



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-11/03/2021- 114

5th March 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 11th March 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**

Members are to hear a presentation on investment strategies for Councils.

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/join/zoom-join?secret=6hgz0rHd1-CImmnoQZuW7iGOqXru-7>

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. **INVITED SPEAKER**

Members are to hear a presentation on investment strategies for Councils.

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 11th February 2021

8. **MATTERS ARISING**

- a. Minutes of the Business Services Committee 11th February 2021.

9. **ITEMS FOR CONSIDERATION**

a. **Standing Orders for Contracts**

Members are asked to consider and adopt the revised Standing Orders for Contracts document circulated.

10. **ITEMS FOR INFORMATION**

a. **Laptops**

Members are asked to note that Officers have donated 6 laptops to local schools that were no longer used at the Rufus Centre. The devices will be wiped, and the team will have appropriate certificates.

11. **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**.

12. 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.

12a Financial Reports – for information

12b Business & Facilities Manager's Report – for information

12c Occupancy Stats – for information

12d IT Specification – for consideration

12e Proposal for AV Equipment – for consideration

12f Proposal for Tenant Office Refurbishment – for consideration

12g Business Planning Working Group – for consideration

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.