



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-29/09/2022- 69

23rd September 2022

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Thursday 29th September 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

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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_YzNmOGYwMjktZDI5My00MzlkLTg0ZjgtYWEyZTFjNGEyNGVh%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 30th August 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 30th August 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Finance Reports Part 1**

Members are asked to note the following finance reports:

- i) Whole Business Summary, Investments & Loans
- ii) Corporate Services Summary
- iii) Civic Expenses Summary
- iv) RCF Summary

OMEGA Reports:

- v) Income & Expenditure (Corporate & Community)
- vi) Cashbook (CB1 & CB2) Transactions
- vii) Bank Reconciliations (CB1 & CB2)

10. **ITEMS FOR INFORMATION**

a. **Officers Update – Part 1**

To note the report 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.
- iii)

c. **'Flitwick – A Living History' Website**

Members to receive an update on the website.

d. **Website & Social Media Quarterly Report**

Members are asked to note the quarterly website and social media statistics circulated.

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

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

f. **Communications Plan**

Members to receive an update on a Communications Plan in terms of reporting and prioritisation.

g. **Communications & Marketing Review**

Members to hear a presentation from the Comms & Marketing Manager regarding the current 'look and feel' of Council publications, online material etc. which forms phase 1 of the review.

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) Officers Update– For information.

12b) Finance Reports Part 2 – 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.