



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-21/12/2021- 63

16th December 2021

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 21st December 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_YWU0OTNmZmYtNDFkYS00ZDYzLTk4YWU0tNTEyNDFkMGUzYzQ3%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 26th October 2021.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 26th October 2021.

9. **ITEMS FOR CONSIDERATION**

a. **Corporate Services Priorities for 2022/23**

Members are asked to consider shortlisting five key priorities for the Committee to take forward for development as projects into 2022/23.

b. **Corporate Services Budget 2022-23**

Members are asked to consider the proposed Corporate Services Budget for 2022-23 circulated and suggest any amendments/additional items. The final proposed budget will be considered at the January Council meeting.

c. **Website Initiative**

Members are asked to consider a proposal from Councillor Blazeby relating to a website map to include content explaining the Town's history (which will include images, video, and audio etc). This proposal is in line with the Council's strategic aims and the technology is now in place to deliver it.

d. **Marketing Equipment**

Members are asked to consider a proposal from the Comms & Marketing Manager for purchasing equipment for video and photography.

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.

c. **Social Media Report**

Members are asked to note the social media report circulated.

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 Update – for information

12b) Leases Update – for information

12c) Lease – for consideration

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.