corporate Services Committee	7.30pm

May

Tues 4 th	Community Services Committee	7.30pm
Tues 11 th	Planning Committee	7.30pm
Thurs 13 th	Business Services Committee	7.30pm
Tues 18 th	Town Council	7.30pm
Tues 25 th	Corporate Services Committee	7.30pm

June

Tues 1 st	Community Services Committee	7.30pm
Thurs 3 rd	Planning Committee	7.30pm
Thurs 10 th	Business Services Committee	7.30pm
Tues 15 th	Town Council	7.30pm
Tues 22 nd	Corporate Services Committee	7.30pm
Wed 23 rd	Planning Committee	7.30pm
Thurs 24 th	Personnel Committee	7.30pm

July

Tues 6 th	Community Services Committee	7.30pm
Thurs 8 th	Business Services Committee	7.30pm
Thurs 15 th	Planning Committee	7.30pm
Tues 20 th	Town Council	7.30pm
Tues 27 th	Corporate Services Committee	7.30pm

August

Tues 3 rd	Community Services Committee	7.30pm
Thurs 5 th	Planning Committee	7.30pm
Thurs 12 th	Business Services Committee	7.30pm
Tues 24 th	Corporate Services Committee	7.30pm
Thurs 26 th	Planning Committee	7.30pm

September

Tues 7 th	Community Services Committee	7.30pm
Thurs 9 th	Business Services Committee	7.30pm
Thurs 16 th	Planning Committee	7.30pm
Tues 21 st	Town Council	7.30pm
Thurs 23 rd	Personnel Committee	7.30pm
Tues 28 th	Corporate Services Committee	7.30pm

October

Tues 5 th	Community Services Committee	7.30pm
Thurs 7 th	Planning Committee	7.30pm
Thurs 14 th	Business Services Committee	7.30pm
Tues 19 th	Town Council	7.30pm
Tues 26 th	Corporate Services Committee	7.30pm
Thurs 28 th	Planning Committee	7.30pm

November

Tues 2 nd	Community Services Committee	7.30pm
Thurs 11 th	Business Services Committee	7.30pm
Tues 16 th	Town Council	7.30pm
Thurs 18 th	Planning Committee	7.30pm
Tues 23 rd	Corporate Services Committee	7.30pm

December

Tues 7 th	Community Services Committee	7.30pm
Wed 8 th	Planning Committee	7.30pm
Thurs 9 th	Business Services Committee	7.30pm
Thurs 16 th	Personnel Committee	7.30pm
Tues 21 st	Corporate Services Committee	7.30pm

Recommendations and resolutions of the Corporate Services Committee 15th December 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Corporate Services Committee

629b Scheme of Delegations

It was **recommended** for the Scheme of Delegations document and the associated Terms of Reference for Committees be adopted with a view to reviewing its contents for a period of 12 months. This would enable detail to be inserted within this timeframe and to ensure the new ways of operating were embedded properly for Committees

632. EXEMPT ITEMS

It was **recommended** to instruct the Town Clerk and Deputy Town Clerk to investigate the building lease discussed.



FLITWICK TOWN COUNCIL

Computer, Telephone and Desk Use Policy

Contents

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- 6.5. Legislation
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9. Review and Revision

1. Policy Statement

Flitwick Town Council will ensure that every user is aware of, and understands, the acceptable use of Flitwick Town Council's computer and telephony resources and the need to operate within a "clear desk" environment.

2. Purpose

Modern day business operations and advances in technology have necessitated the widespread use of computer and with the advent of portable devices, away from the Council's premises.

As such, there is considerable scope for the misuse of computer resources for fraudulent or illegal purposes, for the pursuance of personal interests or for amusement/entertainment.

The Council also handles large amounts of **PROTECTED** and **RESTRICTED** information. The security of this information is of paramount importance. Ensuring that a clear desk policy operates across the Council can help prevent the security of this information from being breached.

The misuse of Flitwick Town Council's computer and telephony resources is considered to be potential gross misconduct and may render the individual(s) concerned liable to disciplinary action including dismissal.

The purpose of this document is to establish guidelines as to what constitutes "computer and telephony resources", what is considered to be "misuse" and how users should operate within a clear desk environment.

3. Scope

This document applies to all Members, Committees, Services, Partners, Employees of the Council, contractual third parties and agents of the Council who have access to information systems or information used for Flitwick Town Council purposes.

