



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

Present:

Cllr Blazeby (Chairman)
Cllr Toinko
Cllr Lutley
Cllr Shaw
Cllr Gleave
Cllr Platt

Also Present:

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

828. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Daly (work commitment)

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

829. 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.

830. CHAIRMAN'S ANNOUNCEMENTS

Discussion took place regarding items on the agenda for the Corporate Services Meeting on 25th April as SFO had advised that there would be no financial reports for information as it will be year end. The full reports would be included in the Corporate Services Meeting in May. The content would be limited to the regular marketing reports and two items carried forward from the February Committee Services meeting.

Members agreed to cancel the Corporate Services Committee Meeting in April.

831. PUBLIC OPEN SESSION

There were no members of the public present.

832. INVITED SPEAKER

There were no invited speakers present.

833. MEMBERS QUESTIONS

There were no questions from members.

834. MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Corporate Services meeting held on 28th February 2023 with amendments as follows:

816 – amend spelling of Resolved

824a – Flitwick Living History Website 2nd para change this to **these**; 3rd para changed would be to **has been**.

835. MATTERS ARISING

Cllr Blazeby asked for meeting dates be arranged for residents interested in the Living History website. One meeting to be held at The Hub and one at The Rufus Centre. CMM to liaise with Bookings Officer and Community Services Manager for availability. **Action: CMM**

Cllr Blazeby asked for update on the Dance Studio lease and additional space FTC could use as part of the lease agreement. The Acting Town Clerk has made further contact but had received no response to date. It was **RESOLVED** that the Council should pursue lease holder via a solicitor's letter for weekly updates of additional space for FTC availability, as previously agreed by the Committee nearly a year ago.

Action: ATC

Members did not identify any further matters to discuss in relation to the Minutes of the Corporate Services meeting on 28th February 2023.

836. ITEMS FOR CONSIDERATION

There were no items for consideration.

837. ITEMS FOR INFORMATION

- a. **Finance Reports Part 1**

Members noted the following finance reports:

- i) Whole Business Summary, Investments & Loans – noted. Members acknowledged the good return on the CCLA investment.
- ii) Corporate Services Summary – noted.
- iii) Civic Expenses Summary – noted.
- iv) RCF Summary
Cllr Blazeby asked for an update on delivery timescales for the street furniture and noticeboards for Flitwick Town Square. The Acting Town Clerk advised that street furniture was being manufactured with 2-4 weeks left before delivery. Small foundations to be dug 2 weeks prior to delivery for the bins and seats. The noticeboards installation which would be sited on an external wall of the 3 station Road had been held up as discussions were ongoing with Barclays. The Acting Town Clerk would revisit this with the CSM.

Action: ATC

OMEGA Reports:

- v) Income & Expenditure (Corporate) – noted.
- vi) Cashbook (CB1 & CB2) Transactions – update from SFO regarding Hinksley Road Changing Rooms investigation into high costs. Total Energies will not do a review and have suggested we commission an engineer, which will have a cost implication. However, a further solution has been found and the issue is now resolved.
- vii) Bank Reconciliations (CB1 & CB2) – noted.

b. Communications & Marketing Monthly Forward Promotional Plan

Members noted the circulated Marketing & Communications Forward Promotional Plan for April.

Members asked how ticket sales were going for King's Coronation Tea. CMM advised that approximately 50 had been sold to date. Guests would be entertained by May Blossom and the Coronation would be screened in the Rendezvous Café.

The CMM advised Members that the Warm Hub was scheduled to change to the Community Hub and move from a Monday to a Wednesday as it clashed with the Youth Club on a Monday for younger children. There were no other days available that could offer the weekly service without stopping during the school holidays or clashing with external bookings. Members asked if this had been agreed by the Community Services Committee and felt it should be included for discussion at the Community Services Committee meeting on 4th April.

Members asked who had agreed the new wooden signage at the entrance to The Rufus Centre. The Acting Town Clerk advised that the Public Realm Supervisor had replaced the old poles on his own initiative. Discussion took place if the appearance was in keeping with the image of The Rufus Centre as they were very rustic looking. Further discussion was needed to agree on plans for what information would be displayed on them as they should only be used to display

banners for short promotions such as Rendezvous offers or external exhibitions and fairs. Permanent signage would require planning permission. Members agreed that this item should be moved to Business Development & Improvement Board for consideration and input from the Business & Facilities Manager when appointed.

Action: ATC

c. Website & Social Media Quarterly Report

Members noted the Website & Social Media reports. Members commented that the website visitor figures were encouraging and had increased from the same period last year. Information showed the top 10 visited pages which correlated with promotions on social media and key topics such as the Annual Residents' Survey and cost of living crisis. The bounce rate (a single page session on the website) could be deemed as high at 67.66%. However, the CMM explained that many of the social media promotions directly link visitors to a single page for the information on events, to book, vacancies, agendas and minutes.

The Facebook figures showed continued growth, Instagram was growing steadily and Twitter remained static. Discussion took place on the value of continuing Twitter. The CMM advised that followers were not the same as Facebook and there was value in continuing to reach difference audiences.

838. 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.

839. 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.

Members noted the reports.

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 at 20:25 hrs