



FLITWICK TOWN COUNCIL

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 06th February 2024 AT 7:45 PM AT THE RUFUS CENTRE

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Wilsmore
Cllr Gleave
Cllr Connell
Cllr Livens

Stacie Lockey –Town Clerk (TC)
Susan Eldred – Community Services and Amenities Manager (CSAM)
Zoe Putwain – Community Services Officer (CSO) ZP
Sarah Burgess – Amenities Officer (AO) Remotely
Darren Busbhy – Public Realm Supervisor (PRS)
Ian Blazeby – Member of the public

1150 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Platt due to a family emergency.

It was **RESOLVED** to accept the apologies from Cllr Platt due to a family emergency.

1151 DECLARATIONS OF INTEREST

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

- (a) No Disclosable Pecuniary interests in any agenda item were declared.
- (b) No Non-Pecuniary interests in any agenda item were declared.

1152 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Keith Badham previous Flitwick Town Councillor for their service including being Chairman for the Community Services Committee. Members attention was drawn to upcoming events –

Polari at Flitwick Library - Author event at Flitwick Library a celebration of LGBTQ words and voices.13/02/24

Proud AF History Month – Celebration at the Rufus Centre on the 15th February

Tiny Forest – Open planting session Hinksley Park on the 8th February

Nature Park - Open planting session 24th February

1153 OPEN SESSION

The member of the public addressed the Council advising them of an error in relation to item 1146 point,C, EV Charging at Flitwick Village Hall in the previous meeting. It had stated that the Village Hall had not been made aware of the works. The member of public confirmed that they had been informed. Consultation in the previous year had taken place and it was noted that there were no votes on resolutions from the Committee to install the EV points. The Chairman of the Village Hall Committee did confirm to the member of the public that they had raised the EV points with the previous committee members, and it had been agreed, although no constituted agreement was in place. Meeting minutes for the Village Hall committee meeting held on the 31st Jan had not been sent at the date of this meeting.

Members were advised, in relation to the 'Movie Day' item on the agenda, that the Town Council had applied as part of the bid to the UK Shared Prosperity Fund, to host a film club at the Library. Members were informed that Flitwick Library had applied for a grant to Bid UK to enable them to use a digital projector previously installed to offer 'Flitwick Film Club'.

The member of public thanked FTC on behalf of Share in relation to offering space at the Rufus Centre at no cost. They also informed Members that Share had secured funding from CBC to purchase an infrared camera on which the volunteers would be trained. The camera would allow individuals, groups, and organisations to better understand the energy waste performed by their buildings and look to improve energy efficiency. It was requested that this information be shared to allow as many people as possible to benefit. Due to the technical aspects, it was noted that use over the summer was not available.

Public member left the meeting 19.52pm

1154 INVITED SPEAKER

No invited speakers attended the meeting

1155 MEMBERS QUESTIONS

The Chairman requested the final amount raised at the Christmas Lights event. The CSAM offered to feedback this information to Members.

Action – CSAM

1156 MINUTES

- a. Members received and adopted the minutes of the Community Services meeting held on Tuesday 5th December 2023 with no amendments.

It was **RESOLVED** to accept the Community Services Minutes held on 5th 2023 with no amendments.

Action – CSO (ZP)

1157 MATTERS ARISING

Cllr Tonko informed members of free training in relation to Carbon Literacy at the previous meeting and confirmed that these were expected to take place on the 20th February and 7th March

1158 ITEMS FOR CONSIDERATION

a. Movie Days – Review

Members reviewed and discussed the figures for movie day attendance over the last year and acknowledged the fluctuation in attendance. Clarity was requested on the people attending in the evening.

It was **RESOLVED** to accept option 1 - to reduce the films to two films, per movie day. Showings to take place at 11am and 2pm.

Action – CSO (SQ)

b. Meeting Dates

Members reviewed the suggested revised dates for Community Services meetings 2024.

5th March

7th May

9th July

3rd September

5th November

The revised dates were suggested to avoid August and December.

It was **RESOLVED** to accept the revised Community Services Committee meeting dates for 2024.

Action – CSAM / Reception

c. Reviewed Policies

Members reviewed the following policies –

Grant Policy – Revisions in relation to the policy were noted due to the reduction in available funds.

It was **RESOLVED** to accept the revisions and adopt the Grant Policy as detailed.

Action – CSAM

Event Protocol Booking Form – Members reviewed the protocol and deferred the item to the Business Improvement and Development Board for any suggested revision before being returned to Community Services for adoption.

Action – DTC

Community Engagement Policy – Members reviewed the policy and it was suggested that the term ‘Hard to reach’ be replaced as it may be deemed inappropriate and replaced with ‘socially excluded’ or an alike term. This item would also be deferred to full Town Council for adoption.

Action – TC

Environmental Policy – The policy was reviewed by Members.

It was **RESOLVED** to accept and adopt the Environmental Policy as detailed.

d. Volunteers Policy

Members discussed the Policy and identified that amendments were required to cover one off volunteers as people that attend tree planting or similar events/activities should not be expected to complete 2 pages of documentation. In instances where one off the volunteering is completed, a different approach would be required allowing for less paperwork which should be included as an addition to the current policy.

Action – TC

e. Highways

With confirmation that Highways falls under the Community Services Committee representatives were requested to attend as invited speakers to future meetings. As an alternative a walkabout had been suggested during working hours. Members instructed the CSAM to arrange a walkabout with Highways and councilors.

f. The Hub Car Park

The CSAO indicated to Members that the agreement stipulates that there was a need for delineation between the Hub and Village Hall car park, however this could be a visual indication rather than physical.

Members reviewed the options on the report with costs to replace barriers previously damaged. It was suggested that the Village Hall Committee were approached to see if they would consider the current unauthorized vehicular access near the Co-op to be restricted.

It was **RESOLVED** for Officers to approach the Village Hall Committee and the Russell Centre in relation to securing the gap at the top corner of the car park.

Action – CSAM

1159 ITEMS FOR INFORMATION

- a. Members reviewed and noted the Community Financial Report.
- b. Members reviewed and noted the Officer Update with the CSAM adding that they had heard that £200 had been donated to Cost of Living initiative from the Ampthill Fireworks fund. Members requested why there had been limited advertising in relation to the Nature park with the Town Clerk advising that when planning permission was granted the publicity would be increased.

1160 PUBLIC OPEN SESSION

There were no members of the public present at this time.

1161 EXEMPT ITEMS

No items.

Meeting Ended 20.34 pm