



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 15/11/2022- 440

10th November 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 15th November 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

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

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. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **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_OWMwMmQ5NjUtMzMxMi00YTQxLTg4ZjltN2FhMTZlNzg2MjNm%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**.

6. **INVITED SPEAKER**

There is no invited speaker.

7. **MEMBERS QUESTIONS**

To receive questions from members.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 18th October 2022**, this meeting was held at the Rufus Centre.
- b. For Members to approve the minutes of the Extra Ordinary Council Meeting on **Tuesday 1st November 2022**, this meeting was held at the Rufus Centre.
- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Meeting, held on **Tuesday 25th October 2022**, this meeting was held at The Rufus Centre.
- d. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 1st November 2022**, this meeting was held at The Rufus Centre.

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 18th October 2022 and minutes of the Extra Ordinary Council on Tuesday 1st November 2022.
- b. Members to receive any updates from Officers.

10. **ITEMS FOR CONSIDERATION**

- a. **Planning application Land South of Steppingley Road Flitwick CB/22/04108/FULL**

Members to receive a report from the Planning Improvement Working Group and consider recommendations within the report in relation to the above planning application.

b. Rolling Capital Fund (RCF) Applications

Members are asked to approve the following Committee applications to the RCF:

- i) Community Services –
Installation of Water Dispenser - £1,426.91
Flitwick Town Square – 7 benches, 2 planters and 4 bins - £12,101.96
Flitwick Town Square Notice Board - £655.00

A copy of the current RCF summary stating project allocations for the RCF 2022-2023 has been circulated with the applications above listed as pending.

c. RFO Temporary Responsibility

Members to consider temporarily outsourcing the RFO responsibility to Derek Kemp of DCK Solutions, the Council's Accountant, to cover for staff sickness.

The cost will be £100 per month retainer fee, which covers all reasonable email and/or telephone advice provided as RFO. Further work would be charged at the Council's standard hourly or daily rate.

d. LGBTQ+ Support Service Drop-in

Members to receive a proposal from LGBTQ+ Bedfordshire and consider the request within the report.

e. Access to the Till System Back-Office for Business Improvement & Development Board Members

Members are requested to approve assigning *read-only* access to the till system back-office for members of the Business Improvement & Development Board.

f. Calendar of Meeting Dates 2023

Members to adopt the proposed calendar of meeting dates 2024.

11. ITEMS FOR INFORMATION

a. Planning – Responses to CBC including Officer Delegated Decisions

Members are asked to note the Planning Responses including Delegated Decisions.

b. Planning – CBC Decisions

Members are asked to note the CBC Decisions on Planning Applications.

c. Delegated Authority Decision

Members are asked to note the following decisions made under Delegated Authority:

1. Amendments to the operation of the Café which include:
 - Reduction of Café menu
 - Closing the kitchen at 2.30 pm (instead of 3 pm) Monday – Friday
 - Closing the kitchen on a Saturday and serving light refreshments, Café to remain open from 8 am-2 pm.The above will be reviewed in January 2023.
2. To readvertise the vacant Chef position with a revised job description and increase of salary to between £25,000 and £28,000 per annum following benchmarking.

3. Christmas Opening Hours

- Café to be closed Saturday 24th December.
- Café and Town Council Offices to be closed 28th, 29th & 30th December.
- Café to be closed Saturday 31st December (the building will remain open as there is a party in the evening – bar only, so limited staff are required).

d. Finance Reports Part 1

Members are asked to note the following finance reports:

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

OMEGA Reports:

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

e. Financial outlook and budget process 2023/2024

Members to receive a verbal update from the Chairman outlining the financial outlook for the Council and the process for the budget review for the 2023/2024 financial year.

Members are asked to note that the additional salary costs imposed by the national NJC Pay Settlement are £23,000.

12. 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**.

13. 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.

13a – Post Office

13b – Town Clerk

13c – Finance Reports Part 2

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.