



**FINAL MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 28TH FEBRUARY 2023
AT 7.45pm AT THE RUFUS CENTRE**

Present:

Cllr Blazeby (Chairman)
Cllr Toinko
Cllr Lutley
Cllr Shaw
Cllr Daly

Also Present:

Stacie Lockey – Acting Town Clerk
Beverley Jones – Communications and Marketing Manager
Helen Glover – Senior Finance Officer

816. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Roberts (work commitment).
Apologies were received from Cllr Gleave (unwell).
Apologies for Cllr Platt (personal commitment).

It was **RESOLVED** to accept the apologies as detailed above.

817. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) No members declared Disclosable Pecuniary interests in any agenda item.
- (b) No members declared Non-Disclosable Pecuniary interests in any agenda item.

818. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

819. PUBLIC OPEN SESSION

There were no members of the public present.

820. INVITED SPEAKER

There were no invited speakers present.

821. MEMBERS QUESTIONS

There were no questions from members.

822. MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Corporate Services meeting held on 25th October 2022 with no amendments.

823. MATTERS ARISING

- a. Cllr Shaw requested an update on progress of Steppingley Road. The Chairman identified this is an agenda item to be discussed later in the meeting.

Members did not identify any further matters to discuss in relation to the Minutes of the Corporate Services meeting on 25th October 2022.

824. ITEMS FOR CONSIDERATION

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

The Chairman confirmed the website was now set up and testing had identified some changes required to enable multiple items to be included with each upload.

Cllr Blazeby would be arranging meetings to present the website to interested parties, the proposed location for these meeting would be at the Youth Hub and Rufus Centre.

Cllr Blazeby had attended several seminars to explore potential for content and ensure compliance, these included Content and Copyright and Digitising Oral Recordings. A Facebook page has been created and a You Tube channel has been created to link to the website and display video and audio content.

Cllr Blazeby confirmed the intention to release the website in the summer, although no exact date had been set. Details of the project would be included in the Spring edition of The Flitwick Papers.

Cllr Toinko identified that FTC branding had not been included. Cllr Blazeby confirmed this was intentional to allow the brand to 'stand out'.

It was **resolved** to arrange engagement meetings with members of the public for the 'Flitwick – A Living History' website.

b. Communications & Marketing Review

Members discussed the circulated design brief to standardise branding across all medias for FTC, Rufus and Rendezvous.

Following members questions, the Communications and Marketing Manager confirmed visuals had been presented at the Corporate Services Meeting on 27th September 2022 and would be included in the final full brief.

Cllr Blazeby suggested the order of the brief is amended to highlight outputs more clearly. Cllr Shaw reminded members of the previous agreement to consistently use FTC branding across all platforms and content.

Members also suggested involving members of the public with expertise in this area to support Officer's workload.

It was **resolved** for Cllr Blazeby to work with the Communications and Marketing Manager to review the design brief and present to Corporate Services meeting on 28th April 2023.

c. Town Council Strategy

Members discussed the circulated strategy document. A number of updates were highlighted to bring the content up to date.

It was **resolved** for Cllr Blazeby to revise the strategy document and circulate at the Corporate Services Meeting on 28th April 2023.

825. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members noted the following finance reports:

- i) Whole Business Summary, Investments & Loans – members noted that the business as a whole was operating within budget expectations by approximately 1%.

Members also noted the success of the investments as proposed by Cllr Snape, bringing in significant interest for the year to date.

- ii) Corporate Services Summary – members considered the overspends identified with the narrative of the report.
- iii) Civic Expenses Summary – noted.
- iv) RCF Summary – following members questions, the Acting Town Clerk confirmed that the Bins and Seats RCF works would be completed within the next 4-6 weeks, along with the Town Square Noticeboards.

OMEGA Reports:

- v) Income & Expenditure (Corporate) – noted.

- vi) Cashbook (CB1 & CB2) Transactions – members identified a significant spend on utilities at Hinksley Road Changing Rooms, it was agreed for this to be investigated by the Senior Finance Officer and reported back at next Corporate Services meeting.

Action: SFO

- vii) Bank Reconciliations (CB1 & CB2) – noted.

b. Communications & Marketing Monthly Forward Promotional Plan

Members considered the circulated Marketing & Communications Forward Promotional Plan.

Cllr Blazeby requested the promotion of the 'Litter Pick' be repeated the week prior to the event. Considering recent staff cuts, Members agreed to clearly identify communication and marketing priorities going forward. This would support the Communications and Marketing Manager to effectively manage workload and deliver on Member's identified expectations.

Cllr Shaw highlighted the success of the recent quiz night.

Action: CMM

c. Delivery Plan Priorities

Members reviewed the latest version of Corporate Services Committee's priorities. This review has been delayed due to resourcing pressures. Members to review further post-election period. There were no further comments.

d. Local Organisations Leases

Members received a verbal update from the Acting Town Clerk on the status of Local Organisation leases as detailed below.

Flitwick Gardeners Association - Seed Box – FTC Solicitors were finalising the lease. Expected to be received by end of April 2023.

Royal British Legion – are in receipt of all paperwork and FTC were awaiting a response.

Girl Guides – have raised some issues through their Solicitors. Once these are received by FTC they could be addressed to allow the process to continue.

Scouts – FTC Solicitors have been instructed to draw up the lease based on the new terms agreed by Council in 2022.

Sea Cadets – the lease was under review by FTC Solicitors to remove the changing rooms from the terms.

Following members questions, the Acting Town Clerk confirmed that the Dance Studio was now regularly used for Dance Fitness sessions. An enquiry for use from a Tai Chi group was also under consideration.

The Acting Town Clerk to progress communication with the lease holders of the dance studio.

Action: ATC

826. 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**.

There were no members of the public present.

827. EXEMPT ITEMS

The following resolution was **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 Committee **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting ended 20.45hrs