



Flitwick Town Council

Co-option Report – March 2025

Background

Flitwick Town Council consists of 17 seats, split across two wards. We have struggled to consistently fill the seats since the last election in May 2023; there are currently four vacancies:

Ward	Number of Seats	Members Elected	Vacant Seats
Flitwick (Part) East	7	4	3
Flitwick (Part) West	10	9	1

What happens after co-option?

Just like elected councillors, co-opted councillors must sign a declaration of acceptance of office at or before their first meeting and must submit their register of interests within 28 days of their co-option.

The Town Clerk & Chief Executive will notify the returning officer at Central Bedfordshire Council that a co-option has occurred as soon as practically possible after the meeting at which they are appointed.

All co-opted councillors should be given the same opportunities regarding induction and training as elected councillors.

Are co-opted councillors different to elected councillors?

No; a co-opted councillor will participate in council business in the same way as elected councillors. There are no restrictions to the roles they may perform, i.e. membership of committees, election of chairman/mayor, etc.

However, co-opted councillors will not count as 'elected' councillors for the purposes of the General Power of Competence (although councillors appointed at an uncontested election will) and cannot be paid an allowance.

Recommendation

The Leader has interviewed both candidates (a summary has been circulated separately) and proposes that the Council co-opt the following Flitwick residents to the Town Council:

- **Lorraine Bandy (Flitwick West)**
- **Andrew Crawford (Flitwick East)**

The two remaining vacant seats will be advertised.



FLITWICK TOWN COUNCIL

FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on
Tuesday 18th February 2025 at the Rufus Centre at 7:45pm

Present:

Cllr M Platt (Chairman)

Cllr C Thompson

Cllr A Snape

Cllr R Wilsmore

Cllr F Patterson

Cllr P Earles

Cllr I Blazeby

Cllr H Howard

Cllr T Harald

Cllr D Toinko

Also present:

Stacie Lockey – Town Clerk & Chief Executive

Stephanie Stanley – Deputy Town Clerk & RFO

Susan Eldred – Community Services & Amenities Manager

5760. APOLOGIES FOR ABSENCE

It was **resolved** to accept the apologies for Cllrs Parsons (holiday), Roberts (work), and Connell (work) 's absences.

5761. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – no items.
- (b)** Non-Pecuniary interests in any agenda item – Cllrs Earles and Toinko declared an interest in agenda item 15a – Allotments. The Town Clerk advised that both members would need to leave the meeting while this item was discussed.

5762. TOWN MAYOR'S ANNOUNCEMENTS

No items.

5763. Leader Update

The Leader provided the following update:

1. Central Beds Council Budget Briefing – Cllr Snape would attend a briefing the following day at CBC to hear from the Leader and Executive Member for Finance about the Council's budget plans. Cllr Snape was interested in hearing about how the budget would impact local Councils, particularly Flitwick. Cllr Snape suspected that the Town Council may need to review what gaps the budget impact might bring for service

provision. Notes would be taken at the briefing, and these would be circulated to all Members.

2. Community Fridge Van Project—Cllr Townsend was thanked for her generous £500 Ward Councillor Grant to the Town Mayor's Charity CIO, which would go towards the Flitwick Community Fridge van project. The Town Mayor's Charity CIO had also received a £1,000 donation from SSP Group, which would also go towards the van project.
3. Section 106 - CBC released a new set of Section 106 reports. Working out what was and was not spendable for Flitwick was still challenging. Cllr Snape had been persistent and received a report on this. Most of the funding was for public realm improvements or projects at Millennium Park. Members noted that because of this, it was presumed that Section 106 projects would be discussed at upcoming Community Services Committee meetings.
4. CBC Food Fairness Grant—The Council had applied to this fund regarding Flitwick Community Fridge, but feedback had not yet been received, and it was now six weeks overdue. Cllr Snape was chasing the Ward Members about this but was not receiving any answers.
5. Parish Streetlights in Chapel Road – Two of the lights that had been broken since 2021 were now working again. Cllr Snape thanked MP Blake Stephenson's Office for their help with this and for holding UKPN to account. Cllr Snape continued working with the office to fix other earth faults. There were two different lights on Dunstable Road that needed repair, but they had not worked since 2021 either. Cllr Mackey had been asked to follow up on this with CBC Officers.
6. Item 15a—Cllr Snape reminded Members about the sensitivities relating to this agenda item and the importance of confidentiality.

5764. REPORTS FROM WARD MEMBERS

The Town Clerk passed on Cllr Adams' apologies and updated Members that the double yellow lines on the Avenue, Badgers Close, and Hildene Close had been issued to the contractor for delivery. Subject to weather conditions, it was hoped that this work would be completed in March.

5765. PUBLIC OPEN SESSION

No items.

5766. INVITED SPEAKER

No speaker.

5767. MEMBERS QUESTIONS

Cllr Snape requested an update on the Steppingley Road land sale and 3 Station Road refurbishment projects.

Steppingley Road Project

The Town Clerk advised that she and the Community Services and Amenities Manager had met with the building contractor to discuss the site and access arrangements. Meetings had also taken place with the solicitors about progressing with a conditional contract. She advised Members that important work was happening for this project and

that the Council would be asked to consider the documentation once things had progressed to a suitable point. The project was progressing positively.

3 Station Road Refurbishment

The Deputy Town Clerk provided the following update:

Construction

- Work started on 3rd February, and the anticipated completion time was 13 weeks.
- Joint names insurance cover was in place.
- Initially, the works included demolition and removal of asbestos.
- Works for the retail unit would commence before the restaurant shell and core.
- Officers would be attending site progress update meetings once a month.
- The UKPN project for a new electricity cable would run alongside the main build works.

Tenants

- The Officers had met with the agents about marketing the site, and it had been decided to progress with a Kirkby Diamond brochure initially to review it after one month to determine if a more bespoke marketing approach was required, but this had financial implications.
- The timescale from marketing commencement to Heads of Terms being signed was anticipated to be six months, which allowed time for marketing, viewings, and negotiations.
- Solicitors had been asked to provide quotations for creating tenant leases.
- Without marketing, Officers had been approached by business owners who were interested in the space.
- Officers were awaiting advice from the agent about the correct order of doing things concerning the inclusion of the post office counter since the retail tenant would be required to register via Post Office Ltd. for this to progress.

Finance

- Officers had been sent a cash flow forecast from the building contractor to show expected payments over a three-month period. There would be monthly payments of varying expenses spanning over March, April, and May.
- Currently, the refurbishment had been paid for using grant funding, but this was due to change in March when funding would come from the Council's reserves.
- The Finance & General Purposes Committee had been sent a monthly reserves position document for review.

Members Visit

- Officers would organise a visit to the site for Members at an appropriate time.

5768. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st January 2025**, this meeting was held at the Rufus Centre.

It was **resolved** to approve the minutes of the Town Council meeting held on Tuesday 21st January 2025 at the Rufus Centre as an accurate record.

- b. For Members to receive and consider the resolutions and recommendations of the Business Improvement & Development Board meeting, held on **Tuesday 11th February 2025**, this meeting was held at the Rufus Centre.

Members noted the resolutions of the BIDB meeting held on Tuesday 11th February 2025 at the Rufus Centre.

5769. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 21st January 2025**.

No items.

- b. Members to receive any updates from Officers – no items.

5770. OUTSIDE BODIES

No items.

5771. ITEMS FOR CONSIDERATION

- a. **Standing Orders**

It was **resolved** to accept the proposed changes to the Standing Orders and present them to the March Town Council meeting for adoption.

- b. **Resident Survey**

- (i) **Members to review and comment on the updated Annual Residents Survey for 2025**

Cllr Snape left the meeting at 20:03.

Cllr Harald asked about the relevance of asking questions about gender and ethnicity. Cllr Blazeby advised that this was included to see if the respondents matched the population of Flitwick. Cllr Thompson stated that the Council was committed to being inclusive and diverse; therefore, understanding the demographics of the respondents was important. Cllr Harald clarified that there was a question each year about residents feeling safe in the town during the daytime and at night, and knowing the gender of respondents would help the Council understand possible actions to take in response to the completed surveys.

Cllr Snape re-entered the meeting at 20:07.

Cllr Blazeby reminded Members that over half of the questions were equivalent local versions to those included in the national survey, which was used as a comparative for benchmarking.

