



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING**  
**HELD ON 1<sup>ST</sup> DECEMBER 2020**  
**AT 7:45PM VIA VIRTUAL ACCESS**

**Present:**

Cllr Badham (Chair)  
Cllr Toinko  
Cllr Dann  
Cllr Earles  
Cllr Lutley  
Cllr Thompson  
Cllr Snape  
Cllr Platt

Rob McGregor – Town Clerk  
Stacie Lockey – Amenities Officer  
Susan Eldred – Community Services Officer

Robert Wilsmore – Resident

**770. APOLOGIES FOR ABSENCE**

Cllr Dodds – No internet connection. Accepted

**771. 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.

**772. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Badham congratulated the Community Services team on the newly installed Christmas Lights display. The Christmas Lights had received a good response from residents and positive comments on social media.

Councillor Badham commented CBC had voted in favour on a new discretionary business support scheme for small businesses in need of support due to COVID 19. Full details would be published by CBC within 24 hours. Councillor Badham was disappointed no Ward Councillors had made comment on their support for the new discretionary business support scheme. Councillor Badham requested the information released by CBC be shared on Flitwick Town Council Facebook page.

**773. PUBLIC OPEN SESSION**

No questions or comments.

#### **774. MEMBERS QUESTIONS**

Councillor Toinko asked the Town Clerk if there had been an update on the wildflower project and correspondence from CBC. The Town Clerk advised there was no further information at this time, the Town Clerk would follow this up.

*Action: Town Clerk*

#### **775. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 3<sup>RD</sup> November 2020.

All Members agreed the minutes were a true recording of the meeting held on 3<sup>rd</sup> November 2020 (Vote - All in favour)

#### **776. MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 3<sup>rd</sup> November 2020.

Councillor Thompson asked for an update on the Flitwick Christmas Market. The Community Service Officer stated the Christmas Market was planned to go ahead on 13<sup>th</sup> & 20<sup>th</sup> December, in line with all current Government COVID guidelines. A full risk assessment was submitted to the CBC safety Advisory Group.

#### **777. ITEMS FOR CONSIDERATION**

- a. **Community Awards**

Members asked for Community Awards to be deferred to the January Community Services meeting for further discussion.

- b. **Millennium Park Hire Structure**

Cllr Thompson stated the working group had not set the proposed pricing for hiring FTC owned land at this stage. The working group plan to meet again to discuss a pricing structure.

The Event Protocol policy would be updated in line with recommendations from the working group.

- c. **Free School Meals**

The Community Services Officer Informed Members that the Free School Meals working group had made recommendations to continue offering free meals during the Christmas school holidays. The meals would be offered to any child in need, under the age of 16 years. The Community Services Officer informed Members the information regarding the scheme had been shared with all lower schools, pre-schools, nursery's, and middle schools in Flitwick. The Communications and Marketing Officer had shared the information on the Flitwick Town Council Facebook page and website.

Cllr Toinko raised a concern regarding the wording used on the social media post, Cllr Toinko felt it could give the impression all children who receive a free school meal are entitled to use the scheme. All children in reception, year 1 and year 2 receive free school meals, Cllr Snape recommended removing the words 'Free School Meals' from the top of the post.

*Action: Communications & Marketing Officer*

Cllr Badham informed Members the working group plan to discuss food poverty in Flitwick at the next meeting, this will include all age ranges.

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

**d. Grants Policy**

The Town Clerk informed Members that the Grants Policy had been circulated prior to the Community Services meeting. Cllr Lutley & Cllr Thompson had both given feedback and their comments had been noted and added accordingly.

Cllr Lutley commented that the grant application document was too long, Cllr Lutley felt a two-page document would be more appealing than the proposed five-page document.

Cllr Snape requested the final, approved document be shared on the Flitwick Town Council website.

Members agreed a formal two round grant application process, ad-hoc applications would be considered as and when received.

Cllr Lutley raised a question regarding giving grants to individuals and believed this was not something that had been offered in the past. The Town Clerk felt it would be unfair to exclude individuals from the process.