4. Definition

This policy should be applied whenever users who access information systems or information utilise Flitwick Town Council's computer and telephony resources.

Computer and telephony resources include, but are not restricted to, the following:

- Tablets, I Pads.
- Service computers.
- Personal computers.
- Portable laptop computers.
- Printers.
- Photocopiers.

- Scanners.
- Mobile telephones.
- Network equipment.
- Telecommunications facilities.

5. Risks

Flitwick Town Council recognises that there are risks associated with users accessing and handling information in order to conduct official Council business.

This policy aims to mitigate the following risks:

- Viruses, malware etc.
- Increased risk of data loss and corresponding fines
- Inappropriate access to and unacceptable use of the Council's network, software, facilities and documents
- Inadequate destruction of data
- The non-reporting of information security incidents
- Inconsistency in how users deal with 'secure' documents
- The impact of insufficient training for users
- The sharing of passwords
- Incorrect or inappropriate classification of documents
- Risk of reputation damage and further loss in public confidence
- Operational difficulties providing services

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

6. Applying the Policy

6.1. Computer Resources Misuse

No exhaustive list can be prepared defining all possible forms of misuse of computer resources.

The individual circumstances of each case will need to be taken into account. However, some examples are outlined below:

- Use of computer resources for the purposes of fraud, theft or dishonesty.
- Storing/loading/executing of software for a purpose which is not work related.
- Storing/loading/executing of software: which has not been acquired through approved Council procurement procedures, or for which the Council does not hold a valid program licence, or which has not been the subject of formal virus checking procedures.
- Storing/processing/printing of data for a purpose which is not work related.

6.2. Telephone

Flitwick Town Council's policy for telephones relates to the use of Council owned static and mobile telephones for private telephone calls.

Telephones (landlines and mobiles) - must not be used for any illegal, defamatory or obscene purpose. Personal use of telephones is acceptable, subject to the following:

- The use is legal.
- The use does not impinge on the member of staff's work or that of other officers.
- The use is not connected to any business or profit-making venture.
- Personal calls on landlines are limited to emergencies and other unforeseen events at the discretion of the line manager.
- The costs are reimbursed to the Council for calls on Council mobile phones.

Health and safety – before using mobile phones when in Council vehicles staff and Members should refer to the Town Council's Mobile phone policy and the Manufacturer's instructions. Monitoring – the Council maintains records of telephone calls which can be identified against an individual number.

The misuse of Flitwick Town Council's telephone services is also considered to be potential gross misconduct and may render the individual(s) concerned liable to disciplinary action.

6.3. Laptops

All laptops should be locked away every evening and at weekends, either in cupboards or laptop safes. Portable equipment taken home should be securely stored.

6.4. Clear Desk

Flitwick Town Council has a clear desk policy in place in order to ensure that all restricted and confidential information is held securely at all times. Work of this type should not be left on desks unattended and should be removed from view when unsupervised.

At the end of each day it is the employee's responsibility to clear their desk of all documents that contain any Flitwick Town Council **PROTECTED** or **RESTRICTED** information, or any information relating to clients or individuals. Unclassified material, together with non-Flitwick Town Council specific operating manuals may be left tidily on desks.

Flitwick Town Council **PROTECTED**, or **RESTRICTED** information must be stored in a facility (e.g. lockable safe or cabinet) commensurate with this classification level.

Nothing should be left lying on printers, photocopiers or fax machines at the end of the day.

Users of IT facilities are responsible for safeguarding data by ensuring that equipment is not left logged-on when unattended, and that portable equipment in their custody is not exposed to opportunistic theft.

Computer screens must be locked to prevent unauthorised access when unattended and screens will lock automatically after 5 minutes of inactivity, in order to protect information. A screen saver with password protection enabled will be used on all PCs. Attempts to tamper with this security feature will be investigated and could lead to disciplinary action.

Remember, when you are not working at your workstation there could be a business requirement for other staff to use that station.

Floor space under furniture and around the office should remain free from obstructions at all times to facilitate the cleaning and maintenance of the building.

As part of good housekeeping, boxes, folders etc. should not be stored on top of furniture, cabinets, window ledges etc.

The clear desk policy is not intended to hinder your day to day working. In an ideal world, we would all work with a clear desk.