Cllr Earles asked about the level of feedback generally received. Cllr Blazeby responded that the surveys were completed online or through hard copy submissions. He advised that there were 291 responses last year, 442 the year before, and 196 the first time. Some Members were initially unsure if the survey was worth doing, but after discussion, it was agreed that it was worthwhile as it showed whether the Council was improving and that it was positive to have the survey.

The survey would be included in the next Flitwick Papers.

Cllr Toinko asked if a question could be included to capture the ratio of homeowners to tenants. He was also interested in the wards that respondents lived in as this would help with feedback about the parks and other questions. Members agreed that the description

of this matter would need to be clarified or a change of wording to explain where the wards in Flitwick were.

Cllr Blazeby advised that the survey responses would support the development of the Council's Strategy, which was also used within the Annual Report.

Unsuitable questions that were no longer relevant had been removed, and additional questions were proposed regarding the Community Fridge and the post office counter cost element of the 3 Station Road project. Cllr Snape clarified that the subsidy required from the Council for this service was approximately 1% of the precept. He reminded Members that the post office counter was part of the Community Ownership Funding bid but stated that it was unknown if the Council needed to subsidise the service at this stage. Cllr Thompson commented that the question wording about the cost of the post office counter needed to be clear that this would be a 1% increase on top of potential other increases. Cllr Hodges asked for the question to include '3 Station Road (formerly Barclays Bank)' so that it was clear for residents. Cllr Blazeby noted this and clarified that the council tax year would be for 2026/27 and future years.

Cllr Blazeby suggested including a question on the Share charity as they occupied a room at the Rufus Centre.

It was **resolved** to include a question about Share: Flitwick & Ampthill within questions 12 and 13 of the survey.

It was **resolved** to progress with the survey and amendments discussed relating to the Flitwick Wards, whether respondents owned or rented their properties, and to seek views on the Council tax discussion.

(ii) Members to note the timeline for publication

The timeline for publication of the survey was noted.

c. Street Trading Application

Members were asked to consider the street trading application for Station Road.

Cllr Thompson asked if this was an application to renew the agreement for the existing van or a different business. The Town Clerk advised that this application related to a different business and that the former van no longer traded from this location.

Cllr Snape provided his reasons for objecting to the application as follows:

- No access to hygiene facilities and toilets.
- No waste management arrangements were detailed, and issues with previous traders weren't addressed. It was unfair to expect the taxpayer to dispose of waste generated by businesses.
- Using a generator could significantly impact air quality due to the emissions of particulate matter (PM), nitrogen oxides (NOx), and carbon monoxide.
- Negative impact on the public realm (grease, etc., on pavement).
- Many businesses already provide the same types of food, so there isn't a need.

Cllr Snape stated that the applicant needed to address the above matters as a minimum.

Cllr Wilshire commented that it was not a good location in Station Road considering the Council's refurbishment project. He asked if the applicant could be asked to trade elsewhere, like outside the Village Hall, and use their facilities.

Cllr Hodges advised that there was a renewed planning application for a chicken shop at 119 Station Road.

It was **resolved** to reject the street trading application based on the above points.

d. Finance

i) Financial Regulations

It was **resolved** to adopt the revised Financial Regulations for Flitwick Town Council.

ii) Overspend

Members were asked to approve an overspend of £7,680 on nominal code 4110/303 (Tree Maintenance) for essential tree works in Manor Park. The Community Services & Amenities Manager stated that the team had experienced additional difficulties that day when removing some trees and requested that Members increase the overspend by up to £800 to fund fence repairs.

It was **resolved** to approve an overspend of up to £8,480 on nominal code 4110/303 for essential tree works in Manor Park.

iii) Internal Audit (2nd Interim)

Cllr Thompson thanked the Officers for their work on this.

It was **resolved** to accept the Second Interim Internal Audit Report for 2024-25.

e. X (Formally Twitter)

Members received a report from the Leader of the Council and were asked to consider its recommendation.

Cllr Snape said he did not want the Council to publish any statements about this matter. He mentioned that there was not a lot of engagement on the social media platform. Cllr Toinko supported this view and stated that the account did not generate traction or have a local focus. Cllr Harald mentioned that he had looked at the platform after reading the supporting paper for this item and confirmed that the content was negative across the board. Overall, Members were in favour of supporting the recommendation in the report.

Cllr Thompson commented that many organisations and individuals are currently removing their accounts for this platform and that nobody will notice that the Council has done the same.

Cllr Patterson asked if the Council had received any negative feedback from residents about using the platform. The Town Clerk stated that no negative feedback had been received.

Cllr Patterson commented that people were leaving the platform as a gesture, and he asked if it was worse to remove the Council's association with the platform because as more people left it, the people left using it were the type of people the Council was moving away from. He asked if leaving the platform would make the situation worse. Cllr Thompson responded that the type of content the Council posted was not challenging and

would not make a difference to the conversations that were occurring on the platform. She provided an example of the type of content posted by the Council, which showed this.

Cllr Blazeby reiterated that the Council had discussed removing the platform from its social media profiles multiple times due to the lack of engagement.

It was **resolved** for Flitwick Town Council to immediately cease all official activity on Twitter/X, including posting content, engaging with users, and maintaining official accounts associated with this authority. All references to Twitter/X would be removed from flitwick.gov.uk and therufuscentre.co.uk, as well as all future publicity material.

f. Office Space Refurbishment

Members were asked to consider authorising expenditure from the Rufus Centre EMR (current balance: £19,442.05) for refurbishing tenant office space in line with other refurbished offices.

Cllr Thompson asked if there were any reasons that Members should be aware of not to progress with the lowest quotes. The Town Clerk advised that there were no reasons not to do this.

A Member asked why sinks were being proposed for two rooms. Cllr Blazeby advised that the Business & Facilities Manager had been receiving increasing demand for this type of facility from prospective tenants and that the two rooms mentioned had the capability to incorporate sinks. Members were informed that including these features would benefit marketability.

It was **resolved** to:

1. Accept Quote 1 for rooms 8 & 9 to refurbish the office space in line with other refurbished offices for £13,547.20.
 2. Accept Quote 1 for rooms 13 & 28 to incorporate a sink and wall unit for £3,000.
- This work would be funded by the Rufus Centre Capital Works EMR (334).

5772. ITEMS FOR INFORMATION

a. Finance Reports

- i) Balance Sheet – noted.
- ii) Projects Fund – noted.

5773. PUBLIC OPEN SESSION

No items.

5774. 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. Allotments

It was **resolved** to accept the Officer's recommendation and for the amounts to be the upper limit for compensation.

b. Youth Provision

Members discussed the report and Officers were given actions to undertake before a decision was made.

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.

The meeting ended at 21:40.

Signed

Chairman

**Recommendations and resolutions of the
Community Services Committee 4th March 2025**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 4th March 2025

1263 MINUTES

It was **RESOLVED** to accept the minutes of the Community Services meeting held on **Tuesday 7th January 2025** with no amendments.

1265. FOR CONSIDERATION ITEMS

a. Allotment Working Group Rep

It was **RESOLVED** to elect Cllr Toinko onto the Allotment Working Group.

b. Community Fridge

i. It was **RESOLVED** to adopt the Terms of Reference with the amendments detailed.

ii. It was **RESOLVED** to adopt the Terms of Reference with the amendments detailed.

c. Movie Days

It was **RESOLVED** to continue with the movie days as a free event with additional monitoring, request to help tidy after the event and announcement in relation to behaviour with the activity to be reviewed after the summer programme.

d. VE Day 2025

It was **RESOLVED** to observe VE day in the following ways;

- raising of the Union Flag at the Rufus Centre
- supporting the RBL service at the Memorial v
- intage singer and Fish and chip special at the Rendezvous Café
- Ringing of the Church bells for peace if available.
- Directing the community to Ampthill Beacon event.

e. Summer Programme 2025

It was **RESOLVED** to accept the proposed programme with the Community Services Officers permitted to make amendments as and when required.

1268. EXEMPT ITEMS

It was **RESOLVED** to move item 1268 a to the Confidential section of the Meeting.

Stacie Lockey
Clerk to Flitwick Town Council
Clerk to Flitwick Town Council
Town Council Office, The Rufus Centre
Steppingley Road
Bedfordshire

Your ref:
Our ref: CGR2025
Date: 27/02/2025

Dear Stacie

Community Governance Review 2025

We will be conducting a Community Governance Review (CGR) for the whole of the council area starting on the 30th June 2025. To enable Town and Parish Councils to fully engage with the process we are giving you advance warning so that you can consider any proposals you may want to put forward to be included in the first stage of the consultation. We have enclosed an A3 map of your area in case you don't have access to a colour printer.

