



## FLITWICK TOWN COUNCIL

Ref: Agenda/Business-11/11/2021- 202

5<sup>th</sup> November 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 11<sup>th</sup> November 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 Snape, Blazeby, Mackey, Lutley, Gleave, Badham, Williams, 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\\_MmE2MGMyNDUtYWQ2Mi00YjQ0LWEhNjMtODFIMzI1ZjM2OGZI%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_MmE2MGMyNDUtYWQ2Mi00YjQ0LWEhNjMtODFIMzI1ZjM2OGZI%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 Business Services Committee held on 14<sup>th</sup> October 2021.

#### **8. MATTERS ARISING**

- a. Minutes of the Business Services Committee 14<sup>th</sup> October 2021.

#### **9. ITEMS FOR CONSIDERATION**

##### **a. 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 Business Services Committee:

- i) Initiate an environmental audit of FTC activities and operations.
- ii) Create a Council Environmental and Sustainability Policy to reduce our adverse impact on climate change and environmental issues.
- iii) Consider ways to reduce consumption, improve re-use and increase re-cycling.

##### **b. Kitchen Hire**

Members are asked to discuss the information circulated relating to kitchen hire profitability and make any relevant alterations based on this data.

##### **c. Migration of Telephones to Microsoft Teams**

When the Town Council went out to tender for IT provisions, part of the Tender involved migrating the current telephone systems to Microsoft Teams.

2 X physical phones

15 X wired headsets which will plug into your machines and using the MS Teams app.

3 X Wireless Headsets.

Installation and setup of the phone system we will bring your existing Flitwick numbers into the new phone system, and MS Teams would be used to make/receive calls via a PC or the Teams app on a mobile device.

There are a number of savings that can be achieved which should save £700.00 annually.

The cost of the migration to Microsoft Teams has been received for members to consider and (attached).

**d. AV Equipment - Microphones**

Members are asked to approve the Officer recommendation to install 7 microphones onto the Davis Suite ceiling to assist with sound for meetings using AV equipment. The total expenditure would be £2,618.40.

**10. ITEMS FOR INFORMATION**

**a. 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.

**b. 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 Officers Update – for information

12b Financial Reports – for information

12c Occupancy Stats and Forecasts – for information

12d Tenants – 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.