



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING  
HELD ON 26<sup>th</sup> JULY 2022  
AT 7.45PM AT THE RUFUS CENTRE**

**Present:**

Cllr I Blazeby (Chairman)  
Cllr J Roberts  
Cllr A Snape  
Cllr D Toinko  
Cllr A Lutley  
Cllr J Gleave  
Cllr R Shaw  
Cllr K Badham (remotely)

**Also, Present:**

Rob McGregor – Town Clerk & Chief Executive  
Beverley Jones – Communication & Marketing Manager  
Helen Glover – Senior Finance Officer  
Sally Aufer-Phillips – Administration Officer

**768. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from Cllr Platt (on holiday).

**769. 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.

**770. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**771. PUBLIC OPEN SESSION**

There were two members of the public from the local Scout group, Jonathan Smith, Chairman and Darren Reeve, uniformed Group Scout leader.

**772. INVITED SPEAKER**

No invited Speaker.

**773. MEMBERS QUESTIONS**

There were no Members questions.

**774. MINUTES**

- a. It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 28<sup>th</sup> June 2022

**775. MATTERS ARISING**

The Chairman updated Members, as a result of developing Flitwick Memories website I have had a number of volunteers come forward. The Chairman met a lady who used to deal with the Flitwick Library archives, who has handed the chairman, information, photos and digital file. A further member of the library team has also volunteered to be part of the memories team.

**776. ITEMS FOR CONSIDERATION**

**a Flitwick Scout Group**

Members were asked to consider the additional information presented verbally by the Scouts representatives under the Public Open Session relating to the extension plans for their building. The plans had been recirculated for Members.

Jonathan Smith took the lead and presented the problems their growing organisation was facing and why there was a need for the proposed 3-metre-high fencing on the circulated report, such as youths hanging around the area, anti-social behaviour, fires and drug paraphernalia to name a few. Also, their architect advised that all fire exits would need disabled 3-metre access ramps, and to achieve that they had shrunk the original plan by 3 metres. In addition, the architect suggested a 3-metre-high fence would stop the vandalism and safeguard all fire exits and young scout members. The organisation proposed planting hedges on the outside to disguise and shield the 3-metre-high fence.

Members discussed the plans presented by the Scouts representatives and various comments were raised regarding the plan, as follows:

1. Plans had been previously accepted in terms of scale and design; however, palisade fencing had been rejected with an alternative suggestion of ornamental hedging.
2. The proposed plan had not been drawn to scale and included a 3-metre fence and the 3-metre-wide exit ramps, which were not on the original paperwork.
3. The presented plan does not correspond with the original plan that had been submitted at Full Council when decisions had been made.
4. The footprint of the proposed building had increased in size.
5. The fence and boundary would need to be reviewed before anything could be agreed.

The Chairman commented in terms of the Members discussion that several questions about the scale and size requirements for the fence had been raised that was not on the proposed drawing. This was because when it was submitted there had been no explanation about how and why it differed from the original drawing that had been submitted and agreed in principle at Full Council. The Chairman added that members understood the points raised for increased security, disabled ramps, and the anti-social behaviour elements. However, the over fenced perimeter would need reviewing.

It was **RESOLVED** to await the Scouts to return with a revised plan to scale, to include all their requirements, the revised plan will be presented to the next available Town Council meeting.

Cllr Snape left the meeting room at this point- time 8.20pm and returned at 8.37pm.

**b. Projects 2022-23 & Rolling Capital Fund (RCF)**

At the Council meeting on 19<sup>th</sup> July, Members discussed that some projects funded from the RCF were not 'capital' projects. Members commented on the inflexibility of the current revenue budget and Corporate Services Committee are asked to agree an approach. It was suggested at the Council meeting for Officers to draw up a costed plan for expected funding of projects for this financial year.

Officers reported at Council on 19<sup>th</sup> July that the accountant had advised the RCF was for capital projects or non-recurring expenditure.

The Chairman commented it was a way to understand what planned investments were made across the year and to close off any completed projects that were part of the previous year's RCF, even if there was money left over.

**c. Community Buildings & Environmental Audit**

A contractor had been selected to deliver the Council's Environmental Audit at the Council meeting on 19<sup>th</sup> July. Members were asked to consider engaging with local organisations who lease land from the Council for their community buildings as part of the Audit, to gain an assessment of their carbon footprint.

The Chairman asked at what stage the Town Council was with the negotiations with the preferred contractor. The Town Clerk said he would need to talk to the Environmental Services Officer dealing with the contractor.