The review will consider:

- the creation, merger, alteration or abolition of parishes;
- the naming of parishes and the style of any new or revised parish;
- electoral arrangements for existing parishes including council size, the number of councillors to be elected to the council, parish warding, and
- grouping parishes under a new common parish council with any of their surrounding areas.

If you are looking to alter boundaries between neighbouring parishes then please make sure that you have had formal discussions with the appropriate council(s)/residents before submitting your response to the consultation.

The Council will particularly focus on

- the need to re-draw parish boundaries that have become anomalous where new housing developments straddle existing boundaries;
- the case for rationalising the level of representation on councils where the number of councillors is disproportionate to the electorate but bearing in mind that each parish council must have at least 5 councillors (there is no maximum number);
- the level of representation on councils where historically many parish councils, particularly smaller ones, have not been able to attract sufficient candidates to stand for election thereby leading to uncontested elections and/or a need to co-opt members to fill vacancies;
- the potential for grouping smaller parishes subject to the need for them to reflect closely the identity of their communities;
- whether to make consequential recommendations to the LGBCE for any related alterations to the boundaries of any CBC ward to ensure coterminosity between the new parish boundary and the related ward boundary.

The Government also made a commitment to parish councils in 'Strong and Prosperous Communities' (Local Government White Paper, October 2006) in which it emphasised: "Ultimately, the recommendations made in a Community Governance Review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services"

You can find more information about how a CGR is conducted
www.gov.uk/government/publications/community-governance-reviews-guidance

Yours sincerely

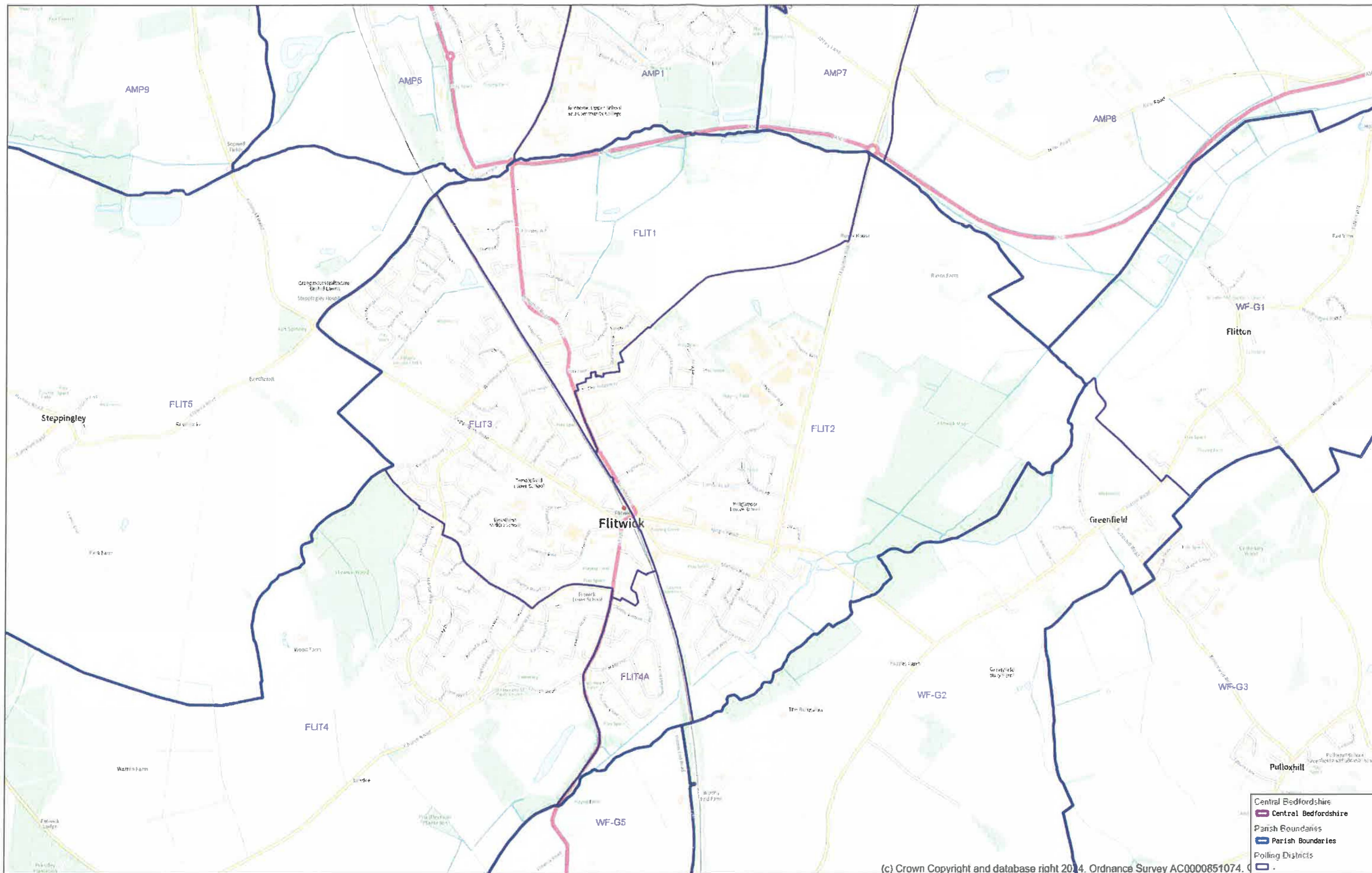


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FLITWICK 1&2





FLITWICK TOWN COUNCIL

INFORMATION & DATA PROTECTION POLICY.

~~Adopted by Council: 15 September 2020.~~ ~~Review Date: October 2022~~

Scope

This Policy consists of a suite of inter-linked policies:

- Information and Data Protection Policy
- Appendix 1-Information Security Policy
- Appendix 2- Data Breach Notification Policy
- Appendix 3- CCTV Policy
- Appendix 4- Subject Access Policy

Introduction

In order to conduct its business, services and duties, Flitwick Town Council (FTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under GDPR, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential information which is also Personal information comes under GDPR*)
- Personal data concerning its current, past and potential employees, councillors, and volunteers. (*GDPR applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*GDPR applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for FTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*GDPR applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*GDPR applies if that is personal data*)

Flitwick Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our ~~Quality Policy~~, Digital and ICT Policy ~~and Data Management Policy~~ which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Compliance Officer (DPCO), comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Flitwick Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public. It has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) 'which became law on 25th May 2018 and the Data Protection Act 2018, will, like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of FTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, address, date of birth, an email address, bank details, posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Flitwick Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law-
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law-
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its councillors, employees, partners and volunteers-
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint-
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council-
- undertake research, audit and quality improvement work to fulfil its objects and purposes-
- carry out Council administration-

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- E mail: stacielockey@flitwick.gov.uk
- Phone: 01525 631900
- Correspondence: The Town Clerk, The Rufus Centre, Steppingley Rd, Flitwick, Bedford MK45 1AH

The Town Council has also appointed another senior member of staff, the Communications and Marketing Manager, as a non-statutory Data Protection Compliance Officer to ensure compliance with Data Protection legislation.

- E mail: beverleyjones@flitwick.gov.uk
- Phone: 01525 631900
- Correspondence: Communications & Marketing Manager, The Rufus Centre, Steppingley Rd, Flitwick, Bedford MK45 1AH

FTC has thought carefully about whether or not it wishes under DPA & GDPR to appoint a formal Data Protection Officer (DPCO) on a voluntary basis. In reaching its conclusion it has considered the guidance issued by Article 29 Working Party and considers that if it were a similar sized private business that it would **not** need to appoint a DPCO for the following reasons:

- Data processing is not a core activity of the Council.
- Its data processing is not of 'large scale', when considering the number of data subjects concerned, the population and number of electors in the town, the volume of data or range of data items, the duration of the processing; and the geographical extent of the processing.
- The Council does not undertake regular or systematic monitoring of data subjects with little infringement on their data subject rights.
- It rarely processes sensitive data and only then on a small group of data subjects.

FTC, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the GDPR. All Councillors and staff are expected to apply data protection legislation in their work.

FTC has appointed its Communications and Marketing Officer as '**Data Protection Compliance Officer**' (DPCO). This title is used to avoid confusion with the GDPR required DPCO, to which specific responsibilities are attached under the legislation.

