



FLITWICK TOWN COUNCIL

Minutes of the Annual Statutory Meeting of Flitwick Town Council held on 16th May 2023 at the Rufus Centre at 7:45pm

Present:

Cllr A Snape (Chairman)
Cllr J Roberts
Cllr K Badham
Cllr J Gleave
Cllr H Hodges
Cllr R Wilsmore
Cllr C Thompson
Cllr T Connell
Cllr I Blazeby
Cllr B Meredith-Shaw
Cllr R Shaw
Cllr M Platt
Cllr T Harald
Cllr D Toinko

Also present:

Cllr H Townsend – Central Beds Council Ward Member
Cllr G Mackey – Central Beds Council Ward Member
Cllr I Adams – Central Beds Council Ward Member

Stephanie Stanley – Town Clerk
Stacie Lockey – Deputy Town Clerk
Public - 0

5394 ELECTION OF TOWN MAYOR FOR THE YEAR 2023-2024

It was **resolved** that Cllr Snape be elected to the office of Town Mayor of Flitwick Town Council for the year 2023-2024.

5395 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Snape, read and signed the Declaration of Acceptance of Office. He thanked Members and Officers for their support and commented on the good work that had been done with a view to continuing this in the next year.

5396 ELECTION OF DEPUTY TOWN MAYOR

It was **resolved** that Cllr Roberts be elected to the office of Deputy Town Mayor of Flitwick Town Council for the year 2023-2024.

5397 DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr Roberts, read and signed the Declaration of Acceptance of Office.

5398 APOLOGIES FOR ABSENCE

There were no apologies for absence.

5399 DECLARATIONS OF INTEREST

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

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

5400 TOWN MAYOR'S ANNOUNCEMENTS

The Chairman reported that Cat Farrow, from Cash Access UK, had agreed to speak at the Annual Assembly. Advertising for this meeting would be amended to include this, as residents may want to ask questions regarding the Banking Hub.

Many civic events had been attended, which largely focused on the coronation celebrations. Cllr Snape had attended:

- Gary Wood Swing Band Concert celebrating the Coronation in Ampthill
- Flitwick Parish Church Coronation Service & Garden Party
- Ampthill Coronation Service of Thanksgiving
- FTC Coronation Afternoon Tea event
- HM Lord Lieutenant's Service of Thanksgiving in Woburn

Members were advised that £7,150 had been fundraised for the previous year's charities, Flitwick Food Extra and the Citizen's Advice Bureau, which would be split equally. The Chairman thanked everyone who had donated funds and/or turned up to help at events etc. The Chairman thanked Officers for their work on this behind the scenes.

5401 REPORTS FROM WARD MEMBERS

As the three Ward Members were newly elected, there would be no report for the meeting, but the Chairman said it was a good opportunity for the three Members to introduce themselves and explain their priorities and what they would be working on.

Cllr Townsend explained she had lived in Flitwick for over 20 years and was a business owner. She would be working closely with the other two Ward Members and was keen to be more united and work well with FTC. Cllr Townsend was interested in planning development and green spaces.

Cllr Adams had lived in Flitwick since 1966 and had many other roles within the community, such as being Trustee for the Need Project and King's Church. He had previously been employed as the Financial Director for the London Borough of Islington and commented on switching role from Council Officer to Councillor. Cllr Adams shared the commitment to work together with the other Ward Members for the good of Flitwick. He mentioned that development was a big issue, particularly the proposals for Steppingley Road field and commented that he would like that to be stopped if possible. He had an interest in social care and dealing with the vulnerable people in society.

Cllr Mackey echoed the views of working together. He mentioned the Central Bedfordshire Council (CBC) Annual General Meeting was due to be held on 25th May, where roles would be assigned. Ward Members would brief FTC on this after the meeting. Cllr Mackey was happy to work on anything FTC needed.

Cllr Shaw commented on the Independent being the largest party at CBC and hoped there would be a more focussed community approach rather than focusing on party politics. Cllr Townsend stated that the new set-up would be more resident-focused, and there would be more consensus. She added that people were looking forward to change.

Cllr Adams, Cllr Mackey and Cllr Townsend left the meeting.

5402 MEMBERSHIP OF STANDING COMMITTEES

Information setting out the Committees of the Council and preferences had been circulated.

a. For Members to determine membership of the Town Council's Standing Committees, Boards and Working Groups that report to Council

Corporate Services Committee - the Chairman sought the opinion of the Council on the Corporate Services Committee as there seemed to be limited interest on the nomination forms, with only 4 Members indicating a second or third preference to stand for it. He proposed not to appoint to the Committee that evening and for Officers to bring back a report next month detailing where the priorities from the Committee could be alternatively reported.

Action: Deputy Town Clerk

The Chairman had met with the previous Corporate Services Chairman, Cllr Blazeby, and Officers to discuss this before the meeting, and commented that in the past, the Council's finances had been dealt with via a Panel of three Members that reported to Council.

After a brief discussion, Members agreed that the responsibilities of Corporate Services could be dealt with in an alternative way and for the finance reports to be circulated as part of the Council papers in the short term. Cllr Meredith-Shaw commented that it would be beneficial to those not previously involved in the finances or other Corporate Services' responsibilities to see these matters discussed at Council so that more understanding was gained.

It was **resolved** that Members of the Standing Committees were as follows:

Community Services:

Councillors Meredith Shaw, Platt, Badham, Thompson, Wilsmore, Connell, Toinko and Gleave.

Environmental Working Group:

Councillors Toinko, Gleave, Meredith-Shaw, Platt, Blazeby, Wilsmore and Shaw.

Business Improvement & Development Board:

Councillors Roberts, Shaw, Snape, Hodges, Blazeby and Harald.

