



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-25/01/2022- 64

20th January 2022

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 25th January 2022 via virtual access**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
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.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDgyYTI3NTItMTY1NC00YTk5LThlZDMtNGMxN2VjNjdmMDBj%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 21st December 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 21st December 2022.

9. **ITEMS FOR CONSIDERATION**

a **Delegation Policy Review**

Members are asked to review the Scheme of Delegations and make recommendations to Council relating to a call-in process and opportunities to streamline elements of Committees to reduce administration and support for Officers.

b. **Residents Satisfaction Survey**

Members are asked to consider the draft residents satisfaction survey circulated.

c. **Marketing Equipment**

Members are asked to consider the revised options for marketing equipment as per discussions at the previous meeting.

d. **Business Continuity Plan - Test**

Members are asked to discuss testing the Council's Business Continuity Plan. This was highlighted as a priority at the previous meeting.

10. **ITEMS FOR INFORMATION**

a. **Budget**

Members are asked to note the Corporate Services budget circulated.

b. **Delivery Plan & Committee Priorities**

- i) Members are asked to note the Delivery Plan for Corporate Services.
- ii) Members are asked to note the consolidated list of Committee priorities.

c. **Marketing & Communications Plan 2021-22**

Members are asked to note the Marketing & Communications Plan circulated.

d. **Marketing & Communications Forward Plan 2021-22**

Members are asked to note the Marketing & Communications Forward Plan circulated.

e. **Social Media & Website Statistics**

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

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) Local Organisation's proposal – for consideration.

12b) Updates – 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.



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 21st DECEMBER 2021
AT 7.30PM AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS**

Present:

Cllr I Blazeby (Chairman)
Cllr R Shaw
Cllr D Toinko
Cllr C Thompson
Cllr Hodges

Also, Present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Corporate Services Manager
Beverley Jones – Community Services Manager
Sally Auker-Phillips – Administration Officer

722. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Roberts (Vice Chairman) – work commitments

723. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – Cllr Toinko and Cllr Blazeby declared an interest for agenda item 12c.

Cllr Toinko is a member of Flitwick Gardeners Association, as is Cllr Blazeby's wife.

724. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

725. PUBLIC OPEN SESSION

There were no members of the public present.

726. MEMBERS QUESTIONS

There were no members questions.

727. MINUTES

- a. Members received and approved as a true record; the Minutes of the Corporate Services Committee meeting held on 26th October 2021.

728. MATTERS ARISING

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

There were no matters arising.

729. ITEMS FOR CONSIDERATION

a. Corporate Services Priorities for 2022/23

The Chairman commented that he had identified 5 elements from the Strategy that needed prioritising and asked Members for comments.

Members raised some questions about the potential need for additional technology to develop interactive maps for new segments on the website, such as the War Memorial map pin that would enable website visitors' access to information on individuals listed on the War Memorial and other heritage sites.

It was **recommended** that the Corporate Services top five priorities would be as follows:

1. Environmental Audit – creating costed plan with prioritisation.
2. Flitwick Heritage – content for website.
3. Business Contingency Plan – test through scenarios.
4. Finalise local organisation leases.
5. Make use the Dance Studio space.

The Chairman added that although not mentioned on the list he considered 'business as usual' that all Committees would have to review the strategy deliverables for next year.

b. Corporate Services Budget 2022-23

The Chairman asked the Town Clerk to comment on the Corporate Services Budget Report. The Town Clerk commented that it was worth noting that we were arranging a Chairman's meeting in January, with a view to receiving some feedback. Following on from that the proposal will go to the Business Services Committee in January listing 3 options, in the hope that Business recommends one of the options to the January Council meeting. He added that Members had a better understanding of the financial position than what we had previously had from the new style budget reports.

Members raised questions about item 106 on the Budget, relating to Barclays Bank building purchase and the previous issue reported regarding a survey maintenance report to protect the integrity of the building. In addition, it was mentioned that the Budget Report should include Barclays Bank's finance costs of the additional loan interest that was paid on the balance on the report. The Town Clerk, in response to maintenance said that Barclays Bank had a full repair and maintenance lease and anything that needed to be done would be a matter for us to chase up with Barclays.

c. Website Initiative

Members were asked to consider a proposal from Councillor Blazeby relating to a website map that included content explaining the Town's history (which would include images, video, and audio etc.)

The Chairman proposed to bring forward item 9c - Website Initiative -prior to discussing Corporate Services Priorities and he asked Members for commentary on the report.

Cllr Thompson commented that some of the tree and heritage trails that were mentioned in the report would currently sit with the Community Services Committee plan. Her concern was that there would be a conflict of interest in terms of which Committee would deliver the said items and which staff would be expected to carry out the work. It had not

been identified as a priority for the Community Services Committee. The Chairman explained that the reason behind the name checking of the 'tree trail' was that the proposal had not been allocated to a Committee. It was one of the identified items in the delivery plan, in terms of developing the website, testing its capabilities and the process of how information can be sent in and uploaded. He added that the report was to raise it as a strategy proposal, that could be further developed by Flitwick residents and interested parties.

