



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON TUESDAY 26TH JANUARY 2021
AT 7:30PM VIA VIRTUAL ACCESS**

Present:

Cllr I Blazeby (Chairman)

Cllr J Roberts

Cllr A Snape

Cllr R Shaw

Cllr G Mackey

Cllr D Toinko

Also present:

Rob McGregor – Town Clerk & Chief Executive

Stephanie Stanley – Deputy Town Clerk

Beverley Jones – Communications & Marketing Manager

633. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Dann – unwell.

634. 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 -

Councillor Mackey declared an interest for item 11b as he was a CBC Ward Member.

Councillor Roberts declared an interest for item 11b as his wife worked for CBC Libraries.

635. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

636. PUBLIC OPEN SESSION

There were no members of the public present.

637. MEMBERS QUESTIONS

There were no questions.

638. MINUTES

a. For Members to receive and adopt the minutes of the Corporate Services meeting held 15th December 2020.

Members received and adopted the minutes of the Corporate Services meeting held on 15th December 2020.

639. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 15th December 2020.

Councillor Roberts reported that he had seen a car parked outside Barclays – the driver had manoeuvred around the planters. Members were disappointed to hear this and agreed that enforcement was needed. Unfortunately, Councillor Roberts did not take note of the vehicle registration but in future, registrations would be sent to the Police and CBC Highways to report this unlawful activity.

The Chairman asked if people were permitted to park near the ATM machines and he was advised by Councillor Mackey that this area was not for parking.

640. ITEMS FOR CONSIDERATION

Items for consideration were under exempt.

641. ITEMS FOR INFORMATION

- a. **Budget**

Councillor Mackey advised he had a question regarding Rufus Centre tenants which would be discussed under the Exempt section.

Members noted the Corporate Services Budget for December.

- b. **Communications & Marketing Manager Report**

The Communications & Marketing Manager advised Members on elements of her report explaining that:

- the new design for Flitwick Papers printed version was rescheduled for April.
- online versions of monthly Flitwick Papers would be created in the meantime.
- she had feedback from various channels on the Council website.
- the business directory was going well.
- Google Analytics would be used going forward for the website.
- Agendas & Minutes was the most popular page on the website.

The Chairman asked if links to agendas were included on the calendar page. The Communications & Marketing Manager believed this should be automatically generated but would investigate this.

Action: Comms & Marketing Manager

Councillor Snape was interested in the need for Councillor email addresses for data protection and it was agreed that this would be looked at as part of the new IT specification. The Town Clerk & Chief Executive advised that staff email addresses needed to be changed too. Members were informed that this work was not likely to be expensive. The IT specification would include quotations for the creation of new Councillor email addresses and this would be considered by Business Services.

Action: Business & Facilities Manager/Town Clerk & Chief Executive/Councillor Snape

642. PUBLIC OPEN SESSION

No items.

643. 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.

Councillor Mackey asked to know how the business tenants at the Rufus Centre had been coping during the pandemic. He was advised that the Business & Facilities Manager could give an update on this at the next Business Services meeting.

Action: Business & Facilities Manager

Councillor Mackey requested for the Corporate Strategy item to be discussed first under exempt so that he and Councillor Roberts, who had both declared interests for the other item, could leave the meeting at the appropriate time and not have to re-join later. The Chairman agreed to this change in the agenda order.

11a) Corporate Strategy – for consideration

Members discussed the proposal circulated.

It was **recommended** to engage the contractor to facilitate online workshops with a view to producing a Corporate Strategy. This would be discussed by full Council.

Councillor Roberts and Councillor Mackey left the meeting at this time.

11b) Town Council Office Space - for consideration

Members discussed the item.

It was **recommended** to defer the decision of whether to accept the offer. This would be a matter for discussion at the next Council meeting.

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.