



FLITWICK TOWN COUNCIL

Ref: Agenda/Community-07/09/2021- 73

31st August 2021

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 7th September 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

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Town Clerk

Committee Members: Cllr Thompson, Toinko, Dann, Lutley, Badham, Chacko, Platt, Earles

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.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGY2YmY3OGltMjhiOS00YzM1LWI3OGYtMWExMjE5MTIIMTQ2%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

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**

Wendy Millgate – 4YP

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 3rd August 2021.

8. **MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 3rd August 2021.

9. **ITEMS FOR CONSIDERATION**

a. **Lockdown Car Show 2022**

Members to receive a report from the Community Services Manager and consider the recommendations within the report.

b. **Hub Car Park Opening Times**

Members to receive a report from the Environmental Services Manager and consider the recommendations within the report.

c. **Event Booking Protocol**

Members to approve the event booking protocol document that has been reviewed by the working group.

d. **Burial Ground Garden of Remembrance Memorial Sizes**

Members to receive a report from the Environmental Services Manager and consider the recommendations within the report.

e. **Play Equipment - Station Road & Beaumont Road**

Members to consider quotations for replacement play equipment at Station Road and Beaumont Road.

f. **Community Awards Rebrand**

Members to consider three marketing options for the relaunch of Flitwick Community Awards. Community Services Manager to give verbal update.

g. **Airmen Memorial**

Members to consider additional information from Cllr Mackey in relation to the Airmen Memorial.

h. **Dog Waste Dispensers**

Members to receive a report from the Community Services Manager and consider the recommendations within the report.

10. **ITEMS FOR INFORMATION**

a. **Community Services Managers Report**

Members to note the report from the Community Services Manager.

b. **Budget**

Members to note the budget.

c. **Skate Comp Feedback**

Members to receive a verbal report from the Community Services Manager regarding feedback from the Youth Skate Comp held on Sunday 22nd August.

d. **Play Equipment Annual Inspections**

An Independent Annual Inspection of the Town Council's play areas and equipment was completed in August resulting in a clean bill of health.

The risk assessment concluded that there were no matters of High Risk.

Two matters were raised as being of Moderate Risk:

1) A picnic bench at Millennium Park play area which had been cordoned off due to vandalism. The bench was vandalised in the week before the annual inspection and was immediately cordoned off when spotted on our daily litter picks. The bench has since been removed and a replacement will be required due to the extent of the damage.

2) A home-made low skate ramp at Hinksley Road Recreation Ground. This has since been removed in the process of our in house weekly inspections.

A number of Low and Very Low Risks were confirmed and these are being dealt with under our ongoing monitoring and maintenance schedules.

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 -Skate Park Graffiti Update

12b - Community Safety Plan

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.