It was **resolved** to accept the recommendations in the Report on 'Creating an Online window on Flitwick's Heritage' and to progress with initial scoping of the project then bring it back to Corporate Services Committee for further discussion.

d. Marketing Equipment

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

Members discussed the proposal and options outlined in the report and it was decided that further investigation on software was needed which could be discussed at the next Corporate Services Meeting.

Action: CMM

730. ITEMS FOR INFORMATION

a. Marketing & Communications Plan 2021-22

Members noted the Marketing & Communications Plan circulated.

The Chairman wanted to draw Members' attention to the Flitwick Residents Survey that needed to be completed before the Full Town Council Meeting in May. The Survey would be available to residents in various ways such as, FTC website link, noticeboards and an article in the Flitwick Papers pinpointing different locations for hard copies.

Cllr Thompson suggested that QR codes would be worth looking into by way of accessing the survey. The CMM commented that QR codes had already been used for other FTC events, that had proved to be successful in the magazine for residents to scan and access the links. The Comms & Marketing Manager would draft the Survey for the Committee to consider at the next meeting.

Action: CMM

b. Marketing & Communications Forward Plan

Members noted the Communications and Marketing Forward plan.

The Chairman commented that the purpose of the plan was to give the Committees a view of the forward planning for news of stories and for Members to put forward other ideas. Cllr Thompson commented on a question raised at Community Services regarding sharing various community group activities. She said it would show a better representation of what is done in the community other than activities for older people which could be added to a quarterly report. The CMM said she would look at the best way of sharing the group activities to get better coverage.

Action: CMM

c. **Social Media Report**

Members noted the Social Media report circulated.
Members raised some questions on the Report relating to Twitter and Instagram and the number of followers FTC had, and whether content was duplicated through other social media channels. The CMM said she would check the overlap and report back at the next meeting.

Action: CMM

d. **Corporate Services budget**

Members noted the Corporate Services Budget circulated.

731. **PUBLIC OPEN SESSION**

There were no members of the public.

732. **EXEMPT ITEMS**

The following resolution was **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 **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



FLITWICK TOWN COUNCIL

Report – Corporate Services 10th February 2022: Scheme of Delegations

Implications of recommendations

Corporate Strategy:

Finance: Nil

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

At the Town Council meeting 22nd December 2020, the Town Council adopted a scheme of delegations.

The Scheme of Delegations was introduced to save time in conducting the Councils Business, to achieve more and strengthen the role of the Councils Committees.

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers.

Where a Committee Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision, (Council).

A Committees' delegated power need not always be exercised. Committee Chairs should be mindful that it may better serve the Town Council and be more democratic to have significant decisions considered by the full Town Council, especially when considering matters that are strategic in nature, or could cause controversy.

Introduction

At the Town Council meeting 18th January 2022, a review of the Scheme of Delegations was proposed.

Members raised several points:

- non-committee members being able to vote at Committees
- attending exempt matters
- a call-in process for members to call in a resolution of a Committee.
- Members felt that the process of dealing with business could be further streamlined.

Delegation

When a Council delegates its responsibilities to a Committee, Sub Committee, Officer, or another Local Authority, they are acting for and on behalf of the Council. The statutory authority for delegation is found in section 101(1) of the Local Government Act 1972.

The collective decision-making responsibilities of members of a Committee or Sub Committee are limited by their terms of reference, functions may be discharged by a Committee or Sub Committee, but a Council cannot delegate the performance of its statutory and legal duties to an individual Councillor.

Such practice was ruled by the High Court to be unlawful. The 1972 Act does not prescribe a minimum number for members for a Committee or Sub Committee, the Court however confirmed that the minimum number of members should be more than one.

Councils should take care to ensure that any statutory functions are not performed by individual Councillors. The Judge in the High Court case ruled it would be difficult to fault procedures where decisions by a Council are taken by the duly authorised officer.

Sometimes Councillors wish to attend meetings of Committees or Sub Committees to which they have not been appointed. This is perfectly legitimate practice as Councillors have the same rights to attend Committees as members of the public. However, where Councillors attend meetings of Committee to which they have not been appointed, they will not enjoy all the rights they enjoy as Councillors. Councillors who have not been appointed to the Committee have no right to speak, save in the public session or at the discretion of the Chairman, have no right to vote and are excluded from the exempt business.

Councillors do not have a “need to know” all aspects of Council or its business and cannot claim an automatic right to see all Council documentation or information. Councillors are not permitted to go on a fishing exercise in respect of Council documentation and information simply because they are a Councillor.

If a Councillor is not a member of a Committee, they have no right to inspect documents or obtain information relating to the business of that Committee.

There is no statutory process that would allow Councillors to call in decisions of Council or Committees save the Town Councils Standing Orders and the six-month rule.

The preparation of Agendas are the responsibility of the Clerk to the Council. Councillors have an entitlement to submit a motion for the agenda which is relevant to the meeting. Disputes relating to items to be included in the agenda, the final decision should be made by the Clerk.

Standing Orders

Standing Orders are one of the Council’s three principal governing policy documents providing procedural guidance for members and officers. They must be observed in conjunction with the council’s **Financial Regulations** and **Standing Orders for Contracts**.

The word “councillor” is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Standing Orders are the written rules of the Council. Standing Orders are essential to regulate the proceedings of a meeting. The council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of the Council are not the same as the policies of a Council but Standing Orders may refer to them.

