



## FLITWICK TOWN COUNCIL

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

20<sup>th</sup> January 2022

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 25<sup>th</sup> 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](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 21<sup>st</sup> December 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 21<sup>st</sup> 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.

