



## FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-27/07/2021- 59

22<sup>nd</sup> July 2021

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 27<sup>th</sup> July 2021 at The Rufus Centre**, 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 Blazeby, Roberts, Thompson, Toinko, Shaw, Hodges

Distribution: All Town Councillors  
Notice Boards  
Website

### **Statement for Virtual Meetings**

*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 Team meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmRiZGQ0OWUtMDIINS00YzI1LWE2ZmtYzQ5MWU4ZWViMTFi%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmRiZGQ0OWUtMDIINS00YzI1LWE2ZmtYzQ5MWU4ZWViMTFi%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

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** – None invited

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 22<sup>nd</sup> June 2021.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 22<sup>nd</sup> June 2021.

9. **ITEMS FOR CONSIDERATION**

a. **Marketing & Communications Plan Reporting**

Members are asked to consider the plan circulated showing status on tasks and to raise any queries about delivery about any element, the need to prioritise elements of the plan and also the format of the reporting, which it is proposed to review at each future meeting.

b. **Noticeboards**

Members are asked to consider the recommendations in the report circulated. While we have reverted to the physical distribution of Flitwick Papers to every household in the Town, it is time to consider if we have enough physical noticeboards located around the Town to ensure flexibility and tiering in our communication channels.

c. **Website Update & Analytics**

Members are asked to note the report circulated and to raise any queries about the reporting format produced, which will be reviewed at each future meeting.

d. **Social Media**

Members are asked to note the report circulated and to raise any queries about the reporting format produced, which will be reviewed at each future meeting.

e. **Town Guide**

Members are asked to consider and discuss options for updating the Town Guide in a way that builds on the previous 'Welcome Leaflet' and new style of Flitwick Papers. Consideration will need to be given to what content should be included, if we should produce physical copies in addition to a downloadable version, to whom and where this will be distributed. Please review the previous 'Welcome' version before the meeting, if possible.

f. **Local Businesses Advertising Support**

Members are asked to discuss the options for 'dinky' adverts within Flitwick Papers to help support local businesses, as part of our Strategic support and wider communication about what is on offer. See the report circulated report for more details.

g. **Environmental Review**

For Members to consider instructing Officers to carry out an Environmental Review to establish opportunities and costs to moving to wholly recycled or sustainable materials and practices as part of normal council business. This would be the first step to 'set our own house in order' before we look at practical ways to encourage both residents and local businesses to do likewise. It may be appropriate to consider FTC declaring a Climate Emergency proposal at full council in order to generate a wider body of work and engagement with our Town Community on approaches that we can explore collaboratively.

h. **Annual Residents Survey**

Members are asked to discuss their views on the establishment of an annual survey of Flitwick residents, to establish a feedback mechanism that could be used to establish a regular gauge of their 'satisfaction' with the Council and its delivery against its stated strategic objectives, as well as an opportunity to provide views on potential improvements we could make. Timing, if agreed, would enable the resultant feedback to be used at the Annual Town meeting.

10. **ITEMS FOR INFORMATION**

a. **Corporate Services Budget**

Members are asked to note the budget circulated.

b. **Strategy Feedback**

Members are asked to consider the feedback received on the strategy document that relate to Corporate Services. The Chairman has reviewed the highlighted comments that could relate to this Committee and am incorporating them in the Delivery Plan which will be discussed at the next Corporate Services meeting.

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) Local Organisation Leases – for consideration

12b) Car Park Licence Agreement – for consideration

12c) General Update – for information

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.