



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 15/08/2023- 450

10th August 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 15th August 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Stanley

Stephanie Stanley
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_ZmNjYjI1MzUtN2RiNi00YTcyLTlhM2YtNDRkMTk1OTI0Mjcw%40thead.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%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 approve the minutes of the Town Council Meeting held, on **Tuesday 18th July 2023**, this meeting was held at the Rufus Centre. **(This item will be taken in Exempt)**
- b. For Members to receive and consider **resolution and recommendations** of the Business Development Improvement Board Meeting, held on **Tuesday 25th July 2023**, this meeting was held at The Rufus Centre.
- c. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 1st August 2023**, this meeting is held at The Rufus Centre.
- d. For Members to receive and consider the **resolutions and recommendations** of the Personnel Committee Meeting, held on **Monday 7th August 2023**, this meeting was held at The Rufus Centre. **(This item will be taken in EXEMPT)**

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 18th July 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. **Deputy Responsible Finance Officer (RFO)**

Members are asked to consider appointing Stacie Lockey as the Deputy RFO.

'Local Councils Explained' (Chapter 3, page 59 states that 'there must always be a member of staff to undertake the work of the RFO. It is common for Councils to employ a Deputy RFO or to nominate another member of staff who can undertake the RFO's responsibilities if the RFO is absent.'

Subject to approval, the Financial Regulations would need to reference this change.

b. **Local Organisation Leases**

Girl Guides

The lease is progressing well for the guides, the final request from the organisation is to honour the previous lease term of 20 years. This will also help with securing grant funding.

Members are asked to consider increasing the new lease term for Flitwick Girl Guiding from 15 to 20 years.

Scouts

Members to approve the draft lease incorporating the new area as agreed in 2022. This lease has been drafted in line with Members requirements previously agreed.

c. **Planning Improvement Working Group**

Members to receive a report from the Cllr Gleave with regard to what the group have been working on and priorities for the year ahead. Members to co-opt residents listed within the report onto the working group.

d. **Scheme of Delegations Review**

Members are asked to consider the Officer Recommendations in the report circulated relating to Corporate Services Committee responsibilities.

e. **Sabbatical Leave**

Members are asked to consider agreement to Cllr Meredith-Shaw's request for sabbatical leave from Council duties from present day to end of November 2023.

f. **Town Mayor's Charities**

Members are asked to consider the recommendations presented in the report circulated regarding the application for setting up a charity with its own bank account to fundraise for the Town Mayor's Charities.

g. **Business Improvement & Development Board (BI&DB) Membership**

Members are asked to consider electing Cllr Parsons as a member of the BI&DB. This would temporarily increase the number of Members from 6 to 7.

12. **ITEMS FOR INFORMATION**

a. **Finance Reports Part 1**

Members are asked to note the following finance reports:

- i) Flitwick Town Council Summary, Investments & Loans
- ii) Corporate Services Summary
- iii) Civic Expenses Summary
- iv) RCF & Grant Funding Review
- v) Bank Reconciliations

OMEGA Reports:

- vi) Income & Expenditure (Corporate & Community)
- vii) Cashbook (CB1 & CB2) Transactions

b. Rolling Capital Fund (RCF) Applications

- (i) Members are asked to note the RCF Summary document circulated.
- (ii) Members are asked to approve the following Committee applications to the RCF:
 - Business Development Improvement Board – Digital Signage - £3,485.00
 - Business Development Improvement Board – Lockyer Suite Flooring - £4,800.00

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. Town Clerk & Deputy Town Clerk Roles**
- c. Finance Reports Part 2**
- d. Options**
- e. Station Road Allotments Telecoms Mast**

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.