



## FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-28/06/2022- 66

23<sup>rd</sup> June 2022

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 28<sup>th</sup> June 2022 at The Rufus Centre**, 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, Snape, Toinko, Lutley, Gleave, Platt, Shaw

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\\_ZDMxZWUzMjUtYTE3OC00YzBjLTgxN2YtMTAxYzFiZDVmNWZi%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_ZDMxZWUzMjUtYTE3OC00YzBjLTgxN2YtMTAxYzFiZDVmNWZi%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 28<sup>th</sup> April 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 28<sup>th</sup> April 2022.

9. **ITEMS FOR CONSIDERATION**

a **Heritage Website Working Group**

Following the allocation of the budget at the Council Meeting on Tuesday 2nd June, required to take this project forward Members are asked to consider the following:

1. Elect three Councillors for inclusion in the Administrative/Moderation Working Group who will actively manage the new website, which will be augmented by 3 members of the public.
2. Create social media post/highlight in Flitwick Papers, promoting the opportunity for interested residents to join the Working Group to develop, populate, administer and moderate the website.
2. Confirm with the third-party developers both go-ahead with the project and the outline timetable for delivery including key sign-off stages.
3. 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.

b. **Annual Residents Satisfaction Survey**

Members will recall that at the Annual Assembly, it was presented that Council and Committees would review detailed outcomes from the resident satisfaction survey. Members are asked to consider the best route to summarising the findings of the survey and devolving them to the relevant meetings/Committees/Working Groups or further discussion and where appropriate action.

c. **December Meeting**

Members are asked to consider moving the scheduled Corporate Services Committee meeting date of 20<sup>th</sup> December to an earlier date.

d. **Social Media & Website Statistics**

Members are to discuss the social media & website reporting requirements for future meetings.

10. **ITEMS FOR INFORMATION**

a. **Financial Reports**

Members are asked to note the financial reports circulated.

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

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

c. **Delivery Plan & Priorities**

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

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)** CCLA/Business Reserves

**12b)** Local Organisation Proposal

**12c)** Leases Update

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.