Local Councils operate within a wide statutory framework and Standing Orders incorporate and reference many statutory requirements to which councils are subject. The statutory

requirements to which this council is subject to apply whether or not they are incorporated in a Council's Standing Orders.

All items of business will be set out on the agenda for all meetings and sent out with the summons to councillors. Members of Council or members of committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their decision is final. If the Town Clerk declines the request, they will notify the councillor of their decision and explain the reason for it.

Below is a copy of the relevant sections of the Standing Orders.

COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i.** shall determine their terms of reference, and any delegation to its committees.
 - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
 - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv.** shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
 - v.** The Town Mayor and Deputy Town Mayor have ex-officio powers to vote at any committee meeting.
 - vi.** may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend.
 - vii.** shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.
 - viii.** shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee.

- ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
- x. shall determine if the public may participate at a meeting of a committee.
- xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xiii. may dissolve a committee or a sub-committee.
- xiv. A member who has proposed a resolution which has been referred to any committee of which they are not a member, must attend that Committee to explain their resolution to the committee but shall not vote. The item will not be considered if the member requesting the resolution is unable to attend.
- xv. Any Council member is entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chairman but may not join in the debate or vote.

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. To consider a previous resolution there must have been a material change or further information that has come to light since the previous resolution was made.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical

errors in the wording of the motion.

- d** If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e** If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f** Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g** Motions received shall be recorded and numbered in the order that they are received.
- h** Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

12. DRAFT MINUTES

Full Council meetings

Committee meetings

Sub-committee meetings

- a** If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d** If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the Council, Committee or Sub-Committee held on [date] in respect of (-----) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

Conclusion

Non-Committee members can attend Committee, can speak in the public session or at the discretion of the Chairman, cannot vote and cannot attend the exempt section. If a Councillor is not a member of a Committee, they have no right to inspect documents or obtain information relating to that Committee.

The Mayor and Deputy Mayor have ex-officio powers to vote at any committee meeting.

There is no statutory process that would allow Councillors to call in decisions of Council or Committee, save the Town Councils Standing Orders and the six-month rule.

Council cannot delegate the performance of its statutory duties and legal duties to an individual Councillor.

The preparation of Agendas are the responsibility of the Clerk to the Council. Councillors have an entitlement to submit a motion for the agenda which is relevant to the meeting. Disputes relating to items to be included in the agenda, the final decision should be made by the Clerk.

The Town Councils Standing Orders and Scheme of Delegations conform with the current legislation and various Acts.

Officer Recommendation

- 1. To review the scheme of delegations, recommending any reallocation of Committee responsibilities to the Town Council.**
- 2. To discuss and recommend any opportunities to streamline elements of Committees to reduce administration and support officers.**

Rob McGregor
Town Clerk & CEO



FLITWICK TOWN COUNCIL

Report to Corporate Services 25th January 2022: Marketing Equipment Revised

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Corporate Services Budget

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

A report was presented and discussed at the December Corporate Services meeting regarding photographic and video editing equipment required by the Communications & Marketing Team to produce high quality video content, live streams, posting social media content and general photography.

The committee did not approve the recommendation to purchase an iPad for video editing and requested that video editing be undertaken on existing IT equipment. The functionality will be reviewed after a period of time.

The committee approved the recommendation to purchase video editing software Lumafusion at a cost of £25. However, we are investigating compatibility of this software with existing IT equipment. If it is not compatible, alternative video editing software will be investigated (at a comparable cost).

In addition, the committee requested that alternative lower cost options for the purchase of a phone to capture video and photographic content, and posting content to our social media channels, be submitted for consideration at the January Corporate Services meeting.

The revised options are detailed below:

Option A

Phone Spec	Sim Free
Google Pixel 6	£650

Option B

Phone Spec	Sim Free
One Plus Nord 2	£469

Recommendations

For the committee to agree the purchase of new recording equipment – Option A.

Corporate Services Financial Summary YTD

01 April - 31 December 2021

	Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent	
Corporate Services	£ 875,286	£ 858,743	102%	Green	£ 272,989	£ 347,968	78%	Green

Supporting reports included alongside this report:

- Rialtas Income and Expenditure Report for Corporate Services

Narrative and Items of Note

- **110** Projects within the Rolling Capital Fund are currently captured within Corporate Services. Going forward this will be reported elsewhere.
- **4025/101:** Office and IT Equipment overspend relates to purchase of laptops and equipment for remote working provision. All further spending on IT for the year 21/22 will contribute further to this budget pressure.
- **4056/101:** Subscriptions and Licenses budget pressure relates to annual price increases from suppliers.
- **4059/101** Sundry expenses overspend of £59 following purchase of new corporate coloured staff lanyards
- **4146/102:** Business Continuity fund for Library expenses has overspent, however no further spend expected as lease surrendered 17th November 2021.
- **4502/102** By-election held on 06/05/21 costs of £5,647 costs covered by EMR transfer (4990/102). Accounts for overspend in Civic Cost Centre 102
- **1176/111** Full 21/22 annual precept now received.