Diversity Monitoring

Flitwick Town Council may monitor the diversity of its employees, and councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Privacy Notices-Employees and Councillors

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request. This will be available on our website.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. after which it will be deleted.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Flitwick Town Council, individuals are deemed to be

giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Privacy Notices-General

The Council will always give guidance on personnel data to members of the public or businesses who transact with us, through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request. This will be available on our website.

Privacy Notices-Website

The Council will always give guidance on personnel data to anyone using its website or transacting with it by digital means through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request. This will be available on our website.

Rights of a Data Subject

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details).

You may access these rights by contacting the Town Clerk

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook and through a privacy notice.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and ~~social media~~^{to the local media}. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability.

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

Appendix 1

FLITWICK TOWN COUNCIL: INFORMATION SECURITY POLICY

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Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Flitwick Town Council is a Data Controller, as defined under the Data Protection Act 2018, and pays the appropriate annual fee with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, staff will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the license agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and GDPR.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered. Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Staff and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that staff and councillors are aware of their responsibilities for the security of information. However, each councillor or member of staff is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

Appendix 2

FLITWICK TOWN COUNCIL: DATA BREACH NOTIFICATION POLICY

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Aim

Flitwick Town Council is aware of the obligations placed on it by the General Data Protection Regulation (GDPR) in relation to processing data lawfully and to ensure it is kept securely. One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council has implemented a range of measures to assist it in detecting a personal data breach and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Staff are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPCO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Staff will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All staff are instructed to contact the DPCO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Compliance Officer or other person agreed by the Town Clerk and DPCO, who will make a decision over the severity of risk:

Low Risk: Risk needs to be entered in Breach Register only.

Medium Risk: Breach is required to be notified to the Information Commissioner.

High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the GDPR, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPCO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the GDPR, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Compliance Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

Appendix 3

FLITWICK TOWN COUNCIL: CLOSED CIRCUIT TELEVISION (CCTV) POLICY & CODE OF PRACTICE

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CCTV POLICY

INTRODUCTION

The purpose of this policy is to regulate the management and use of the closed-circuit television (CCTV) systems operated by Flitwick Town Council. The CCTV systems are owned wholly by the Town Council.

Cameras are located at the following locations:

1. The Rufus Centre
2. The Hub
3. Town Centre (Kings Road/Town Square)
4. Skate Park

Call cameras at the Rufus Centre and the Hub are monitored from the Town Council Offices which are streamed wirelessly from separate control units held at each secure location. The Town Centre and Skate Park cameras are monitored by Central Bedfordshire Council.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to certain Town Council premises
- aid safety and security to all vulnerable members of the community
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of the Data Protection Act and the Commissioner's Code of Practice, as well as the Surveillance Camera Codes of Practice 2013 & 2019 published by the Home Office.
- Flitwick Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities within the Council and its recreation grounds in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained in writing for directed surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. ~~It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.~~
- Warning signs, as required by the Code of Practice of the Information Commissioner will be placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council staff, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- Systems will be checked on a weekly basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE & ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras will be shared with Bedfordshire Police. Access to monitors must be restricted to staff where those areas being monitored are not in public view.
- If covert surveillance is planned or has taken place, copies of the Authorisation Forms, including any Review, must be completed and retained.

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. ~~A register will be available for this purpose.~~

- Viewing of images by the Police must be recorded in writing ~~and in the log book~~. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk/ DCPO, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) & GDPR provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

CCTV Code of Practice

Introduction and Accountability

Flitwick Town Council has a limited closed-circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of staff and premises users. The system is owned by Flitwick Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point code of conduct the use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them

- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes.

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of staff. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Millennium Park ~~and the~~ Rufus Centre, Skate Park and the Town Centre (Kings Road/Town Square). It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by which the Town Council have access to.
- The system is operational, and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded and are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Flitwick Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.
- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised staff only. Bedfordshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures

- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All staff involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all staff are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported
 - immediate action relating to live incidents, e.g. immediate pursuit
 - for major incidents that occur when images may have been recorded continuously
 - individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.
- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed, then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed regularly to assess its implementation and effectiveness and it will be promoted and implemented throughout the Council.

Appendix 4

FLITWICK TOWN COUNCIL: SUBJECT ACCESS POLICY

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Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

- The data subject will be informed who at the Council to contact, the Town Clerk.
- The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.
- The access request will be verified, to ensure it is sufficiently substantiated and it is clear to the data controller what personal data is requested. If necessary, additional information will be requested.
- Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- Receipt of the SAR will be promptly acknowledged, and the data subject will be informed of any costs involved in the processing of the SAR.
- Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed, and progress may be monitored.
- Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.
- The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

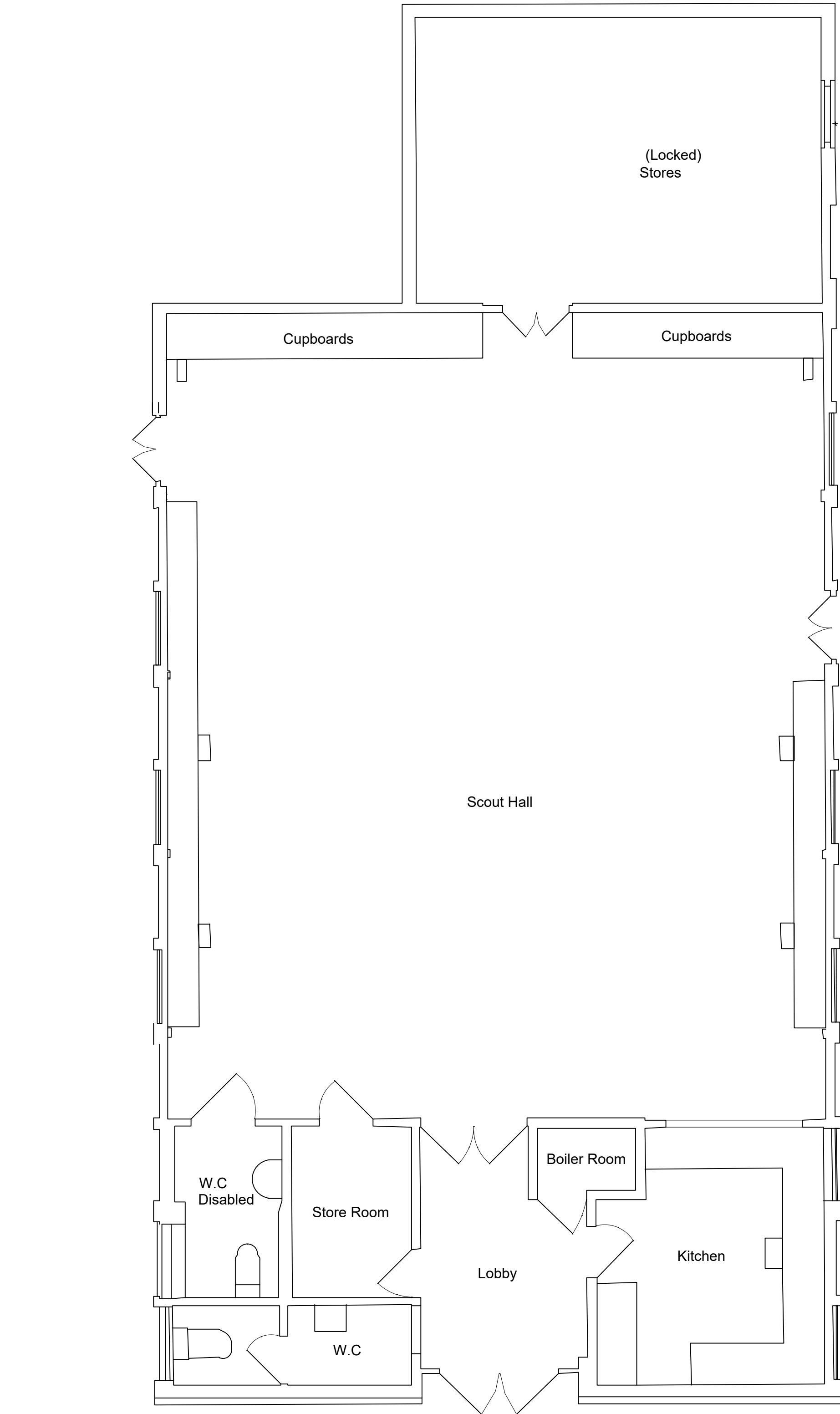
Responding to a SAR

The Council will respond to a SAR within one month after receipt of the request:

