



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 25TH OCTOBER 2022
AT 7.45pm AT THE RUFUS CENTRE**

Present:

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

Also Present:

Rob McGregor – Town Clerk
Beverley Jones – Communications and Marketing Manager

804. APOLOGIES FOR ABSENCE

None received.

805. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

806. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

807. 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.

There were no members of the public present.

808. INVITED SPEAKER

None present.

809. MEMBERS QUESTIONS

Cllr Lutley asked if the new floodlights at The Hub had been linked to the Village Hall. Town Clerk will seek clarification from the ESM.

Cllr Lutley asked what the correct address was for 3 Station Road as it appeared to be wrongly identified in the Corporate papers. Town Clerk will speak to SFO.

810. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 29th September 2022.

It was **RESOLVED** to adopt the minutes of the Corporate Services meeting held on 29th September 2022.

811. MATTERS ARISING

- a. Cllr Blazeby raised the following matters;

Minute 800 a (v) To confirm, the SFO has met with the ESO and discussed the current spend on allotment utilities. She has confirmed the budget will be reviewed in line with recent rises in electricity costs.

Sunday Market income are the figures accurate. (Officers to look into income and expenditure).

SFO has circulated a CCLA investment overview as requested by members.

Minute 801 a. To confirm that Cllr Roberts had met with the SFO to discuss reporting requirements for Corporate.

Minute 801 b. To Confirm Cllr Blazeby had met with the CSM to discuss the Delivery Plan and the Committee priorities.

Minute 801 c. To confirm Cllr Blazeby has had a meeting with the CMM and the website development company for the Flitwick - A Living History website. A test version of the website should be ready at the beginning of November.

Flitwick Library celebrates its 40th birthday in December and the Library is planning different activities to mark the event. Cllr Blazeby has spoken to them about potentially tying in with a promotional day for the Living History website on 29th November where residents can come along, find out more about the project and upload information, photographs, etc to the new website. More information to follow once confirmed.

Minutes 801 d. Website & Social Media Quarterly Reports. The next report will be in December 2022.

Minute 801 g. Communications & Marketing Review, Cllr Blazeby met with the CMM to discuss developing a design brief which will come back to the November

Corporate Services meeting for sign off.

812. ITEMS FOR CONSIDERATION

a. Residents' Survey Comments

Members were asked to consider comments received from members of the public as part of the Residents' Survey relevant to this Committee that are circulated with this agenda.

Cllr Blazeby reminded members that the comments from residents related back to the Residents' Survey in March 2022. In response to the comments from residents the following was discussed:

The resident comments on lack of noticeboards across the town. Noticeboards have been installed in a number of new areas. Cllr Blazeby will carry out a survey of the noticeboards.

The resident question on the reintroduction of Flitwick Papers. Flitwick Papers has been reintroduced and had only stopped for a short time. It is now produced on a quarterly basis.

The resident comments on the confusion of the roles between CBC and FTC. The FTC website has been updated to enhance the information around this. It was suggested that a post was programmed in with a link to direct people to the area of the website on FTC and CBC responsibilities. Flitwick Papers features a redesigned information page clearly showing the areas of responsibility and contact information for both town and ward councillors.

Cllr Lutley suggested that an A4 poster with CBC and FTC Councillors' contact details and split of responsibilities between the councils is also placed in the noticeboards. CMM will action.

The final comment on Councillors not making themselves available on a regular basis. The last Chat to a Councillor event was held at the monthly Sunday Market on 31st July. It was noted that there was an opportunity to attend the Village Hall on a Friday once a month when the Community Services Team attend Flitwick Market. Councillors would consider this further.

813. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members were 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)

Members **noted** the finance report's part 1, Councillor Shaw raised a question on the Flitwick Papers cost and asked for confirmation on how many publications had gone out. The CMM confirmed 2 issues had been produced and payments were being processed hence why they were not showing on the report this month.

Cllr Roberts asked a question on the loan interest rates, and it was confirmed the rates are fixed.

Cllr Blazeby raised a question on 10a iv), if there were any funds remaining from the Flit Valley Walk reprint, the CMM confirmed that there should be.

Cllr Blazeby raised a question on the skate park lighting being partially grant funded, the funding does not show up in the summary. Officers to update the summary for the next meeting.

b. Committee Priorities

Members were asked to note the consolidated list of Committee priorities.

Cllr Blazeby informed members that that the Environmental Audit was the first priority which had been funded. When Committee look at resetting priorities, an Environmental Audit Plan costed with funding is going to be a very high Committee priority.

Land off Steppingley Road will also be a high priority for the Committee.

On the finalisation of the Living History website this will be removed from the priorities.

The Business Continuity Plan has been put on the back burner at the moment.

The final point is to get the sign off on the local organisation leases.

c. Communications & Marketing Monthly Forward Promotional Plan

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

Councillor Blazeby reminded members that it would be good for all Committees to look at the Communications and Marketing Forward Promotional Plan and prioritise items that relate to that Committee.

There are not many items on the plan that come under the Corporate Services Committee and it was agreed that all of those listed were to remain on the plan as a Committee priority.

d. Rufus Centre Solar Panel Power Generation

At the Corporate Services meeting of 29th September 2022, a request was made to provide information on the power generated by the Rufus Centre solar panels. Members were asked to note the information circulated with this agenda.

Officers were asked to look at what a kWh is worth, to look at consumption against generation. Members felt it would be good to try and understand the financial savings

generated by the solar panels and if the Council has reached the break even point on the initial investment.

e. **Officers Update – Part 1**

Members were asked to note the report circulated.

Members noted the Officers update.

Councillor Lutley asked a question on electricity under utilities for the allotments, Officers to investigate.

814. 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.

815. 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) Officers Update– For information.

12b) Finance Reports Part 2 – For information.

12c) Land off Steppingley Road

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.