



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-11/02/2021- 113

5th February 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 11th February 2021 via Virtual access**, commencing at **7.30 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Committee Members: Councillors Snape, Badham, Blazeby, Gleave, Dodds, Lutley, Roberts and Williams

Distribution: All Town Councillors
Notice Boards
Website

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. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

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/meeting/register/tZMkd-qurjouHNeEJScxqecd3rXpPfagsOoA>

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

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 14th January 2021.

7. MATTERS ARISING

- a. Minutes of the Business Services Committee 14th January 2021.

8. ITEMS FOR CONSIDERATION

a. Councillor Email Addresses & SharePoint

Members are asked to consider moving Councillor accounts from SharePoint Online Plan to M365 Business Basic which includes Microsoft Teams, emails, and other applications for £3.80 per month, which is the same cost as the current SharePoint access Members have.

The Chairman will explain the benefits of this change.

9. ITEMS FOR INFORMATION

a. Business & Facilities Manager's Report

Members are asked to note the Projects Update from the Business & Facilities Manager.

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 Financial Reports

11b Business & Facilities Manager's Report

11c Mobile Phones

11d Investment Strategy

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.