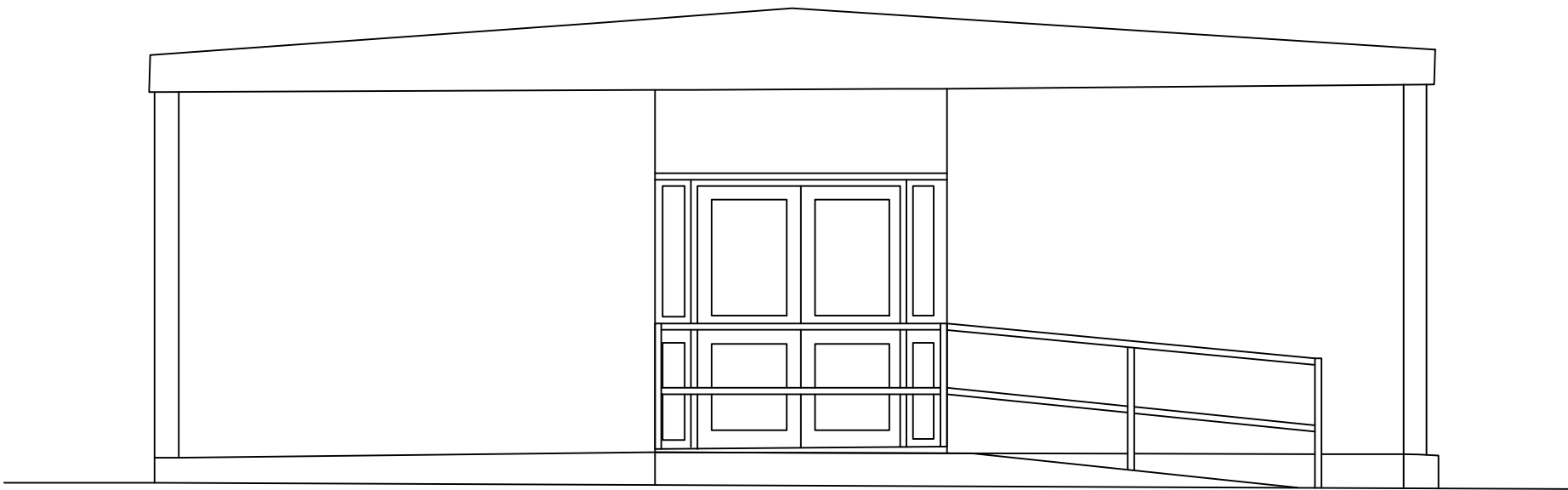
- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;

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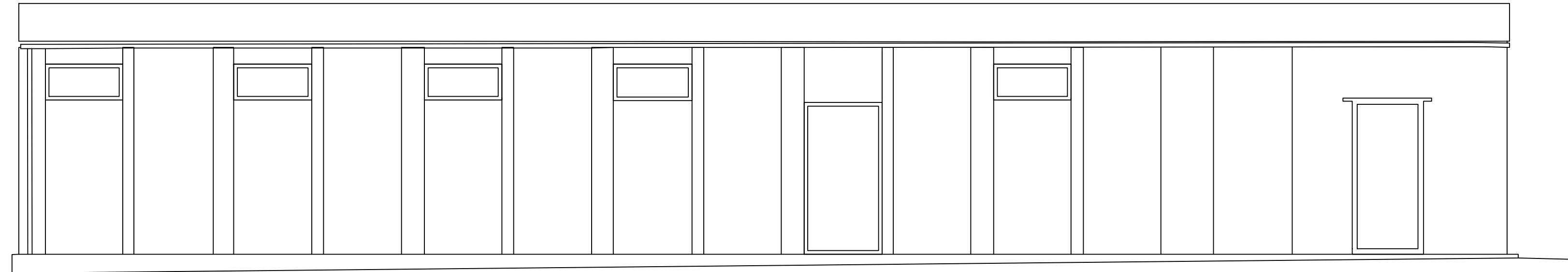
- | ➤ the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
- | ➤ where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- | ➤ the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- | ➤ the right to lodge a complaint with the Information Commissioners Office ("ICO");
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.



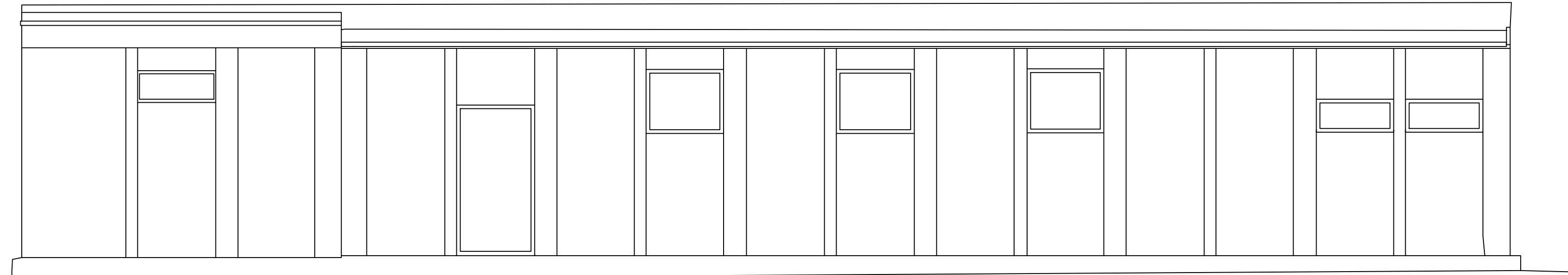
Existing Ground Floor



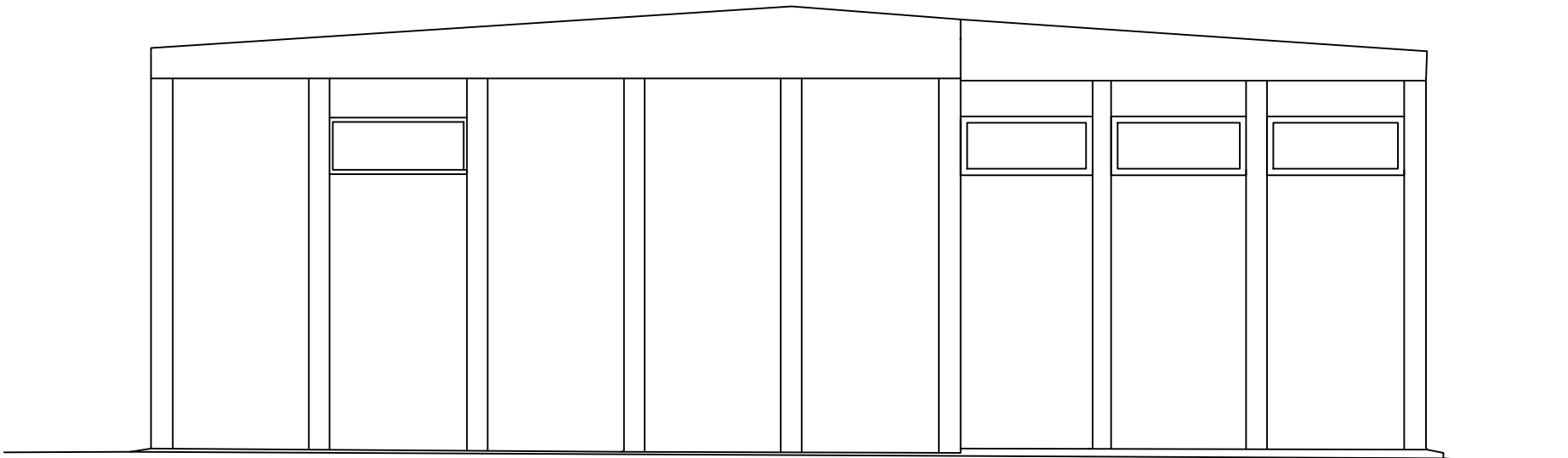
Existing Front Elevation



Existing Side Elevation (West)