Planning Improvement Working Group:

Councillors Platt, Shaw, Hodges, Harald, Wilsmore and Gleave.

Cllr Wilsmore had indicated on his nomination form that he wished to be considered for membership of both the Personnel and Appeals Committee. The Chairman explained that Cllr Wilsmore could only be on one of these Committees, and Cllr Wilsmore chose to withdraw from Personnel.

Personnel:

Councillors Roberts, Badham, Snape and Blazeby.

Appeals:

Councillors Thompson, Wilsmore, Gleave, Toinko and Harald.

b. For Members to appoint Chairmen for Standing Committees and Working Groups.

It was **resolved** to appoint the following Chairmen of each Committee or Working Group:

Community Services – Cllr Thompson (following a written ballot)
Environmental Working Group – Cllr Toinko
Business Improvement & Development Board – Cllr Blazeby
Planning Improvement Working Group – Cllr Gleave
Personnel – Cllr Snape
Appeals – Cllr Thompson

5403 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Chairman asked the Town Clerk if it was possible to appoint the third Member for the Joint Committee that evening. As this had been omitted from the agenda, the Town Clerk stated that the role could not be filled at this meeting but would be an agenda item for the next meeting in June.

Action: Deputy Town Clerk

It was **resolved** to elect the following Members as representatives on Outside Bodies:

- a. **Police Priority Setting Representative** – Cllr Wilsmore (Sub: Cllr Badham).
- b. **Flitwick Village Hall Management Committee Representative** – Cllr Blazeby (Sub: Cllr Roberts).
- c. **Planning Improvement Representative to attend CBC Development Management Meetings** – Cllr Gleave (Sub: Cllr Wilsmore).
- d. **Patient Group (Flitwick Surgery) Representative** – Cllr Thompson (Sub: Cllr Roberts).
- e. **Beds Association of Towns & Parish Councils (BATPC) Committee Representative (4-Year Term)** – Cllr Platt.

5404 PUBLIC OPEN SESSION

No items.

5405 INVITED SPEAKER

No invited speaker.

5406 MEMBERS QUESTIONS

Cllr Meredith-Shaw asked if any maintenance works were needed to the ditch and bungs area on the Nature Park site as it was overgrown. This would be raised with the Public Realm Supervisor.

Action: Deputy Town Clerk

5407 MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and consider **resolutions and recommendations** of the Personnel Meeting, held on **Monday 17th April 2023**, this meeting is held at The Rufus Centre (**this item will be moved to EXEMPT**).

5407 cont.

Members noted the resolutions and recommendations of the Personnel Meeting held on Monday 17th April 2023.

- b. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st March 2023**, this meeting was held at the Rufus Centre (**this item will be moved to EXEMPT**).

Members approved the minutes of the Town Council meeting held on Tuesday 21st March 2023 as a true record.

5408 MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 18th April 2023 – no items.
- b. Members to receive any updates from Officers – no items.

5409 OUTSIDE BODIES

No items.

5410 ITEMS FOR CONSIDERATION

- a. **General Power of Competence (GPC)**

The Chairman explained that the GPC gave Councils the freedom to act when there is not a specific power. He read out the legislation given on the agenda:

Localism Act 2011 s1(1):

Under the GPC 'a local authority has power to do anything that individuals generally may do.'

Criteria for a Council to operate using the GPC:

1. Qualified clerk – CiLCA/Level 4 Qualification for Clerks
2. Two thirds of members need to have stood for election ('Elected Members')

Members were asked to confirm by resolution that Flitwick Town Council meet the criteria above to adopt the GPC.

Members confirmed that the relevant qualification had been achieved, and the Town Clerk advised that FTC met the criteria and that she was qualified.

It was **resolved** that Flitwick Town Council met the criteria to continue operating under the General Power of Competence.

- b. **Flitwick Combined Charities Trustees**

Members noted that the Trustees for Flitwick Combined Charities for the ensuing year were Mr Paul Cranmer, Mrs Ann Lutley, Mrs Sheila Smith, Mrs Catherine Hursthouse and Revd Claire Harald.

- c. **Corporate Risk Management Scheme**

Members were asked to review the Corporate Risk Register circulated.

5410c cont.

A Member referred to the reference of a grant scheme on page 9 and stated the levels should say 'low' for two points as the Council did not have any funding for a scheme this year. The duplication of 'newsletter' would be amended as 'Flitwick Papers'.

A questions was asked about fidelity guarantee mentioned in the document. The Town Clerk commented that the Council did have this as part of the insurance schedule but would seek further details from the accountant about what this involved.

Action: Deputy Town Clerk

It was **resolved** to adopt the circulated Corporate Risk Management Scheme with two changes discussed relating to Flitwick Papers and the grading of 'low' for the grants scheme.

5411 ITEMS FOR INFORMATION

a. Planning – Responses to CBC including Officer Delegated Decisions

Members noted the Planning Responses including Delegated Decisions.

b. Planning – CBC Decisions

Members noted the CBC Decisions on Planning Applications.

c. Delegated Authority Decision

Members noted the following decisions made under Delegated Authority:

1. To purchase a 'Buffalo Planetary' stand mixer with a 2 year onsite part and labour warranty at a cost of £1,399.99 allocated from the Rolling Capital Fund.
2. To transfer £200 from the Town Mayors Allowance budget (4210/102) to the Town Mayors Charities budget (4107/102).

d. Rolling Capital Fund (RCF)

Members noted the RCF summary circulated.

5412 PUBLIC OPEN SESSION

No items.

5413 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**

Members noted the resolutions & recommendations of the Personnel Committee held on Monday 17th April 2023.

Members **resolved** to adopt the minutes of the Town Council Meeting held on 18th April 2023 as a true record.

5413 cont.

b. Avebury Report – noted.

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.

Meeting closed at 20:53.