6.5. Legislation

Users should understand the relevant legislation relating to Information Security and Data Protection, and should be aware of their responsibilities under this legislation. The following statutory legislation governs aspects of the Council's information security arrangements.

This list is not exhaustive:

- The Freedom of Information Act 2000.
- The Human Rights Act 1998.
- The Electronic Communications Act 2000.
- The Regulation of Investigatory Powers Act 2000.
- The Data Protection Act & GDPR 2018
- The Copyright Designs and Patents Act 1988.
- The Computer Misuse Act 1990.
- The Environmental Information Regulations 2004.
- The Re-use of Public Sector Information Regulations 2005.

Individuals can be held personally and legally responsible for breaching the provisions of the above Acts.

7. Policy Compliance

If any user is found to have breached this policy, they will be subject to Flitwick Town Council's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

8. Policy Governance

The following table identifies who within Flitwick Town Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- Responsible – the person(s) responsible for developing and implementing the policy.
- Accountable – the person who has ultimate accountability and authority for the policy.
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- Informed – the person(s) or groups to be informed after policy implementation or amendment.

Responsible

Town Council and Committees.

Accountable

Town Clerk.

Consulted

Town Councillors and Committee Members.

Informed

All Council Employees, All Temporary Staff, All Contractors.

9. Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.



FLITWICK TOWN COUNCIL

Standing Orders for Contracts

Adopted by Council: ----- 2020.

Review Date: 2021

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1.	GENERAL
1.1	The following Standing Orders for Contracts were adopted by Council on ----- 2020. They set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders for Contracts should be read in conjunction with the Council's Financial Procedures, Standing Orders and its Procurement Policy applying at the time.
1.2	The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and

sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
 - 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.U. directive
 - 1.3.5 any direction by the Council, committees, sub-committees having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise
- 2 **DELEGATED AUTHORITY TO ENTER INTO CONTRACTS**
 - 2.1 The Proper Officer shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the decision and budget have been approved by Council.
 - 2.2 The Proper Officer or Responsible Financial Officer (RFO), if different, have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.
3. **ORDERS FOR WORK, GOODS & SERVICES UPTO £5000**
 - 3.1 Orders for work, goods and services up to the value of £5000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations [see particularly FR 11.1 (i)].
 - 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.
- 4 **CONTRACTS OF UP TO £25,000**
 - 4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
 - 4.2 Three quotations need not be invited in circumstances set out in regulation 11.1i of the Financial Regulations, or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.
- 5 **REQUIREMENTS FOR TENDER**
 - 5.1 Subject to the exceptions in Rule 5.2 below, tenders shall be invited where the contract sum is estimated to be above £25,000.
 - 5.2 Tenders need not be invited in circumstances set out in 11.1 of the Financial Regulations, subject to a resolution of Council which embodies the reason for not doing so.
 - 5.3 Where the value of a supply, services or design contract is likely to exceed £189,330, or a construction contract is likely to exceed £4,733,252 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2015 (EU Directive 2014/24/EU) apply to the contract and if so the Council

must comply with EU procurement rules; which will include advertising in the Official Journal of the European Union. See also Financial Regulations 11.1 b, c and e.

5.4 Where tenders are required, one of the following methods shall be used:

- 5.4.1 Open competitive tender (Rule 5)
- 5.4.2 Ad hoc approved list (Rule 6)
- 5.4.3 Standing approved list (Rule 7)
- 5.4.4 Approved list of another Council (Rule 8)
- 5.4.5 Established procurement specialist (Rule 9)

6 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority, on the Council's website and in such trade journals as the Proper Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of the effect of Standing Orders.

7 AD HOC APPROVED LIST

7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8 STANDING APPROVED LIST

8.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

8.2 The list shall be compiled in the following manner:

- 8.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper, on the Council's website and where appropriate, one trade journal.
- 8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- 8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.

9. APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders shall be invited from persons included in a list approved by the Central Bedfordshire Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

10 ESTABLISHED PROCUREMENT SPECIALISTS

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11 SELECTION OF TENDERERS OR INVITEES

11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Proper Officer in consultation with the Chairman of Business Services or Chairman of Corporate Services.