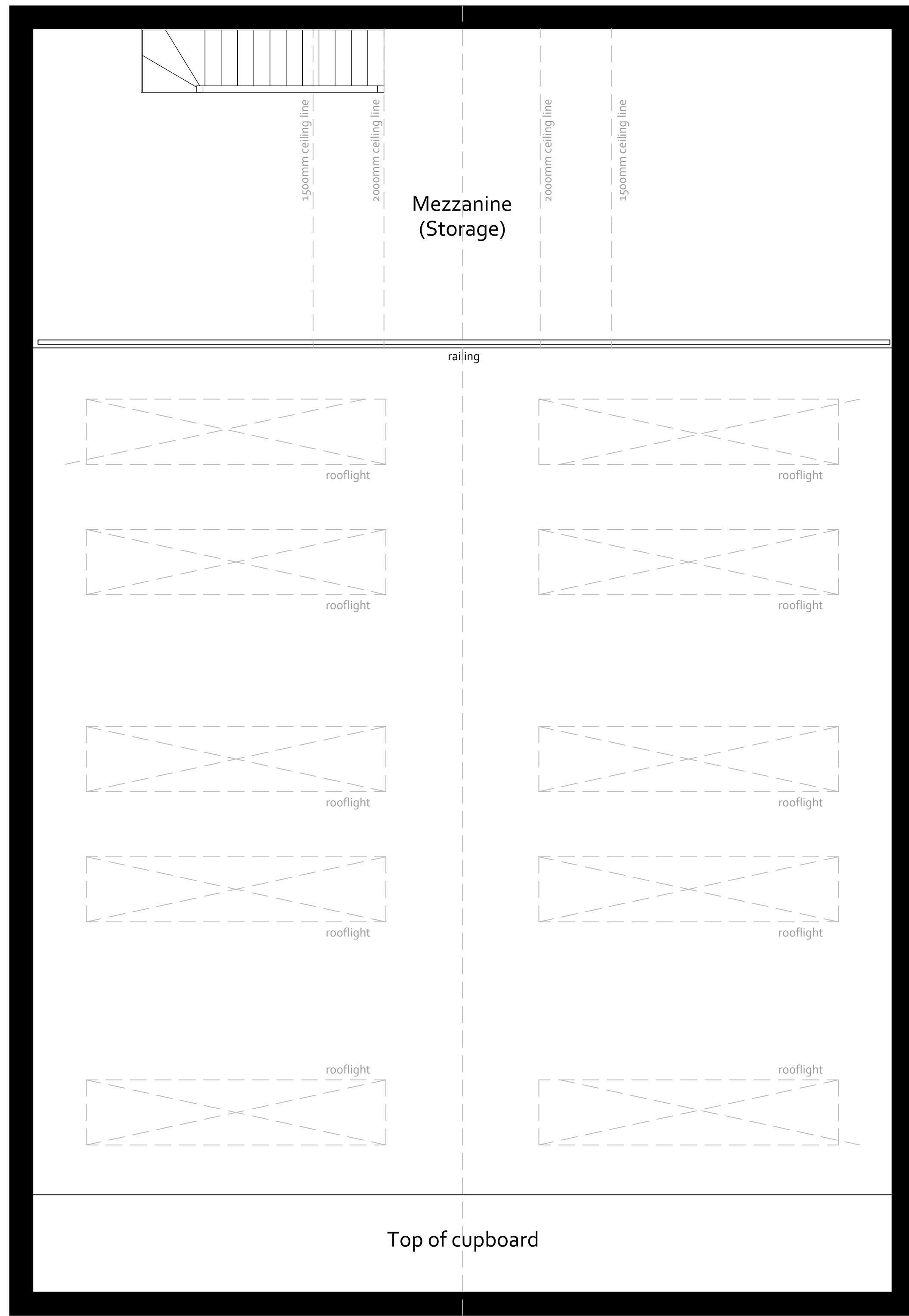
Existing Side Elevation (East)



Existing Rear Elevation



Ground Floor Plan



Mezzanine Plan

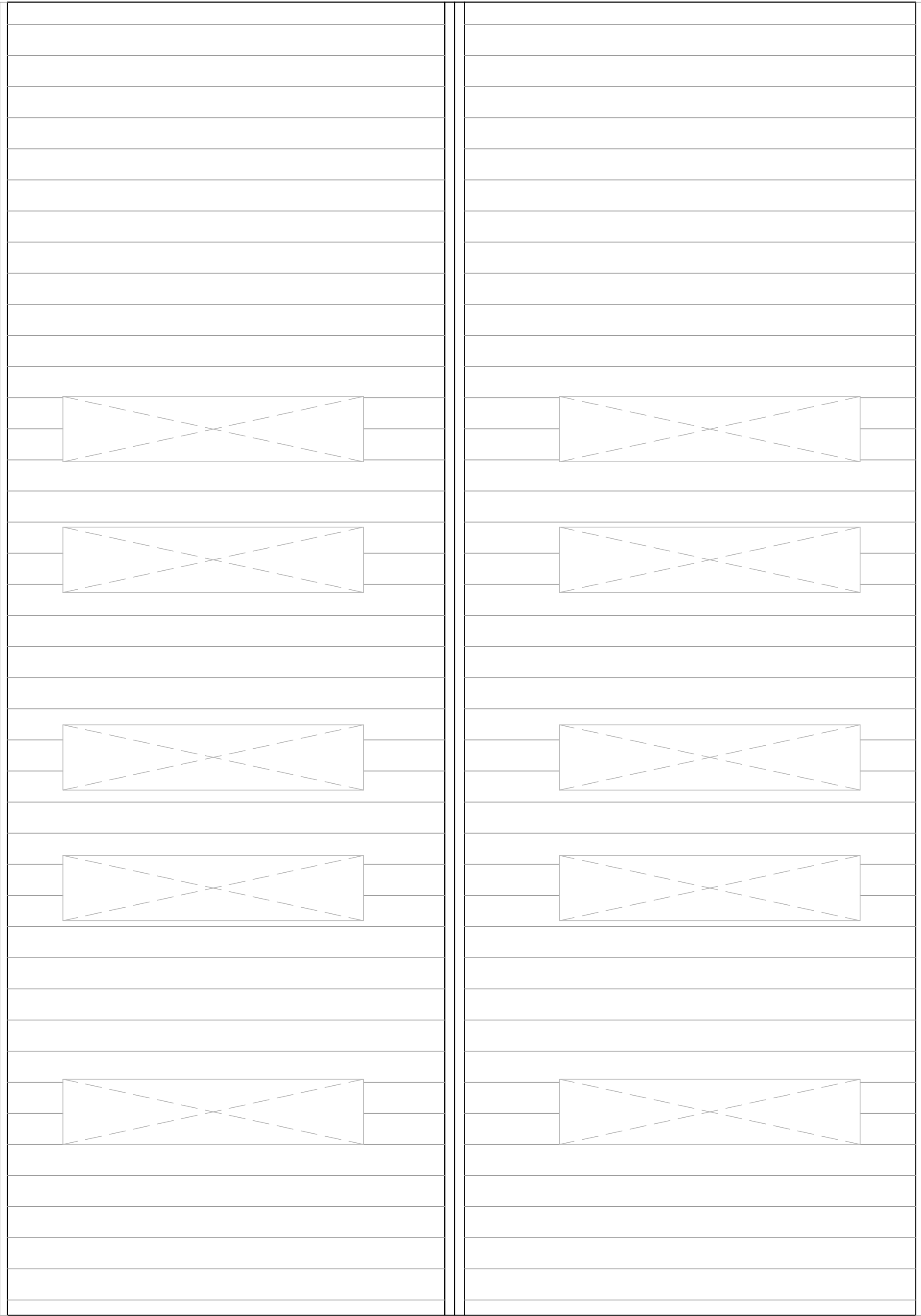
revisions | P01 First Issue 12/11/24

client | Flitwick Scouts
project | Flitwick Scout Hut
project no | 24020
drawing | Ground Floor GA & Mezz Plan
drawn by | SS
scale | 1:50 at A1
date | August 2024

