FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-28/09/2021- 61

23rd September 2021

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 28th 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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<u>Town Clerk</u>

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.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzMzMjFkNGEtODhhOS00NTI4LWE3MGQtYjMyYzgzNDUxNTNl%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

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 24th   August 2021.

8.   MATTERS ARISING

a.   Minutes of the Corporate Services Committee Meeting 24th August 2021.

9.   ITEMS FOR CONSIDERATION

a.   Notice Boards

Members are asked to consider the circulated report detailing options for revised notice boards in the town.

10.   ITEMS FOR INFORMATION

a.   Budget

Members are asked to note Corporate Services budget circulated.

b.   Delivery Plan

Members are asked to note the progress of the strategy deliverable delivery plan actions.

c.   Social Media & Website Statistics

Members are asked to note the social media and website stats circulated including trend data.

d.   Communications & Marketing Forward Promotional Plan

Members are asked to note the circulated Communications & Marketing Forward Promotional Plan noting that this is an example for Community Services. The intention is to issue a plan for each Committee showing the Forward Plan for the month ahead.

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) Car Park Licence Agreement

12b) Local Organisation Leases Update

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.