



## FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 19/03/2024 - 3

14<sup>th</sup> March 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 19<sup>th</sup> March 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\\_MTc0ODY0MzAtNGZkYy00ZGY2LTg3OWMtYWYzZmMzNTBkODc5%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_MTc0ODY0MzAtNGZkYy00ZGY2LTg3OWMtYWYzZmMzNTBkODc5%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 20<sup>th</sup> February 2024**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee, held on **Tuesday 5<sup>th</sup> March 2024**, this meeting is held at The Rufus Centre.
- c. For Members to receive and consider **resolutions and recommendations** of the Business Improvement and Development Board Meeting, held on **Tuesday 12<sup>th</sup> March 2024**, this meeting is held at The Rufus Centre.

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 20<sup>th</sup> February 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. **Senior Member Roles**

Members are asked to consider the circulated supporting paper detailing responsibilities for Senior Member Roles drafted by Cllr Snape.

d. **Councillor Officer Protocol**

Members to adopt the revised Councillor Officer protocol.

c. **Civic Protocol**

(i) Members are asked to adopt the circulated Civic Protocol document, which incorporates feedback from Members at the February meeting.

(ii) Members to receive an update from the Town Mayor in relation to Civic Events. Attached is a policy document from RBL about Civic Events.

d. **Standing Orders Review**

Members are asked to consider approving the suggested amendments to the Council's Standing Orders (highlighted in blue font) and to comment on additional changes before adoption at the April meeting.

e. **Earmarked Reserve (EMR) Transfer Request**

Members are asked to consider moving £29,000 from the Youth Provision EMR (code 311) to General Reserves.

f. **Investment Management Policy**

Members are asked to adopt the circulated Investment Management Policy.

g. **Burial Ground**

Members to have a discussion about the Burial Ground provision in Flitwick.

h. **Police Priority Setting Representative**

Members to elect a sub for the Police Priority Setting Representative.

i. **Grass Cutting**

Members are to consider the correspondence between CBC Ward Members, CBC Officers, and the Town Mayor regarding grass-cutting charges.

j. **Office Space Refurbishment**

Members are asked to consider an application to the Projects Fund for £3,370.00 to refurbish tenant office room 28 in line with other refurbished offices to include new carpet, LED lights, paint work and new blind.

k. **Budget Virement**

Members are asked to consider making a virement from the following budget codes into the Rendezvous Equipment budget (4138/420), this is for the purchase of new crockery;  
4047/421 (Staff Courses/Training) - £1200.00  
4078/421 (Planting/Weeding) - £500.00  
4150/421 (Promotions/Advertising) - £800.00

## **I. Projects Fund Applications**

- (i) Members are asked to note the Projects Fund Summary document circulated.
- (ii) Members are asked to approve the following Committee applications to the Projects Fund:
  - Business Development Improvement Board – Rufus Centre Flat Windows - £3,560.00

## **m. Parking**

Members to discuss parking issues within Flitwick and consider writing to Central Bedfordshire Council for formal action to be taken. (email correspondence has been circulated)

## **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

### **b. Skills for All Strategy Consultation – Central Beds Council (CBC)**

The new 'Skills for All' strategy aims to ensure that everyone can access quality education. It outlines how we will support residents from childhood, helping them continuously acquire new knowledge and skills and contribute to the growth of Central Bedfordshire. CBC has launched a consultation, seeking views from the public about the draft strategy to help refine it before it's implemented. The deadline for responses is 12th April. [Click here to read more.](#)

### **c. Delegated Authority Decision**

Members are asked to note the delegated authority decision to install an intruder alarm at 3 Station Road for £3,370 from the Projects Fund. This decision was made prior to this meeting as it was classified as 'emergency' expenditure under the Financial Regulations to secure the building.

## **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. Confidential Reports – to note
- b. 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.