Tolerances

Income	0% to 24%	achieved against budget = RED
	25% to 74%	achieved against budget = AMBER
	75% to 100%+	achieved against budget = GREEN
Expenditure	0% to 74%	spent against budget = GREEN
	75% to 99%	spent against budget = AMBER
	100%+	spent against budget = RED

Rolling Capital Fund Balances 2021-22

31 December 2021

RCF Code		Description	Committee	Minute Ref	Budget Committed	Spend to date	Overspend Funded by Central RCF	RCF Commitment Remaining			
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ 2,000	£ 2,600	£ 600	£ -	0%		Greensands grant of £2,405 received (1177/110) in addition to stated budget
RCF Grants Received		Description	Committee	Minute Ref	Committed	Income Achieved to Date		Balance			
1177	110	PROCEEDS - Grants Received	Corporate	n/a	£ 11,000	£ 13,405		£ 2,405	GREEN	GREEN	Expected grants exceeded
1179	110	PROCEEDS - PWLB Loan (Barclays)	Corporate	4142a	£ 800,000	£ 800,000		£ -	GREEN	GREEN	PWLB Loan Proceeds

Corporate Services Committee Report

01-31 December 2021

Please find below presented financial information included within the Income and Expenditure reports. This may be superseded by Power BI reporting in due course.

		01-31 December 2021	
		Income	Expenditure
1178/101, 4001/101, 4003/101, 4033/101	Staff Costs	£ -	£ 24,565
4102/101	Office Space Rent	£ -	£ 3,133
4022/101, 4023/101, 4040/101, 4056/101	Contracts & Licenses ¹	£ -	£ 3,418
1003/101, 4009/101, 4017/101, 4020/101, 4021/101, 4025/101, 4026/101, 4058/101, 4059/101, 4146/101	Administration Costs ²	£ -	£ 1,299
1143/102, 4025/102, 4035/102, 4036/102, 4143/102, 4209/102, 4210/102, 4501/102, 4502/102	Civic Expenses inc TM Charities	£ 1,154	£ 167
1001/103, 4024/103, 4028/103, 4045/103, 4046/103	Communications	£ 120	£ 1,532
1022/106	Barclays Bank Building Rent Received	£ 7,917	£ -
1176/111, 1190/111	Precept	£ 82	£ -

2021/22 Year to date									
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent		Comments	
£ 209	£ -	N/A		£ 192,170	£ 237,228	81%	Green		
£ -	£ -	N/A		£ 28,193	£ 37,590	75%	Green		
£ -	£ -	N/A		£ 28,322	£ 40,700	70%	Green		
£ 63	£ 500	13%	Red	£ 14,081	£ 14,450	97%	Amber		
£ 3,585	£ -	N/A		£ 9,195	£ 5,300	173%	Red	Please see narrative on Corporate Financial Summary page.	
£ 120	£ 2,000	6%	Red	£ 4,676	£ 12,700	37%	Green		
£ 14,163	£ -	N/A		£ -	£ -	N/A			
£ 854,385	£ 856,243	99%	Green	£ -	£ -	N/A			

¹ Includes Photocopier, Subscriptions/Licenses, Telephones & IT Support.

² Includes Photocopying, Health & Safety, Postage, Printing/Stationary, Office & IT equipment & Sundries

Tolerances

Income	0% to 24%	achieved against budget = RED
	25% to 74%	achieved against budget = AMBER
	75% to 100%+	achieved against budget = GREEN
Expenditure	0% to 74%	spent against budget = GREEN
	75% to 99%	spent against budget = AMBER
	100%+	spent against budget = RED

Detailed Income & Expenditure by Budget Heading 31/12/21

Month No: 9

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION - Corporate							
1003 PHOTOCOPIES	0	63	500	437			12.6%
1177 GRANTS RECEIVED	1,500	3,000	0	(3,000)			0.0%
1178 COVID 19 FURLOUGH SUPPORT	0	209	0	(209)			0.0%
ADMINISTRATION - Corporate :- Income	1,500	3,272	500	(2,772)			654.5%
4001 SALARIES AND WAGES	24,565	192,170	235,978	43,808		43,808	81.4%
4003 VEHICLE - MILEAGE	0	0	250	250		250	0.0%
4009 HEALTH & SAFETY	0	72	500	428		428	14.3%
4017 FTC Corporate Events	637	637	0	(637)		(637)	0.0%
4020 POSTAGE	0	264	2,500	2,236		2,236	10.6%
4021 PRINTING/STATIONERY	238	2,176	5,000	2,824		2,824	43.5%
4022 PHOTOCOPIER CONTRACT	259	4,719	7,000	2,281		2,281	67.4%
4023 TELEPHONES	652	5,182	10,000	4,818		4,818	51.8%
4025 OFFICE & IT EQUIPMENT	137	6,840	3,000	(3,840)		(3,840)	228.0%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4031 MEETING REFRESHMENTS	0	0	200	200		200	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	1,208	14,242	21,000	6,758		6,758	67.8%
4056 LICENCES / MEMBERSHIPS	1,299	4,179	2,700	(1,479)		(1,479)	154.8%
4058 BANK CHARGES	0	50	0	(50)		(50)	0.0%
4059 SUNDRIES	0	275	250	(25)		(25)	110.0%
4102 FTC Internal Rent	3,133	28,193	37,590	9,398		9,398	75.0%
4146 Business Continuity - Library	287	3,767	2,750	(1,017)		(1,017)	137.0%
ADMINISTRATION - Corporate :- Indirect Expenditure	32,413	262,765	329,968	67,203	0	67,203	79.6%
Net Income over Expenditure	(30,913)	(259,492)	(329,468)	(69,976)			
102 CIVIC EXPENSES - Corporate							
1143 TOWN MAYOR CHARITIES INCOME	1,154	3,585	0	(3,585)			0.0%
CIVIC EXPENSES - Corporate :- Income	1,154	3,585	0	(3,585)			
4025 OFFICE & IT EQUIPMENT	0	0	100	100		100	0.0%
4035 REGALIA FUND	0	39	400	361		361	9.7%
4036 CIVIC SERVICE	0	0	600	600		600	0.0%
4143 TOWN MAYOR CHARITIES COSTS	42	945	0	(945)		(945)	0.0%
4209 TOWN MAYOR ALLNCE - P/YR	0	2,000	0	(2,000)		(2,000)	0.0%
4210 TOWN MAYOR ALLOWANCE	125	564	2,000	1,436		1,436	28.2%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%