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

**e. Youth Committee**

Cllr Badham informed members he had spoken with Pete Cooper regarding the benefit of having a Youth Committee within Flitwick. Youth Committees had been proven to work in other areas, giving younger people a voice and real-life experiences of local government.

Cllr Badham suggested a budget of £5000 for the Youth Committee. Cllr Badham recommended setting up a working group to discuss this further and set age limits.

Cllr Toinko suggested the working group also outline how the Youth Committee budget will be managed and the process of how monies would be spent. The working group would also discuss how the young people would be elected and represented.

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

**f. S106 funding for outdoor sport and green infrastructure in Ampthill and Flitwick**

The Town Clerk informed members that there was available money in the S106 fund. It was recommended that the S106 working group meet and discuss in detail what projects could be put forward.

The Amenities Officer advised Members that an application would be submitted for the projects identified within Manor Park.

The Town Clerk stated S106 money can be accessed at any time, with match funding being negotiated with CBC.

The Town Clerk informed Cllr Lutley there was funding available for use at the Village Hall. Cllr Lutley would discuss this matter with the Village Hall Management Committee.

Cllr Snape asked the working group to consider accessing S106 money for lighting at the skate park and basketball area in Millennium Park. Cllr Toinko asked if a previous recommendation to repaint the skate park could also be considered.

The working group agreed to meet in January to discuss all options for potential S106 funding.

*Action: Amenities Officer*

## **778. ITEMS FOR INFORMATION**

### **a. Budget**

Cllr Snape asked for a Health & Safety charge of £1,867 to move to the Community Services budget.

### **b. Community Services Report**

The Community Services Officer gave a verbal update. The planned Christmas Market on Sunday 13<sup>th</sup> & 20<sup>th</sup> December would go ahead, following all Government and CBC COVID guidance.

The Community Services Officer informed Members that there had been a request from Beds Rural Communities Charity for a donation of £50 towards a Christmas tree which would be positioned in the ticket office at Flitwick train station. Cllr Dann asked if the £50 would be donated to a charity and asked where the tree would come from. The Community Services Officer advised the trees were 'recycled' from a Christmas Tree festival but was unsure about the money being donated to charity. The Community Services Officer would circulate an email to members once further information was gathered.

*Action: Community Services Officer*

### **c. Grounds Team Report**

Cllr Toinko commented on the amount of grass cutting that would have taken place lately in Flitwick by CBC. Cllr Lutley shared that FTC pay CBC for grass cutting, this is paid via an annual invoice.

Cllr Badham raised that some residents had asked about cattle being grazed on the back fields within Manor Park and there has been some misunderstanding over trees being moved. It was recommended that FTC address this by way of a social media post outlining the plans for Manor Park regarding moving the trees and installing fencing in this area.

*Action: Communications & Marketing Officer*

### **d. Step Free Access Grant Application**

The Amenities Officer advised members that a grant application from Step Free Access was received last December. Members originally requested further information in relation to the application. This was then discussed at the Community Services meeting in March where Members made the recommendation to refuse the grant on this occasion, unfortunately due to COVID and the lockdown measures, the decision was not relayed to members of the Step Free Access group until recently.

Cllr Badham commented that one of the reasons for not approving the grant was due to the Step Free Access group not being Flitwick specific, therefore there was no guarantee the money would be spent for Flitwick.

Members wished to note that FTC supported the Step Free Access scheme and the decision to refuse the grant was not a reflection on the support FTC would offer. It was suggested FTC offer support in the way of free meeting space.

The Amenities Officer would invite Mr Cook to the next Community Services meeting to discuss how FTC could support the scheme in other ways.

*Action: Amenities Officer*

e. **Manor Park Winter Work Action Plan**

Members noted the action plan.

The Town Clerk thanked Vinnie (Grounds Team Member) for his hard work in putting the Manor Park action plan in place.

**779. PUBLIC OPEN SESSION**

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**.

No questions or comments.

**780. 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..

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 20:55pm