



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 28th APRIL 2022
AT 7.45PM AT THE RUFUS CENTRE**

Present:

Cllr I Blazeby (Chairman)
Cllr D Toinko
Cllr C Thompson
Cllr Hodges
Cllr A Snape
Cllr J Roberts

Also, Present:

Stephanie Stanley – CSM
Sally Auker-Phillips – Administration Officer

745. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Shaw - Holiday

746. 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 – None declared.

747. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

748. PUBLIC OPEN SESSION

There were no members of the public present.

749. INVITED SPEAKER

No invited Speaker.

750. MEMBERS QUESTIONS

A Member asked for updates on the noticeboards. The CSM relayed and email received from the CMM as follows:

'The noticeboards should be delivered w/c 9th May. I have contacted the company today to check on progress. Boards have been manufactured and the poster cases have now been powder-coated waiting on final assembly, which should be completed hopefully by the end of next week.'

751. **MINUTES**

- a. It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 25th January 2022, as a true record after amendments had been made to minute number 740a.

752. **MATTERS ARISING**

- a. A Member asked for minute number 740a to be amended from the Minutes of the Corporate Services Committee Meeting 25th January 2022.

753. **ITEMS FOR CONSIDERATION**

a **Heritage Website Proposal**

Members considered the report circulated for the creation of a new heritage website for the town – ‘Creating Flitwick Memories.’ Various suggestions and concerns were raised.

A Member raised a concern regarding the access to online forms for those who did not have online access as this could mean FTC could be excluding valuable contributors. An alternative was suggested for those without IT access, which involved the working group collecting the information from contributors without IT access and uploading it themselves to the Flitwick Memories Website.

A Member raised concern as to whether there could be a loss of interest from volunteers which could potentially create a back log for FTC Officers. The Chairman said the Administrators of the new website would be through a joint Councillor and Resident Working Group, consisting of three Councillors and three residents, (not FTC Officers). The working group would gather and upload the videos, images, audio files and texts. He added that Officers would just have an administrative overview with the ability to unpublish any items that were deemed inappropriate, following publication- as a failsafe mechanism. It was confirmed that this was an application to the RCF for £3,800.

Members discussed various ideas for the website-

- Different mediums to be used -videos, images, audio file and text
- Oral history – Part of a resident driven project 2019
- Opportunity to include local schools
- Links to Phil Thompson's book on War Memorials
- Content from Flitwick Past & Present Facebook group
- Mapping locations, features and pull contents from other areas of the web- e.g., Scarecrow festival mapping
- Information from previous Flitwick History Talks

It was **RECOMMENDED** to accept the recommendations set out below:

1. Agree to fund the creation of the Flitwick Memories website to the quoted cost of £3,800 via an application to the Rolling Capital Fund.
2. Create social media post/highlight in Flitwick Papers, the opportunity for interested residents to join a group of mediators administering the website.
3. Include the opportunity for Councillors to put themselves forward for inclusion in the Administrative/Moderation Working Group
4. Create a list of content guidelines for agreement by the Corporate Services Committee
5. Ensure relevant Council Staff in the Marketing and Communications team are trained how to administer access to the moderation group

754. ITEMS FOR INFORMATION

a. Budget

Members noted the budget for the Corporate Services Committee circulated. The Chairman commented that over the 12 months, despite an overspend highlighted in the Budget, Corporate services did not make an overall loss.

A Member suggested that the money needed for the Heritage Website could come from Corporate Services surplus under Delegated Authority rather than via the RCF. The CSM said that this was not possible and that she had been advised by the Town Clerk that the application would have to go through the RCF, but the CSM would investigate it further. The CSM stated the website had not been budgeted for under revenue budgets.

Action: CSM

b. Delivery Plan & Committee Priorities

- i) Members noted the Delivery Plan for Corporate Services and the Chairman asked about the revised Delivery Plan 2022-23 commentary from the meeting with Peter Cooper (consultant) on the 11th March. The CSM explained that the revised Plan included upcoming projects and tasks rolling forward and all tasks/project that had been completed from previous years had been removed. In addition, along with the accountant, the medium financial plan had been drafted, however, alterations were required before it was circulated to Members.
- ii) Members noted the Corporate Committee priorities circulated.

The Chairman asked if there was a date for the Environmental Audit. The CSM said she would look into it.

Action: CSM

c. Marketing & Communications Plan 2021-22

Members noted the Marketing & Communications Plan circulated. The Chairman suggested a few changes to the plan:

- (Section 1) Activity 'Agenda and Minutes'- according to the comments in the survey, it is proving difficult for the public to find the Committee meeting supporting papers. He suggested creating a link on the Meeting Calendar page for the public to access Committee supporting papers. The CSM said it could be done and she would discuss the changes with the CMM.
- (Section 2) Activity to post 'Previews and Summaries' of the relevant issues discussed and decisions taken at each Committee Meeting was dependant on the Chairperson writing something. Unfortunately, this had rarely happened, so the Chair said he was uncomfortable with it being green. However, he said he would prepare a summary of tonight's meeting for publication for the CMM.
- (Section 3) Activity 'Flitwick Resident Survey'- to put a date in the diary for next year's Resident Survey to commence in February to avoid being too close to the elections to publish the findings.

Action: CMM

d. **Marketing & Communications Forward Promotional Plan**

Members noted the Marketing & Communications Forward Promotional Plan circulated.

The Chairman asked why the plan only goes up to the week we are in and not beyond. He said for Members to assess and add in prospective content, the plan should be a true forward week-by-week (future) plan relating to each Committee. This would allow Members to comment and prioritise elements. He asked that going forward the published details sent to each Committee is a forward plan and not a past record.

Action: CMM

e. **Social Media & Website Statistics – Update**

Members noted that there was no report for this meeting due to change in scheduling software and timing between meetings. Officers recommend an item be discussed at the next Corporate Services meeting with the new Committee to agree what reporting requirements are going forward.

755. **PUBLIC OPEN SESSION**

There were no members of the public present.

755. **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 Leases Update

12b Dance Studio

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.

Meeting ended at 20.41