Detailed Income & Expenditure by Budget Heading 31/12/21

Month No: 9

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502 ELECTIONS/BY ELECTIONS	0	5,647	2,000	(3,647)		(3,647)	282.4%
4990 Transfer from EMR	0	(5,647)	0	5,647		5,647	0.0%
4991 Transfer to earmarked reserve	0	2,000	0	(2,000)		(2,000)	0.0%
CIVIC EXPENSES - Corporate :- Indirect Expenditure	167	5,548	5,300	(248)	0	(248)	104.7%
Net Income over Expenditure	987	(1,963)	(5,300)	(3,337)			
103 COMMUNICATIONS - Corporate							
1001 ADVERTISING INCOME	(120)	(120)	2,000	2,120			(6.0%)
COMMUNICATIONS - Corporate :- Income	(120)	(120)	2,000	2,120			(6.0%)
4024 SOCIAL MEDIA SOFTWARE	0	0	200	200		200	0.0%
4028 ADVERTISING / PROMOTIONS	182	182	500	318		318	36.5%
4045 FLITWICK PAPERS COSTS	1,350	3,868	10,000	6,132		6,132	38.7%
4046 WEBSITE / TICKETING SYSTEM	0	626	2,000	1,375		1,375	31.3%
COMMUNICATIONS - Corporate :- Indirect Expenditure	1,532	4,676	12,700	8,024	0	8,024	36.8%
Net Income over Expenditure	(1,652)	(4,796)	(10,700)	(5,904)			
106 BARCLAYS BANK BUILDING - Corpo							
1022 RENT RECEIVABLE TENANTS	7,917	14,163	0	(14,163)			0.0%
BARCLAYS BANK BUILDING - Corpo :- Income	7,917	14,163	0	(14,163)			
Net Income	7,917	14,163	0	(14,163)			
111 PRECEPT & INTEREST- Corporate							
1176 PRECEPT RECEIVED	0	854,243	854,243	0			100.0%
1190 INTEREST RECEIVED	82	142	2,000	1,858			7.1%
PRECEPT & INTEREST- Corporate :- Income	82	854,385	856,243	1,858			99.8%
Net Income	82	854,385	856,243	1,858			
CORPORATE SERVICES :- Income	10,533	875,286	858,743	(16,543)			101.9%
Expenditure	34,113	272,989	347,968	74,979	0	74,979	78.5%
Movement to/(from) Gen Reserve	(23,580)	602,297					
Grand Totals:- Income	10,533	875,286	858,743	(16,543)			101.9%
Expenditure	34,113	272,989	347,968	74,979	0	74,979	78.5%
Net Income over Expenditure	(23,580)	602,297	510,775	(91,522)			
Movement to/(from) Gen Reserve	(23,580)	602,297					

Delivery Plan 2021-22 - Strategy Deliverables

Main Tasks agreed in bold Checklist items relating to main headings in italics

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Clearly communicate FTC v CBC responsibilities - Create a range of communications to promote visibility of and access to the functions and services of the relevant organisations MOS: Reduced queries from residents about clarification of responsibilities	Corporate	CMM	2022		
<i>1. Review current ways FTC advertise and differentiate between the services of the different councils</i>	Corporate	CMM	Mar-22		Officers are refreshing Flitwick Papers content on this for Spring edition and are working on a new poster design.
<i>2. Create additional menu of options to promote differences and easy access</i>	Corporate	CMM	Mar-22		Officers are working on a new webpage dedicated to communicating differences and investigating producing a leaflet for residents.
<i>3. Agree proposal to take forward</i>	Corporate	CMM	Mar-22		
<i>4. Agree any necessary expenditure to deliver proposals</i>	Corporate	CMM	Mar-22		Any expenditure required for checklist item 3 will be proposed if necessary.
<i>5. Create communication plan around initial promotion of new materials</i>	Corporate	CMM	Apr-22		This will be built into the Comms & Marketing Forward Plan.
<i>6. Create regular communication of who is responsible for what functions and services</i>	Corporate	CMM	2022		Ongoing.
Develop the use of the Council's Communication & Social Media platforms	Corporate	CMM	2022		
<i>1. Review current range of software used</i>	Corporate	CMM	Apr-22		Implemented Instagram from review. Developing web content and functionality of website. Waiting for Committee to approve marketing equipment item.
<i>2. Review range of communication channels used</i>	Corporate	CMM	2021-2022		Review near completion. Contentcal software being trialed. Youth Panel will look at TikTok.