dwg status | PRELIMINARY

drawing no | PL001

rev | P01



Roof Plan

revisions | P01 First Issue

12/11/24

client | Flitwick Scouts

project | Flitwick Scout Hut

project no | 24020

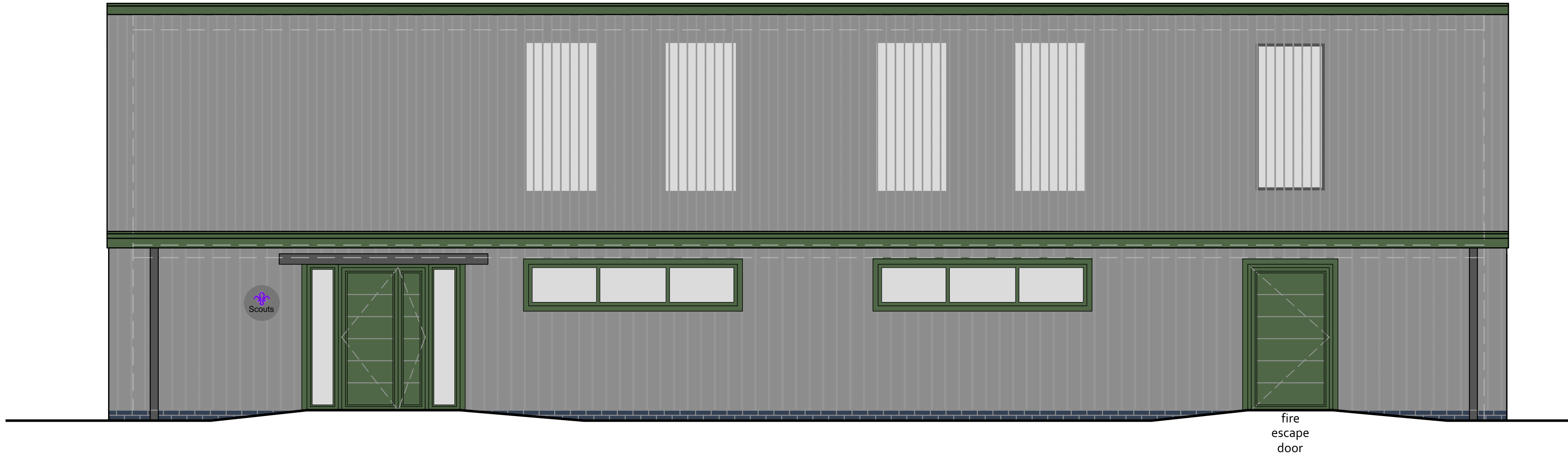
drawing | Roof Plan

drawn by | SS

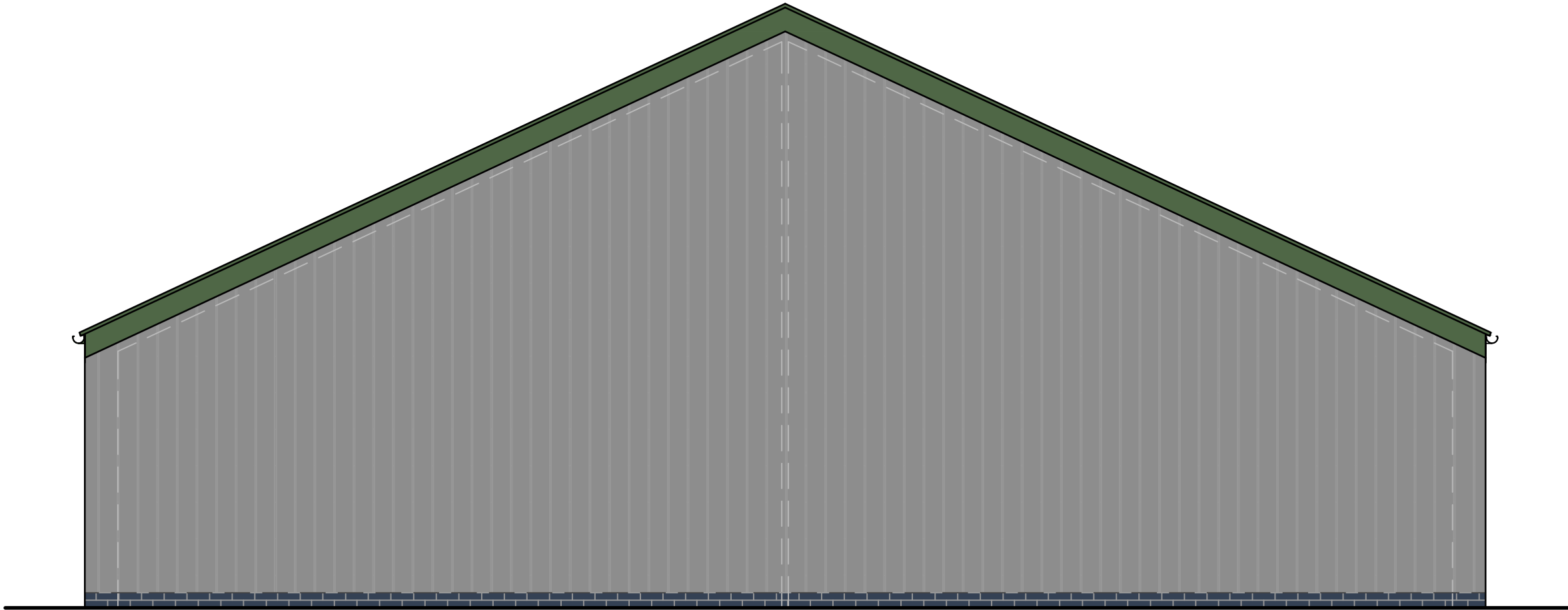
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dwg status | PRELIMINARY



