



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 21/02/2023- 443

16TH February 2023

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 21st February 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Stacie Lockey

Stacie Lockey
Acting 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_MzE4N2RmNmEtNTgzNy00MmEzLTJhMDQtMTFhZDVhZDRjOGZk%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22ad122307-57f6-4b25-8d34-de0960945522%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**

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 Extra Ordinary Town Council meeting, held on **Monday 9th January 2023**, this meeting was held at the Rufus Centre (this item will be moved to Exempt).
- b. For Members to approve the minutes of the Town Council Meeting, held on **Tuesday 17th January 2023**, this meeting was held at the Rufus Centre (this item will be moved to Exempt).
- c. For Members to approve the minutes of the Extra Ordinary Town Council meeting, held on **Friday 3rd February 2023**, this meeting was held at the Rufus Centre (this item will be moved to Exempt).

9. **MATTERS ARISING**

- a. Minutes of the Extra Ordinary Town Council Meeting held on Monday 9th January 2023.
- b. Minutes of the Town Council Meeting held on Tuesday 17th January 2023.
- c. Minutes of the Extra Ordinary Town Council Meeting held on Friday 3rd February 2023.
- d. Members to receive any updates from Officers.

10. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

11. **ITEMS FOR CONSIDERATION**

a. **Councillor Attendance Record**

Members are asked to note the Councillor Attendance Record circulated. This document will be included as part of the pack produced for the Annual Town Meeting.

b. **Banking Hub**

Members to receive a verbal update on a Banking Hub and to resolve further investigation into the possibility of a banking hub in Flitwick.

c. **Election Process**

Members to consider holding two open evenings to promote being a Councillor. These will be held at the Hub and The Rufus Centre. Members to consider the timeline for promotion previously circulated.

d. **Town Council Strategy**

Members to review the strategy document and note the update on key projects/initiatives previously circulated.

e. **Annual Review - Financial Regulations**

Members are asked to carry out the annual review of the Town Councils Financial Regulations.

f. **Annual Assembly**

Members are asked to consider moving the scheduled date for the Annual Assembly from Thursday 27th April 2023 to Tuesday 23rd May 2023, this is to avoid the pre-election period.

g. **Key Holder**

Members to approve Councillor Snape and Councillor Roberts becoming key holders for the Rufus Centre. This is mainly to assist with the operation of the Community Fridge but will be useful as part of Business Continuity.

12. **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. **Health & Safety & HR Support - Worknest**

To confirm a 3 year contract with Worknest for Health & Safety & HR support at a cost of £5,945.00 per annum.

2. **Barclays – Booking**

To approve a block booking of the Warrenfield Room Monday, Thursday, Friday between 9.30am-2.30pm at a cost of £13,497 plus vat per annum.

3. **CCTV**

To carry out a Data Protection Impact Assessment for the installation of the recently installed CCTV cameras in the Town Centre at a cost of £1975.00 allocated from the Rolling Capital Fund.

d. **Rolling Capital Fund (RCF)**

Members are asked to note the RCF summary circulated.

13. **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**.

14. **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.

a. **Minutes & Recommendations of meeting**

b. **Pension Update**

c. **Delegated Authority Decisions**

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.