



FLITWICK TOWN COUNCIL

Ref: Agenda/Council-27/04/2021- 422

22nd April 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 27th April 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

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

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. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **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/join/ztZkceqspj0oHdVPxAJQdpU2Gzp0wqfV2EJ4>

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**.

6. **INVITED SPEAKER**

7. **MEMBERS QUESTIONS**

To receive questions from members.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 16th March 2021**, this meeting was held via virtual access.
- b. For Members to receive and consider **resolutions and recommendations** of the Appeals Committee Meeting, held on the **Wednesday 31st March 2021**, this meeting was held via virtual access (**Chairman will move this item to Exempt**).
- c. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 1st April 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations.

- d. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on the **Tuesday 6th April**, this meeting was held via virtual access.

Members to agree the applications to the Rolling Capital Fund.

- e. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on the **Thursday 15th April 2021**, this meeting was held via virtual access (**Chairman will move this item to Exempt**).
- f. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Friday 23rd April 2021**, this meeting was held via virtual access.
- g. Members are asked to note the Planning Committee decisions from 1st and 23rd April 2021.

9. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 16th March 2021.
- b. Members to receive any updates from Officers.

10. ITEMS FOR CONSIDERATION

a. Councillor Surgeries

Members are asked to consider the options and recommendations in the report circulated regarding Councillor Surgeries from the Community Services Officer.

b. Committee Choices & Senior Roles

Members are asked to consider the contents of the report circulated and discuss the recommendations regarding Committee Choices and Champion roles.

Members are asked to note that Committee Choices and Senior Role paperwork will soon be circulated for the ensuing year. The Annual Statutory Meeting (previously known as the Annual General Meeting of the Council) will be held on Tuesday 18th May at 7:30pm and will take a hybrid format with some Councillors attending in person, with the remaining Councillors joining virtually. Officers are investigating how the voting process will work with this set-up.

b. Management & Retention of Documents Policy

Members are asked to approve the Town Councils Management and Retention of Documents Policy.

c. Flitwick Town Council Strategy

Members are asked to consider and approve the draft Flitwick Town Council Strategy circulated.

Members are asked to consider and approve the Resident FTC Strategy Feedback Questionnaire circulated.

d. IT Tender

Members are asked to consider the IT tender contracts.

Quotation A £33,782.80 – score 54

Quotation B £24,517.20 – score 93

Quotation C £39,828.95 – score 61

e. Lockdown Car Show

Members are asked to consider a request from a resident to use Millennium Park and The Hub car park for a 1 day event.

11. ITEMS FOR INFORMATION

a. Annual Town Meeting

Members are asked to note that the Annual Town Meeting will be held on Thursday 6th May 2021 at 7:30pm via Zoom.

b. Councillor Attendance Record

Members are asked to note the Councillor Attendance Record circulated. This document will be included as part of the pack produced for the Annual Town Meeting.

c. Local Plan Consultation

Members are asked to note the information circulated regarding the Local Plan.

d. Welcome Back Fund

Members are asked to note the information circulated regarding the Welcome Back Fund (supporting paper from CBC to follow).

e. Councillor Surgeries/Public Enquiries Feedback

Members are asked to note the form circulated.

Members are asked to note any verbal updates given at the meeting that are not on the form.

12. 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**.

13. 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.

13a) Minutes and Recommendations of Meetings

13b) Building Lease – for consideration

13c) Projects – for consideration

13d) Site discussion – 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.