



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 21/03/2023- 444

16th March 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 March 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_MzE4N2RmNmEtNTgzNy00MmEzLTJhMDQtMTFhZDZhZDRjOGZk%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 receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 7^h February 2023**, this meeting was held at The Rufus Centre.
- b. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st February 2023**, this meeting was held at the Rufus Centre **(this item will be moved to exempt)**.
- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28^h February 2023**, this meeting is held at The Rufus Centre.
- d. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Friday 3rd March 2023**, this meeting was held at The Rufus Centre **(this item will be moved to exempt)**.
- e. For Members to receive and consider **resolutions and recommendations** of the **Business Improvement & Development Board**, held on **Tuesday 14th March 2023**, this meeting is held at The Rufus Centre.

9. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 21st February 2023.
- b. Members to receive any updates from Officers.

10. OUTSIDE BODIES

To receive reports from representatives on outside bodies.

11. **ITEMS FOR CONSIDERATION**

a. **Environmental Audit**

Members to consider the draft Environmental Audit circulated as part of the supporting papers.

b. **Environmental Working Group**

Members to receive a report from Cllr Blazeby and consider recommendations within the report.

c. **Town Mayors Charity**

Members to consider allocating Officer time to investigate the feasibility of registering the Flitwick Town Mayor's Charity Fund as a registered charity. There are three main reasons for doing this:

- To avoid losing 20% of money raised to VAT when hosting events at The Rufus Centre.
- To allow the Council to 'crowdfund' and accept donations for projects that will benefit residents of the Parish of Flitwick. FTC is currently unable to crowdfund to help with the costs of delivering cost-of-living services because the Council is not a charity.
- To access additional grants that are not applicable to local councils.

It is expected that the Flitwick Town Mayor's Charity Fund would be registered as a Charitable Incorporated Organisation with the trustees being The Mayor, Deputy Mayor and the Previous Mayor, with the Town Clerk being a trustee on an ex-officio basis. Trustees would be appointed by The Council each year as part of the Annual Statutory Meeting.

Money raised under the banner of the 'Town Mayor's Charities' including the selection of the charities will continue to be at the discretion of the Town Mayor.

d. **Key Priorities**

Members to discuss the key projects status report and agree the priorities for the next quarter (April/May/June).

e. **Christmas Lights Tender**

Members to receive a report from the Community Services Manager and consider recommendations within the report.

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. **Rolling Capital Fund (RCF)**

Members are asked to note the RCF summary circulated.

d. Year End Finances

Members to note that key dates in relation to 2022/23 year end preparation:

- Fri 31st March 2023 – final day of accounting year.
- Fri 21st April 2023 – DCK visit to work alongside Accounts Team for year end closedown.
- Tue 16th May 2023 – Auditing Solutions visit for year end Internal Audit
- Tue 23rd May 2023 – DCK visit for year end Accounts Preparation
- Tue 20th June 2023 – Year End accounts presented to Council (Derek to attend remotely)

Following the above schedule, committee financial reports will be submitted as follows:

- March Committee Meetings will receive financial reports to end of February.
- No financial reports will be submitted to any April meetings.
- May Committee Meetings will receive financial reports to end April.
- Year end accounts will be presented at June Town Council Meeting.

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

b. Delegated Authority Decisions

c. Avebury Update Report – Land off Steppingley Road

d. Attendance Register

e. 3 Station Road

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.