



## FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 20/02/2024 - 2

15<sup>th</sup> February 2024

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 20<sup>th</sup> February 2024 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey  
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/join/19%3ameeting\\_MWRINDc2OTgtYWQzYi00MjdILWE2ZDYtNTVjZWNmMDIyNTdl%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/join/19%3ameeting_MWRINDc2OTgtYWQzYi00MjdILWE2ZDYtNTVjZWNmMDIyNTdl%40thread.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 16th January 2024**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider **resolutions and recommendations** of the Community Services Meeting, held on **Tuesday 6<sup>th</sup> February 2024**, this meeting was held at The Rufus Centre.
- c. For Members to receive and consider the **resolutions and recommendations** of the Business Improvement & Development Board Meeting, held on **Tuesday 13<sup>th</sup> February 2024**, this meeting was held at the Rufus Centre. **(move to EXEMPT)**

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 16th January 2024**.
- b. Members to receive any updates from Officers.

10. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

11. **ITEMS FOR CONSIDERATION**

a. **Planning Improvement Working Group (PIWG)**

Members to consider the report circulated from the Chairman of the PIWG.

b. **Internal Audit Report 2023-24: 2<sup>nd</sup> Interim**

Members to consider the Internal Audit Report 2023-24: 2<sup>nd</sup> Interim.

c. **Draft Civic Protocol**

Members to comment on the draft Civic Protocol. This will be adopted at the March Town Council meeting.

d. **Financial Regulations**

Members are asked to review the current Financial Regulations circulated and note suggested amendments by Officers and Members of the Finance Scrutiny Working Group highlighted in blue font.

The revised version with the amendments will be presented to the Council in March for adoption.

e. **Community Engagement Policy**

Members are asked to review the circulated Community Engagement Policy.

This policy was an agenda item at the last Community Services Committee meeting, and it was decided to defer this for a Council discussion, given the content.

f. **Senior Member Roles**

Members to receive an update from the Town Mayor about senior Member roles and for Members to have a discussion about this.

g. **Annual Assembly**

Members are asked to consider holding the Annual Assembly on Tuesday 30<sup>th</sup> April 2024.

12. **ITEMS FOR INFORMATION**

a. **Finance Reports**

Members are asked to note the following finance reports:

- i) Flitwick Town Council Summary, Investments & Loans
- ii) Balance Sheet
- iii) Cashbooks
- iv) Members are asked to note the Projects Fund Summary document circulated.

b. **Planning**

- (i) Members to note the Planning Delegated decisions.
- (ii) Members to note the CBC decisions.

**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. BIDB Recommendation & Resolution Sheet
- b. Confidential Reports – to note
- c. Land at Steppingley Road - for consideration
- d. Village Hall Representative – update
- e. 3 Station Road – for consideration

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.