



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-28/02/2022- 71

23rd February 2023

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 28th February 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

S.Lockey

Stacie Lockey
Acting Town Clerk

Committee Members: Councillors Blazeby, Roberts, Toinko, Lutley, Gleave, Platt, Shaw, Daly

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_ZjA4ZTYzZWYtNmFmYy00M2YzLWI3NjktY2RkM2Y4M2E1ODIz%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 25th October 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 25th October 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Flitwick – A Living History Website**

Members to receive a verbal update from Cllr Blazeby.

b. **Communications & Marketing Review**

At the September Corporate Services meeting, it was resolved to develop a design brief to standardise branding across all medias for FTC, Rufus and Rendezvous.

Members to consider the circulated design brief.

c. **Town Council Strategy**

Members to review the strategy document.

10. **ITEMS FOR INFORMATION**

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)

b. Communications & Marketing Monthly Forward Promotional Plan

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

c. Delivery Plan Priorities

Members to note and review the latest version of Corporate Services Committee's priorities.

d. Local Organisations Leases

Members to receive a verbal update from the Acting Town Clerk on the status of Local Organisation leases.

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) 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.