



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 1st NOVEMBER 2022
AT 7:45 PM AT THE RUFUS CENTRE**

Present:

Cllr Toinko (Chairman)
Cllr Dann
Cllr Lutley
Cllr Thompson
Cllr Chacko
Cllr Meredith-Shaw
Cllr Snape

Stacie Lockey – Environmental Services Manager
Zoe Putwain – Community Services Officer
1 Member of Public (Remotely)

1052. APOLOGIES FOR ABSENCE

Cllr Earles gave apologise due to attending a funeral and Cllr Badham gave his apologies due to personal reasons.

It was **RESOLVED** to accept the apologies from Cllr Badham received due to personal reasons and Cllr Earles due to attending a funeral.

1053. DECLARATIONS OF INTEREST

- (a) Disclosable pecuniary interests were declared by Cllr Lutley in relation to item 1061a) due to being on the board for the Towns Land Charity that had applied for a Hardship grant. Cllr Dann declared for the same item, due to a family member being a potential applicant to the Town Lands Charity grant.
- (b) Non-Pecuniary interests were declared by Cllr Meredith-Shaw due to knowing one of the applicants personally.

1054. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements for the meeting.

1056. PUBLIC OPEN SESSION

The member of the public chose not to raise points at this time and wait for the second Public Open Session.

1057. INVITED SPEAKER

No Invited Speakers were requested to attend this meeting.

1058. MEMBERS QUESTIONS

Cllr Lutley asked for an update on the barriers that were situated in the Village Hall car park between the land rented by the Town Council and the Village Hall. The Environmental Services Manager informed Members that she would investigate this and notify Members via email.

Cllr Toinko asked if the Council would look to secure funding from the CBC Tiny Forest Scheme. The Environmental Services Manager informed Members that the Environmental Services Officer had been investigating this and would look into it in their absence.

1059. MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 4th October 2022 with the following corrections.

Cllr Meredith-Shaw name to be corrected, the + to be added to LGBTQ and instead of Running Quarters the name corrected to Running waters in relation to the Nature Park area.

1060. MATTERS ARISING

- a. Members did not identify any matters to discuss in relation to the Minutes of the Community Services Committee Meeting 4th October 2022.

1061. ITEMS FOR CONSIDERATION

- a. **Hardship Grant Applications**

Members considered Hardship Grant Applications as circulated with recommendations from the Town Clerk. The Community Services Officer confirmed that there was currently £4150 left in the Grant allocated fund.

Members discussed each application in detail and the following resolutions were made, with more information being requested by applications not mentioned, to enable members to better evaluate the requests for funding.

It was **RESOLVED** to issue a Hardship grant for £200 to the Pulloxhill Gymnastic Centre.

It was **RESOLVED** to issue a Hardship grant for £500 to the Ampthill, Woburn & Flitwick Scout Group.

It was **RESOLVED** to issue a Hardship grant for £500 to Flitwick Dolphins Swimming Club.

It was **RESOLVED** to issue a Hardship grant for £150 to Café Connect.

It was **RESOLVED** to issue a Hardship grant for £1500 to Flitwick Combined Charities.

- b. **Outdoor PA System**

Members considered the purchase of an outdoor PA system, to be used with existing equipment for events held by Flitwick Town Council. Clarity was sought as to cables and the ability to use equipment without having a sound engineer on site at the future events.

Members involved in the proposal confirmed that the cables mentioned in the report as mic cables would be used to connect the speakers and that staff would be given training on the use of the equipment and or crib sheets to ensure capability of use.

It was **RECOMMENDED** to purchase the Outdoor PA equipment allocating the total cost of £1117.58 from the Rolling Capital Fund.

c. Communications & Marketing Monthly Forward Promotional Plan

Members considered the Communications & Marketing Monthly Forward Promotional Plan circulated and the Committees priorities. It was requested to include more promotions in relation to the LGBTQ+ project and Wildflower location requests.

d. Water Fountain/Dispenser

Members considered a report from the Environmental Services Manager and discussed recommendations within the report. Members considered the options along with the benefits of each unit and costings. Members asked if there was a possibility of having a dog bowl incorporated into the unit however after some further discussion it was agreed that this would be investigated as a septate proposal.

Members asked about the maintenance of the dispenser, the Environmental Services Manager advised that there were maintenance packages that could be purchased separately.

The Environmental Services Manger also advised that it was hoped for Farrans to part fund the dispenser but unfortunately this was no longer going to be the case.

It was **RECOMMENDED** to:

1. Install a water dispenser on the wall of the Hub building (Coniston Road side)
2. Purchase option 2 for a total cost of £2597.74 as identified in the supporting papers, allocating £1426.91 from the Rolling Capital Fund and the remaining £1170.83 being funded via Section 106.

e. Flitwick Town Square

Members received a report and considered recommendations within the report in relation to the placement of benches, bins and a notice board at Flitwick Town Square.

Members discussed the suggested benches and the limitations of the products, with comments about the durability of the item's verses recycled material. Members also raised the possibility of having a recycled component within the bins however the Environmental Services Manager advised that this would not be appropriate at this time but a longer-term goal would be to move in the direction of recycled bins.

Members suggested that the wooden notice board included in the proposal was not in keeping with the newly installed notice boards within the town and it was suggested to include a board design that matched those that were already in place.

It was **RECOMMENDED** to purchase 7 benches, 2 planters and 4 bins as per option 1 - Metrolinia, for a total cost of £17,701.96. £12,101.96 to be allocated from the Rolling Capital Fund and the remaining costs to be funded via £5,600 section 106 funding.

It was **RECOMMENDED** to purchase a notice board in keeping with the newly installed notice boards around the Town allocating £655.00 from the Rolling Capital Fund.

1062. ITEMS FOR INFORMATION

a. Financial Reports

Members noted the budget for Community Committee circulated and asked when the 2023 suggested budgets would come before the committee. The Environmental Services

Manager confirmed that they hoped that these would be available shortly but that the staffing situation had caused a delay.

b. Committee Priorities

i) Members noted the consolidated list of Committee priorities.

c. Officers Update

Members noted the Officers update circulated and requested information as to future events that were proposed, like the Cinema event held at the Rufus Centre. The Community Services Officer confirmed that further events would be considered by the Community Services Manager on return from Annual Leave.

Members also suggested that it was a positive move with the Flitwick Club taking over the Men's club, allowing the Community Services team to be available to other groups.

Members asked if the forecast for new Play Equipment could be shared with the committee as it was a useful tool to budget for future replacement equipment. The Environmental Services Manager would look into this.

Members confirmed that there needed to be more activity in relation to the Community Fridge and that the Need project had kindly offered to help with connections to increase support.

1063. PUBLIC OPEN SESSION

Sue Livens asked the Environmental Services Manager if they had received an email from her in relation to the overgrown hedges. The Environmental Services Manager confirmed that she had been on annual leave and would check and feedback.

1064. EXEMPT ITEMS

The members were asked to move the following items into the Exempt section of the meeting.

There are no Exempt Items.

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 21.16pm