3. Agree any additional requirements	Corporate	CMM	May-22		Scope for online booking system being worked on. Web mapping with AV approved. Target date an aspiration.
4. Agree any additional training budget through Personnel	Corporate	CMM	2022		InDesign training approved as part of training plan/annual reviews 9.12.21. Any additional training TBC.
5. Agree necessary revenue or capital budget	Corporate	CMM	Jun-22		When info known. Target date an aspiration.
6. Engage contractor to deliver requirements	Corporate	CMM	Jun-22		Target date an aspiration.
7. Deliver training programme	Corporate	CMM	2022		
8. Monitor implementation	Corporate	CMM	2022		
9. Agree additional KPIs which will measure change	Corporate	CMM	2022		
10. Agree annual review date as a default	Corporate	CMM	Jun-23		Target date an aspiration and dependent on the above.
Create a set of KPI's to track use of FTC Communications	Corporate	CMM	2021-2022		Implemented. Checklist items complete apart from instigating annual review as mentioned below.
1. Instigate Annual Review and add/amend activities as necessary	Corporate	CMM	Apr-22		Suggested annual review at beginning of next financial year.
Create a reporting mechanism to assess delivery of Communications and Marketing Plan	Corporate	CMM	2021-22		Implemented. Review period TBC.
Revise Delivery Plan for 2022-23	Corporate	DTC/TC	Apr-22		Item for consideration 26.4.22
Create updated Town Guide	Corporate	CMM	2023		Put on hold at corporate services [xx]



Flitwick Town Council - Marketing & Communications Plan 2021/22

Status - JANUARY 2022

Committee: Corporate Services

COMMITTEE	ACTIVITY	PURPOSE	TARGET AUDIENCE	ACTIONED BY	REGULARITY	STATUS	NOTE
INFORMATIVE							
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Agenda and Minutes	Publish link to documents for each meeting - agenda, minutes, supporting papers, draft minutes	Residents/Local Organisations/ Businesses	CMM/RT	Pre and Post each meeting		Document links shared on website. Tie in with committee meeting previews and post meeting summaries on social media under 'Engagement'
ENGAGEMENT							
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Previews and Summaries	To promote greater awareness of the subjects being discussed at next planned meeting and post meeting to confirm recommendations. Create a better understanding of each committee's responsibility. Encourage residents to attend meeting if subject is of interest to them and make them aware of the opportunity to speak.	Residents	CMM/Committee Chair (Except Personnel)	Pre/Post each meeting		Continue to push agenda items and post meeting outcomes of public interest. Ties in with document links on website under 'Informative'.
COLLABORATIVE							
Corporate	Flitwick Residents Survey	To initiate an annual survey to measure residents view of the Town and to understand the ways in which residents think it could be improved and understand what is important to them.	Residents	FTC/CMM/CORSM	Annual		Work started on initial draft survey content with view to go live in March/April. Plan to present survey results at Annual Town Meeting in May.

KEY

	Completed/Ongoing
	In Process
	Not started

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **February 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
31 st Jan	Community	Big Knit at Flitwick Market 4 th Feb	Social media, website, flyers
	Community	Wool donations – we need your help	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Come and see us at Flitwick Market 4 th Feb	Social media
	Community	Community Engagement Morning – multi agency 4 th Feb	Social media, website, noticeboards, flyers
	Community	Dance Fitness – Thursday class push	Social media, website, noticeboards, flyers
	Community	Over 60's Lunch Club – 8th Feb menu, everyone welcome	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any agenda highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Virtual offices push	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
7 th Feb	Community	Family Fun Day 11 th June – stall/food court online bookings open	Social media, website, noticeboards, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Forget Me Not Group Feb meeting – 14 th Feb Valentine's theme	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any outcome highlights of public interest	Social media

	Business/Community	Comedy Night push – 5 th March	Social media, website, flyers, noticeboards, What's On listings
	Business	First exhibition of the year – Antiques Fair - Rufus Centre promotion – perfect exhibition and fair venue	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Committee Meeting 10 th Feb – any agenda highlights of public interest	Social media
	Planning	Neighbourhood Plan – next steps following promotion for residents to get involved	Social media, website
	Town Council	Outcome of Casual Vacancy for Councillor – period ending for interest 1 st Feb	Social media, website
14 th Feb	Community	Men's Club – drop in – first session free	Social media, website, flyers, noticeboards
	Community	Manor Park new footpath – P3 work progress with images	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Explore Flit Valley Walk this half term	Social media, website, new Flit Valley leaflet
	Community	Beds Police Bike Marking session 17th Feb	Social media, website, flyers, noticeboards
	Community	Come and see us at Flitwick Market 18 th Feb	Social media, website
	Business/Community	Lionel Richie Tribute Night – 23 rd April on sale now	Social media, website, flyers, noticeboards, What's On listings
	Business	New inclusive Wedding package	Social media, website, flyers, online platforms
	Business	Valentine's treats in the Rendezvous Café	Social media, website, flyers
	Business	Committee Meeting 10 th Feb – any outcome highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Bring the family to Rendezvous Café this half term	Social media, website

