



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 18/06/2024 - 460

13th June 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 18th June 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. **COUNCILLOR CO-OPTION**

To receive a nomination to co-opt Patricia Earles into the Office of Town Councillor.

4. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

5. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

6. **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_ZWFkZDIzNjltYzhjYy00MGJiLTg0YWUtMDI1Yjc0MGRINDE2%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**.

7. **INVITED SPEAKER**

8. **MEMBERS QUESTIONS**

To receive questions from members.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to **approve** the minutes of the Town Council Meeting held, on **Tuesday 21st May**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider **resolutions and recommendations** of the Business Improvement and Development Board Meeting, held on **Tuesday 28th May 2024**, this meeting is held at The Rufus Centre

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 21st May 2024**.
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. **ITEMS FOR CONSIDERATION**

- a. **Support for e-petition - 20mph speed limit around play park on Hatfield Road, Flitwick**

Members are asked to consider the email correspondence from a resident that has been received by the Town Mayor.

I am contacting you in the hope to obtain your signature and support for an e-petition I have recently created on the Central Bedfordshire Council website.

I am proposing the introduction of a 20mph speed limit around the play park on Hatfield Road, Flitwick to ensure the safety of the children and families who frequent the playground there.

Please see the link below for more information:

https://www.centralbedfordshire.gov.uk/directory_record/212997/20mph_speed_limit_around_play_park_on_hatfield_road_-_flitwick

If you could support and sign this e-petition and spread the word, it would be greatly appreciated.

b. Planning Application – CB/22/04108/FULL – Land at Steppingley Road

- (i) Members to receive a report from the Planning Improvement Working Group and consider the recommendations within the report.
- (ii) Members are asked to consider formally complaining to Central Bedfordshire Council as CBC Ward Councillors and FTC Councillors have not been consulted on the section 106 proposals for the development.

c. Planning Improvement Working Group – Terms of Reference

Members to receive a report from the Chairman of the Planning Improvement Working Group and consider the recommendations within the report.

d. Parking

- (i) Members are asked to consider writing to Central Bedfordshire Council for formal action to be taken (email correspondence has been circulated).
Members agreed to defer this item so that the parking responses to the Annual Residents Survey could be considered alongside this parking discussion.
- (ii) Members are asked to note the correspondence from Central Bedfordshire Council relating to parking charges and consider a formal response.

e. Year End 2023-2024 Accounts

- i) To approve the unaudited Financial Statement 2023-24.
- ii) To approve the Governance Statement 2023-24.
- iii) To approve the Annual Return 2023-24.
- iv) To consider the final interim Internal Audit Report for 2023-24.

f. Council Surplus 2023-24

Members are asked to consider the RFO's report on the Council's surplus for the year ended 2023-24 and the recommendations presented.

g. Projects Fund

- i) To note the circulated Projects Fund Summary document.
- ii) To consider the project fund applications below:

Application 1 - Dishwasher

Due to ongoing issues with the dishwasher breaking down, it needs to be replaced. The unit that is currently installed has been in place since before the opening of the Rendezvous Café, and as such, it is no longer fit for purpose.

Members are asked to consider the **£4,471,25** cost of a replacement dishwasher (Blue Seal SH120EBT) and associated installation costs.

Application 2 - Rendezvous Café Expansion

Members of the Business Improvement & Development Board discussed this project at the meeting held on the 28th May and requested additional costings for lighting and seating before making a recommendation to commit the expenditure from the Projects Fund (a supporting paper has been circulated).

Members are asked to consider the following expenditure for this project;

1. Rendezvous IT Station - £1,959.00
2. Lighting - £350.00
3. Seating - £311.95

TOTAL - £2,620.95

Application 3 - Stocksfield Annex Flooring

Members of the Business Improvement & Development Board resolved to convert the Stocksfield Annex into a store room and 'shopfront' for the Community Fridge. The project is being largely funded through HUBBUB and Ward Councillor grants. However, the funding does not cover the entire project.

Members are asked to consider the expenditure of **£2,500** for the remaining elements of the project, which includes flooring.

h. Leader Expenses

Members are asked to consider creating an allowance of £200.00 to cover expenses for the Leader role. The same rules will apply as the Town Mayor's allowance.

i. Anti-Fraud Policy

Members are asked to consider adopting the anti-fraud policy. This is a requirement for the Community Ownership Funding.

Members of the Finance Scrutiny Working Group considered the anti-fraud policy at the meeting on the 12th June 2024 and had no comments.

13. 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) Bank Reconciliation

- iv) Income & Expenditure (Finance & General Purposes and Community)
- v) Cashbooks

b. 3 Station Road

- i) Members to receive a verbal update from Officers on 3 Station Road.
- ii) Members to note the updated Delivery Programme.
- iii) Members to note the progress update report provided by Luton Borough Council Design Team.

c. Annual Residents Survey

Members are asked to note that the results of the Annual Residents Survey will be sent to the relevant committees for consideration.

14. 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**.

15. 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.

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.

15 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

Members to note the confidential report from the meeting held on Tuesday 21st May 2024.

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.