11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken into account. Construction processes which are taking forward the Government Construction Strategy may also be used.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/510354/Government_Construction_Strategy_2016-20.pdf

12 **FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS**

- 12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Proper Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.
- 12.2 The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 12.3 Every tender shall be addressed to the Town Clerk (Proper Officer) and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1)

13 **EXTENSION OF TIME**

- 13.1 Where the Proper Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
 - 13.1.1 **Open competitive tenders** - in accordance with Rule 6.
 - 13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
 - 13.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

14 **OPENING OF TENDERS**

- 14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Proper Officer or other nominated officer in the presence of two Members of Council. (See also 10.1)
- 14.2 The Proper Officer shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
 - 13.2.1 the last date and time for the receipt of tenders
 - 13.2.2 the date and time the tender was actually received
 - 13.2.3 the name of the tenderer and the amount of the tender
 - 13.2.4 the date and time they were opened and by whom.
 - 13.2.5 the signature of the officer to whom the tenders were handed after opening.
- 14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 14.4 Following the opening of tenders invited the Proper Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15 **LATE TENDERS**

- 15.1 Any tender received late will be returned promptly to the tenderer by the Proper Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

16 ALTERATIONS TO TENDERS

- 16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

17 ACCEPTANCE OF TENDERS

- 17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Proper Officer or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

18 CONTRACTS TO BE IN WRITING

- 18.1 Every contract which exceeds £5000 shall be in writing in a form approved by the Proper Officer.
- 18.2 Every contract shall specify, amongst other things:
- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 18.2.2 the price to be paid with a statement of discount or other deductions
 - 18.2.3 where applicable, the time or times that the contract is to be performed
 - 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 18.3 The Proper Officer shall sign or witness every contract not required to be made under seal on behalf of the Council.
- 18.4 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or sub-committee of the Council pursuant to Standing Orders and being in value of amount less than £5000 shall be entered into on behalf of the Council by the Proper Officer by issuing an official order only.

19 ASSIGNMENT

- 19.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

"The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited"

20 LIQUIDATED DAMAGES

- 20.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Proper Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

21 PERFORMANCE BONDS

- 21.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Business Services Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

22 **RETENTION**

- 22.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Proper Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

23 **CANCELLATION**

- 23.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

24 **NOMINATED SUB-CONTRACTORS**

- 24.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 24.2 Where the estimated amount of a sub-contract exceeds £25,000 then, unless the Proper Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.
- 24.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

25 **ENGAGEMENT OF CONSULTANTS**

- 25.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.



FLITWICK TOWN COUNCIL: CO-OPTION POLICY

This procedure is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. The vacancy has been the subject of a public notice and fewer than 10 registered electors have requested an election by a deadline date specified by the Returning Officer.

Although seeking ‘expressions of interest’ is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, Flitwick Town Council will:

Consider advertising the vacancy to seek and encourage ‘expressions of interest’ by a specified date from anyone in the Parish who is eligible to stand as a Parish Councillor. All potential candidates will be requested to put their request for consideration in writing with the following additional information:

1. The reason for wishing to be a Councillor.
2. Previous Community/Council work.
3. Other skills they can bring to the Council Please note it is a condition of a Councillor that a means of contact by telephone and/or email will be public information.

The Clerk will confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.

The Chairman and the Vice Chairman will:

1. Offer the opportunity for candidates to be interviewed
2. Determine the acceptability of each candidate for co-option, utilising the ‘person specification’ criteria as set out and any personal statements requested from and provided by candidates.
3. Recommend to the Town Council any candidates who are deemed suitable for co-option.

At the next available Town Council meeting, an absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39).

The applicant with the least number of votes casted will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

The successful candidate's co-option is formally ratified at the full Council meeting.

The Town Clerk will notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests'.

If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified or until the next election.

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound Knowledge and understanding of local affairs and the local community. • Forward Thinking. • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of projects. • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council. • Experience of working or being a member in a local authority or other public body. • Experience of working with voluntary and local community interest groups. • Basic Knowledge of legal issues relating to Town and Parish Councils or Local Authorities. • Experience of public speaking.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to communicate succinctly and clearly. • Ability and willingness to work with Councils partners, voluntary groups, other Parish Councils, principle authority and charities. • Ability and willingness to undertake induction training and any other relevant training. 	
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council and its committees. • Attend meetings of the local authority and any other bodies at any time. • To attend events in the evening and at weekends. 	