	Planning	Committee Meeting 17 th Feb – any agenda highlights of public interest	Social media
	Town	Town Council Meeting 15 th Feb– any agenda highlights of public interest. Public welcome to attend all Council meetings	Social media
	Town	Chat to a Councillor session at Flitwick Market 18 th Feb	Social media, website
	Town	Murder Mystery Afternoon Tea – in aid Town Mayor’s charities still chance to book	Social media, website, noticeboards, flyers, What’s On listings
21 st Feb	Community	Painting Circle – spaces available	Social media, website, flyers, noticeboards,
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Eyes down for bingo – 25 th Feb	Social media, website, flyers, noticeboards
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Tenant Vacancies – further push – highlight any success – welcome new tenants	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Town Council	Committee Meeting 15 th Feb – any outcome highlights of public interest	Social media
28 th Feb	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website, flyers, noticeboards
	Business	Friday Nights@Rendezvous – survey outcome – next events planned	Social media, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

Note:

Timings to be confirmed once additional information received for the following:

Community:

Green Wheel

Queen's Green Canopy – Tree planting/resident trees initiative

Manor Park – bridge/gates – planning application outcome

Planning:

Speedwatch update/training session completed?

Business:

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

Committee meeting agenda highlights/outcomes – content dependent on agenda items

This an evolving document. There will be activities for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities. In addition, some activities may move w/c allocation. Each time this document is an agenda item for a committee meeting it will have the latest version.

V1

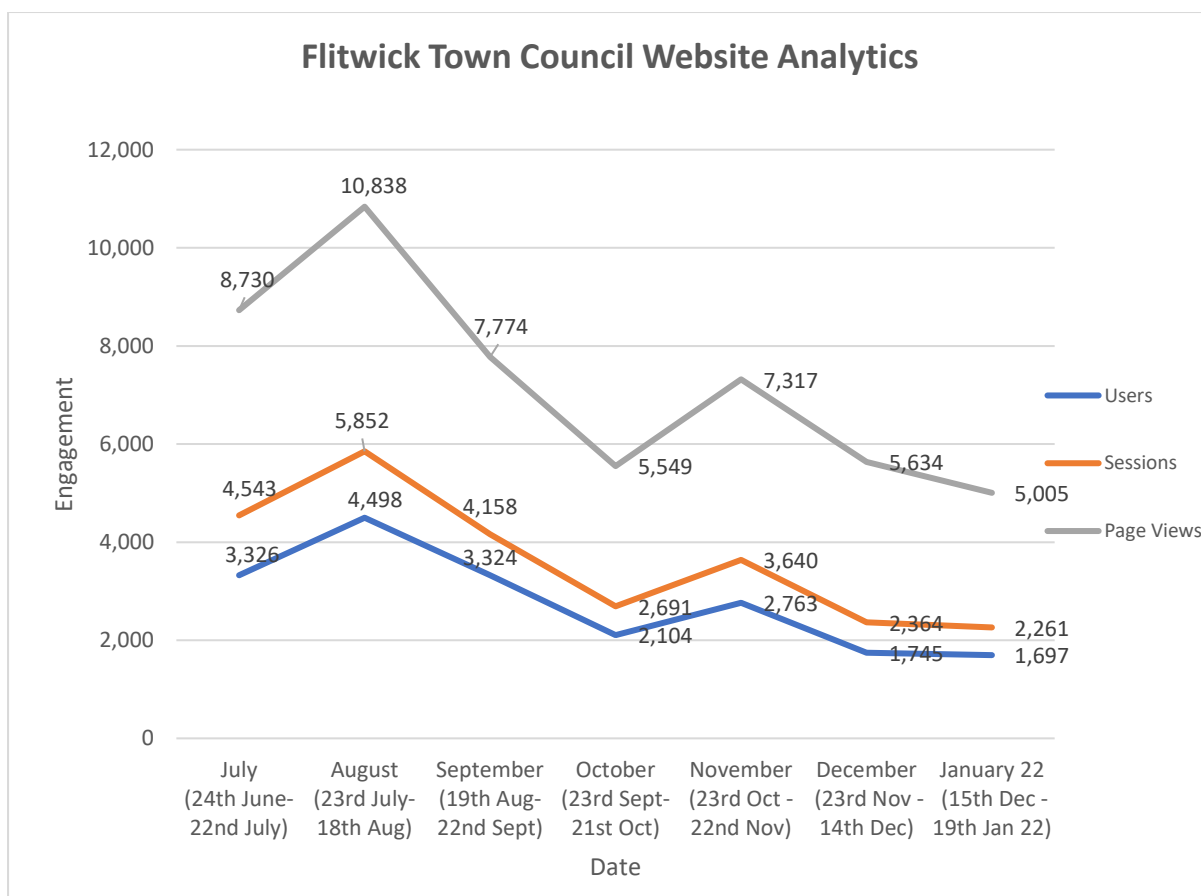
SOCIAL MEDIA & WEBSITE STATISTICS REPORT

JANUARY 2022

Top 10 Visited Website Pages










(15th December 2021 to 19th January 2022)