Members suggested that the Environmental Audit to assess community buildings carbon footprint could be included in the contract under social values and at no cost. It would then be the organisation's decision as to whether they wanted to participate.

**d. Club 200**

Members were asked to consider the circulated report from the Senior Finance Officer regarding a Town Mayors Charities Fundraiser 'Club 200'.

It was **RESOLVED** to accept the Town Mayor's fundraising initiative to run a Club 200 monthly draw, 200 tickets would be available with the percentage of the ticket sales to be donated to the Town Mayor's chosen Charities, and the balance paid in prize money to the participants.

Members commented as to whether FTC had a licence to run the charity fundraiser. The SFO said FTC had a licence for fundraising but would need to clarify whether we needed a more specific licence.

*Action: SFO*

**777. ITEMS FOR INFORMATION**

**a. Finance Reports Part 1**

Members noted the following finance reports:

- i) Income and Expenditure by Committees – no comments made.
- ii) Whole Business Summary

Members commented that while they agreed with most of the information being made public, especially anything relating to Council operations, they felt that FTC should withhold information relating to the Rufus/Rendezvous to avoid competitors viewing FTC revenue or productivity. The Town Clerk, reminded members that they are a Council first and foremost and not a Business, unless we separate the two elements out which had been discussed previously.

The Chairman reiterated that part of the strategy was to be open with our finances.

Members spoke about discussions from the BI&DB to split off the Rufus Centre as a business organisation instead of community interest company, which would allow for the accounts to be reported annually and not a month-by-month report of the running costs, which is preferable.

- iii) Corporate Services Budget for June (month to be replaced on each agenda)  
Members commented that there would need to be a better way of reporting the Town Mayor's expenditures from last years to the current year. While they agreed that the civic regalia and Civic Services expenditures were accurate, a separate table or document would be useful to show progress and targets.

The Town Mayor asked if the TMA could be split on two separate nominal codes, one for last year and one for the nominal year, this would make more sense.

*Action: SFO*

- iv) Cashbook.

The Chairman referred to cashbook 1 on the circulated document of a refund for services not used- R A Cutler Contracting. The Town Clerk explained the refund was connected to a project for Manor Park that had been withdrawn due to not being suitable for heritage reasons.

- v) Bank Reconciliations – no comments were made.  
vi) CCLA investments

The Chairman commented that the CCLA investments results were way above what had been forecasted which was a positive outcome.

- vii) RCF Summary

The Chairman raised some questions relating to Flit Valley Walk and wanted to know why the balance had not been put in the funds. The CMM said that some of the money had been allocated for re-printing the leaflets, but this did not account for much of the balance. He also commented about the completion of the Hub refurb, as the balance had not been put back in the funds. The Town Clerk explained there were some outstanding equipment to be paid for. It was suggested the FTC establish what money would be required and then the remaining balance be put back in the RCF. Manor Park had also been mentioned with the same objectives of putting back the balance and closing it off by the next Corporate Service meeting, which will then be in line with actual expected work and required expenditure.

A Member commented that while the funding receipts were useful to have on the report they should not be added into the balance.

*Action: SFO*

**b. Delivery Plan**

- i) Members noted the Delivery Plan for Corporate Services.

The Chairman raised queries relating to task 1, 3, 4 & 5 on the Delivery Plan and said if the task had not been completed it should not be green and should be reviewed by Officers for the next Corporate Services Meeting.

*Action: CMM*

- ii) Members noted the consolidated list of Committee priorities.

The Chairman wanted clarity on who would be responsible for the Committee Priorities when the Corporate Service manager would be on maternity leave.

**c. Social Media Update**

Members moved to discuss the verbal update from the Communications & Marketing Manager on social media in the exempt section, as it was part of the Officer's Report.

**d. Website Statistics**

Members noted the website statistics circulated.

The Chairman said it was useful to have a year of data on the report, as it showed that views were up 44%, sessions up 107%, and users up 119%. While the data revealed peaks in the year for July, it would be interesting to see what August shows. The report gives an idea of year-on-year progress, because the FTC website had hit that data.

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

Members noted the Marketing & Communications Forward Promotional Plan circulated. The Chairman commented that he had discussed with the CMM ways to make the plan more understandable and more actionable for the future.

A Member added that from an SEO perspective, because the Council had a '. gov.uk' analytic, it would be treated by google as a trustworthy resource.

**778. PUBLIC OPEN SESSION**

There were no members of the public present.

**779. 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)** Finance Reports Part 2 – For information.

**12b)** Leases Update – for information

**12c)** Officers Update – 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.

Meeting ended at 9.41pm