Recommendations and resolutions of the Community Services Committee 1st December 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Community Services Committee

777c. Free School Meals

It was **RECOMMENDED** to go ahead with the free school meals scheme during the Christmas school holidays.

777d. Grant Policy

It was **RECOMMENDED** to accept the grant policy with grammar corrections.

777e. Youth Committee

It was **RECOMMENDED** a working party be formed to discuss the Youth Committee.



FLITWICK TOWN COUNCIL

Report to Town Council Grounds Team Vehicle Leasing

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Community Services Budget – Core Services

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

The Town Council made a resolution three years ago to lease the groundsteam vehicles instead of purchasing outright which had been done previously.

Due to nearing the end of the current agreement, quotes were presented at the November 2020 Town Council meeting however further options were requested before making any decisions.

Introduction

The current leases are due to expire at the end of February 2021. Quotes were obtained from the current dealer and an alternative leasing company for a similar spec vehicle to what the Town Council currently have. Unfortunately, Mitsubishi are in the process of leaving the UK market due to the coronavirus pandemic therefore the upgraded version of the current vehicle is no longer available and cannot be factory ordered.

Members asked for further quotations to include other manufacturers and the option of electric vehicles.

There are currently no full electric vehicles of this type within the UK.

The Volkswagen Amarok's are no longer supplied to the UK market; therefore, I was unable to source quotations for this vehicle.

Recommendations

Mitsubishi L200 Diesel Double Cab Warrior with maintenance package based on a 3-year contract

Shogun Leasing (current provider) – £348.99 per month, per vehicle (due to nearing the end of our current agreement we have been issued with a cashback card which can be redeemed upon renewing contract. Cashback cards worth at least £250.00 each)

Shire Leasing – £372.54 per month, per vehicle

Drivestyle Flitwick – company unable to source quote

Nissan Navara Double Cab N-Connecta with maintenance package based on a 3-year contract

Shire Leasing – £477.67 per month, per vehicle

Drivestyle Flitwick – company unable to source quote

Ford Ranger Double Cab ECOBL with maintenance package based on a 3-year contract

Shire Leasing – £356.93 per month, per vehicle

Drivestyle Flitwick – £365.92 per month, per vehicle

Stacie Lockey
Amenities Officer

Recommendations and resolutions of the Planning Committee 19th November 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Planning Committee

2747. Flitwick Station Interchange Project

It was **RECOMMENDED** that CBC attend the Planning Meetings to provide updates on the Station Interchange Project. Vote: all in favour.

Date :- 23/11/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Support on the following applications;

20/00555/TRE

05/11/2020	Pat Longland	Mr Michael Martin	11 Naseby Place Flitwick Beds MK45 1FB
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Proposal : Works to trees protected by a Tree Preservation Order: MK/00/00007/T1: reduce walnut tree (T1) by 30%, raise canopy and remove deadwood.

Observations : FTC - Support
Vote: all in favour

20/00613/TRE

29/10/2020	Pat Longland	Mr Nash (CBC)	Compton Close Flitwick Beds MK45 1TA
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Proposal : Works to trees protected by a Preservation Order: T1-4 & T7-15 Lime trees to repollard to previous points, remove basal and epicormic growth. Arising will be removed to MB/TPO/76/00007 (G2)

Observations : FTC - Support
Vote: all in favour

20/00632/TRE

05/11/2020	Pat Longland	Mr Adrian Archer	Principle Estate Manager Canterbury Court The Hawthorns MK45 1FL
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Proposal : Works to trees subject to a Tree Preservation Order: MB/01/00003, works to various trees (mainly severing ivy, remove deadwood and fell sycamore tree T18)

Observations : FTC - Support
Vote: all in favour

20/03695/FUL

29/10/2020	Eleanor Keep	Mrs Tracey	22 Greenways Flitwick Beds MK45 1DA
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Proposal : Outbuilding at rear to be extended and converted into an annex, with new dropped kerb.

Observations : FTC - Support
Vote: all in favour

20/03877/FUL

29/10/2020	Katie Dowling	Mr & Mrs Briggs	26 Trafalgar Drive Flitwick Beds MK45 1EF
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Proposal : Demolition of existing conservatory with single storey rear extension & partial garage conversion.

Observations : FTC - Support
Vote: all in favour

Signed _____ Date _____

Rob McGregor Mr