



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-26/10/2021- 62

21st October 2021

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 26th October 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: 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_ODVjNGM0YzltZmFjNS00ODFkLTgxN2YtOGFiOWU5NjVhZWRI%40thead.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 28th September 2021.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 28th September 2021.

9. **ITEMS FOR CONSIDERATION**

a **Notice Boards**

Members are asked to consider the circulated report detailing options for the revised notice boards in the town, which consider feedback from the previous meeting.

b. **Environmental Policy – Environmental Action Plan & the Delivery Plan**

Members are asked to consider and feedback into the draft Environmental Policy & Environmental Action Plan. The Town Council's Delivery Plan highlights the following areas relating to the Corporate Services Committee:

Initiate an environmental audit of FTC activities and operations (Corporate & Community).

Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions (Corporate & Planning).

Consider ways to reduce consumption, improve re-use and increase re-cycling (all Committees).

10. **ITEMS FOR INFORMATION**

a. **Delivery Plan**

Members are asked to note the delivery plan document circulated.

b. Budget

For Members to note the budget circulated for Corporate Services.

c. Social Media & Website Statistics

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

d. Marketing & Communications Plan 2021-22

Members are asked to note the status of actions for the Marketing & Communications Plan. Members should note that for future meetings, this will be filtered so it is Committee specific.

e. Marketing & Communications Forward Plan

Members are asked to note the Marketing & Communications Forward Plan circulated. Members should note that for future meetings, this will be filtered so it is Committee specific.

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 Agreement – for consideration

12b) Lease Update – for information

12c) Local Organisation Leases – 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.