1	Home Page
2	About Your Council Agendas and Minutes
3	What's on Calendar of Events
4	Visiting Flitwick Parks and Open Spaces
5	About Your Council/Councillors
6	Visiting Flitwick The Flit Valley Walk
7	About Your Council Vacancies
8	Contact Flitwick Town Council
9	Living and Working Flitwick Market
10	What's On Local Groups



FLITWICK TOWN COUNCIL – TOP TEN FACEBOOK POSTS

(15th December 2021 to 19th January 2022)

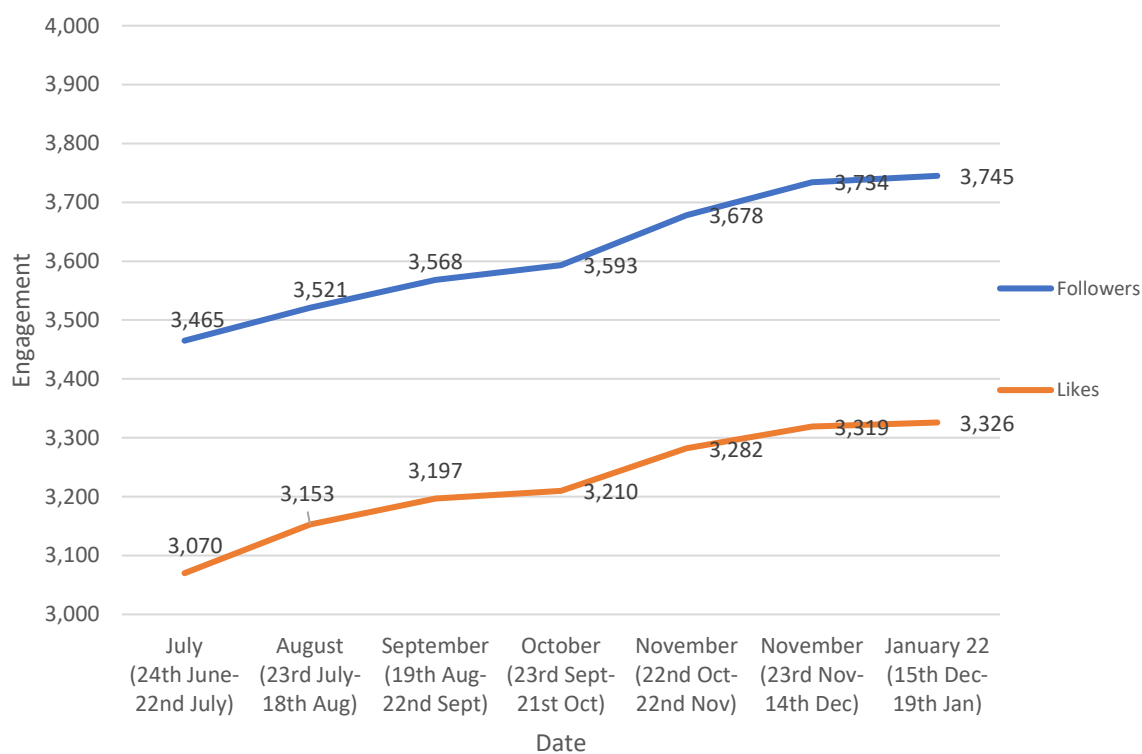
Post Content	Reach	Likes	Shares	Engagements
 We're looking forward to welcoming lots of families tomorrow to experience our last Breakfast with Santa at	3,847	10	1	257
 Do you want to make a difference to Flitwick? Help make decisions about what happens in the Town? We have a vacancy for a Town Councillor for Flitwick Part West.	2,815	-	6	83
 The next Town Council meeting is being held tomorrow at 7.45pm.	2,188	1	1	26
 The announcement you've all been waiting for ... We have received a fantastic response to the Flitwick Festive Fun	1,959	19	1	297
 A big thank you to Flitwick Lower School for not only entering the Flitwick Festive Fun Competition this year,	1,693	53	1	244
Flitwick Town Council has set its precept for the 2022/23 year. (Video)	1,516	3	4	273
Feast your eyes on our new menu for the Over 60's Lunch Club this year 	1,478	3	-	100
 The Town Council offices will be closing at 12.30pm on Christmas Eve and will reopen on Tuesday 4th January 2022. We would like to wish you all a very Merry	953	9		15
Last call for entries into the Flitwick Festive Fun competition 	835	1	-	29
 Are you interested in helping us create a Neighbourhood Plan? The current edition of Flitwick Papers has an article on	804	5	3	13

Number of posts – 25 (including shared posts with FTC commentary)

Reach - The number of people who saw the post content at least once

Engagements – The number of interactions the post received from users – i.e., likes, shares, comments, clicking links or viewing videos

Flitwick Town Council Facebook Analytics



Flitwick Town Council Instagram & Twitter Followers