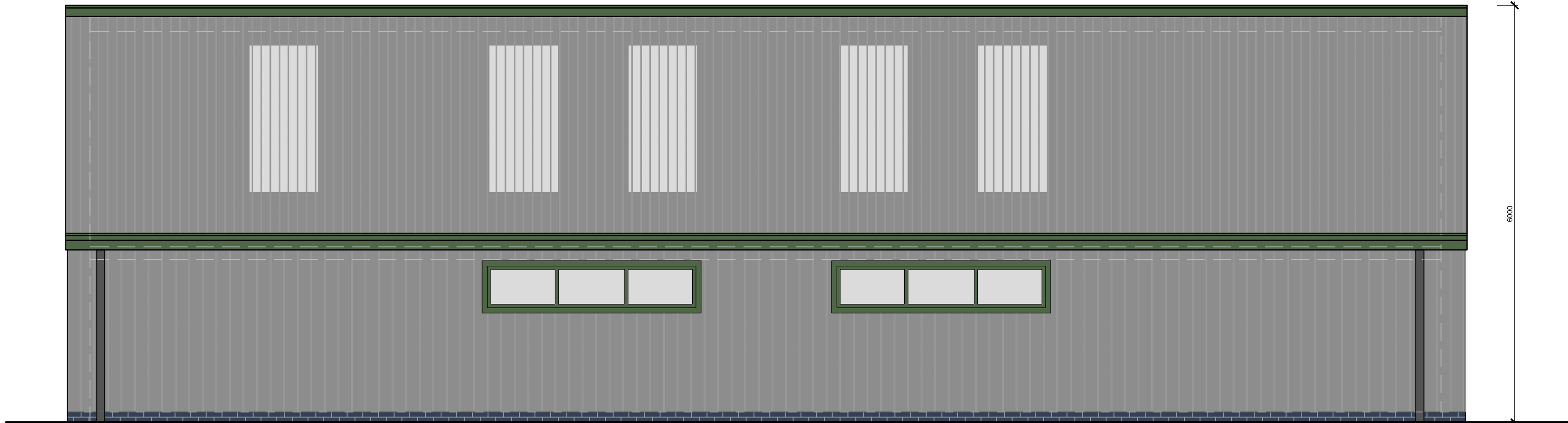
Front Elevation



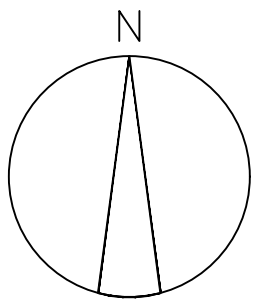
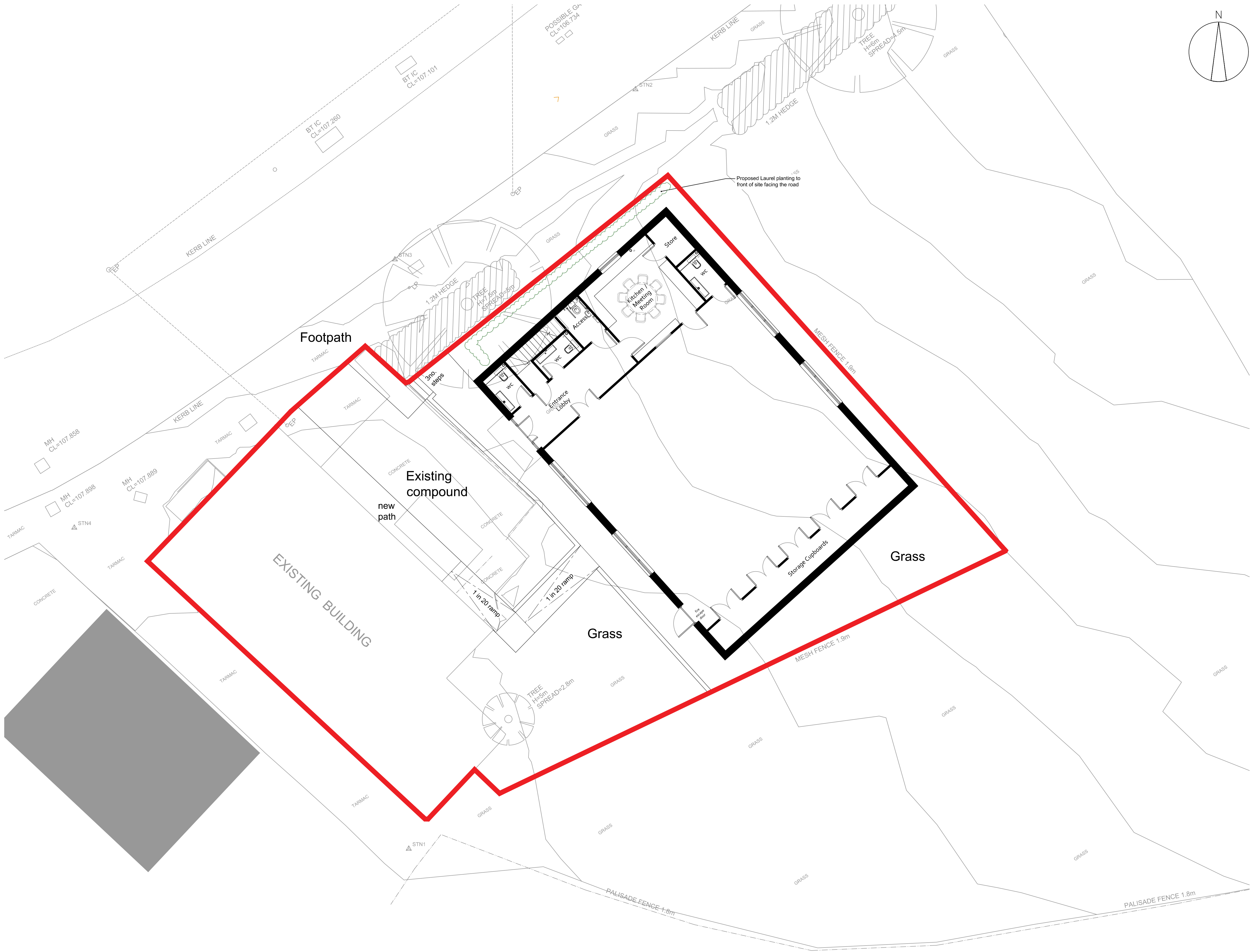
Side Elevation 1



Side Elevation 2



Rear Elevation



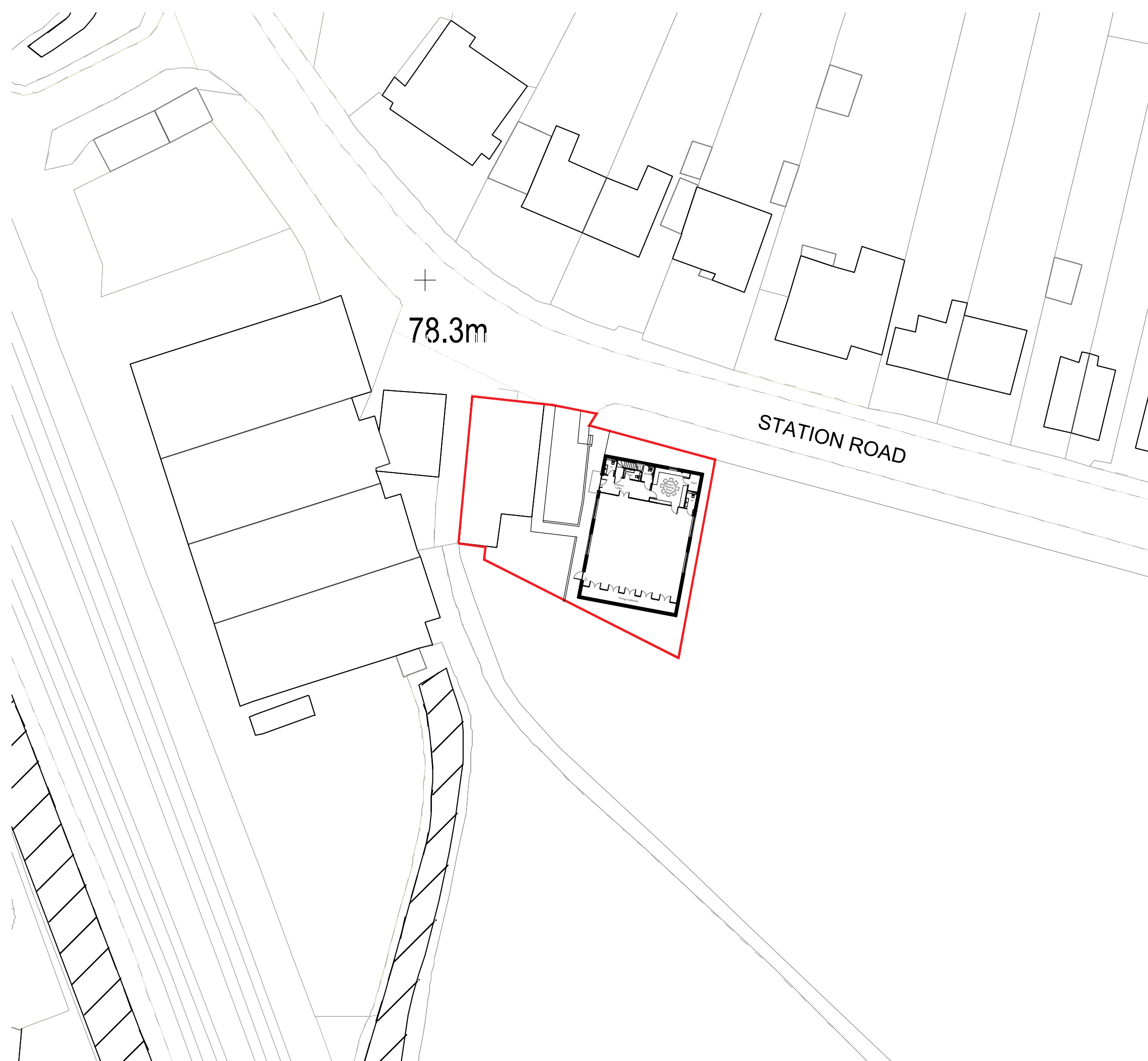
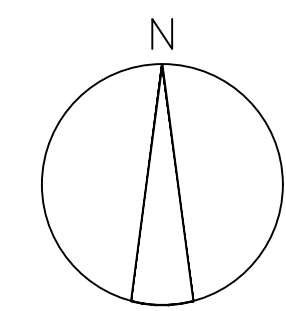
revisions | P01 First Issue 12/11/24

client | Flitwick Scouts
project | Flitwick Scout Hut
project no | 24020
drawing | Proposed Site Plan
drawn by | SS
scale | 1:100 at A1
date | August 2024

dwg status | PRELIMINARY

drawing no | SPL001

rev | P01



client | Flitwick Scouts
project | Flitwick Scout Hut
project no | 24020
drawing | Existing & Proposed Block Plans
drawn by | SS
scale | 1:500 at A1
date | August 2024

dwg status | **PRELIMINARY**

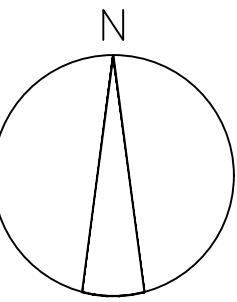
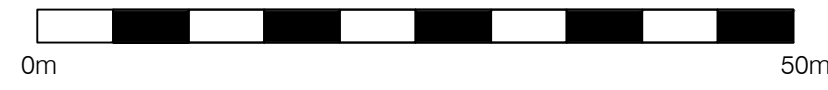
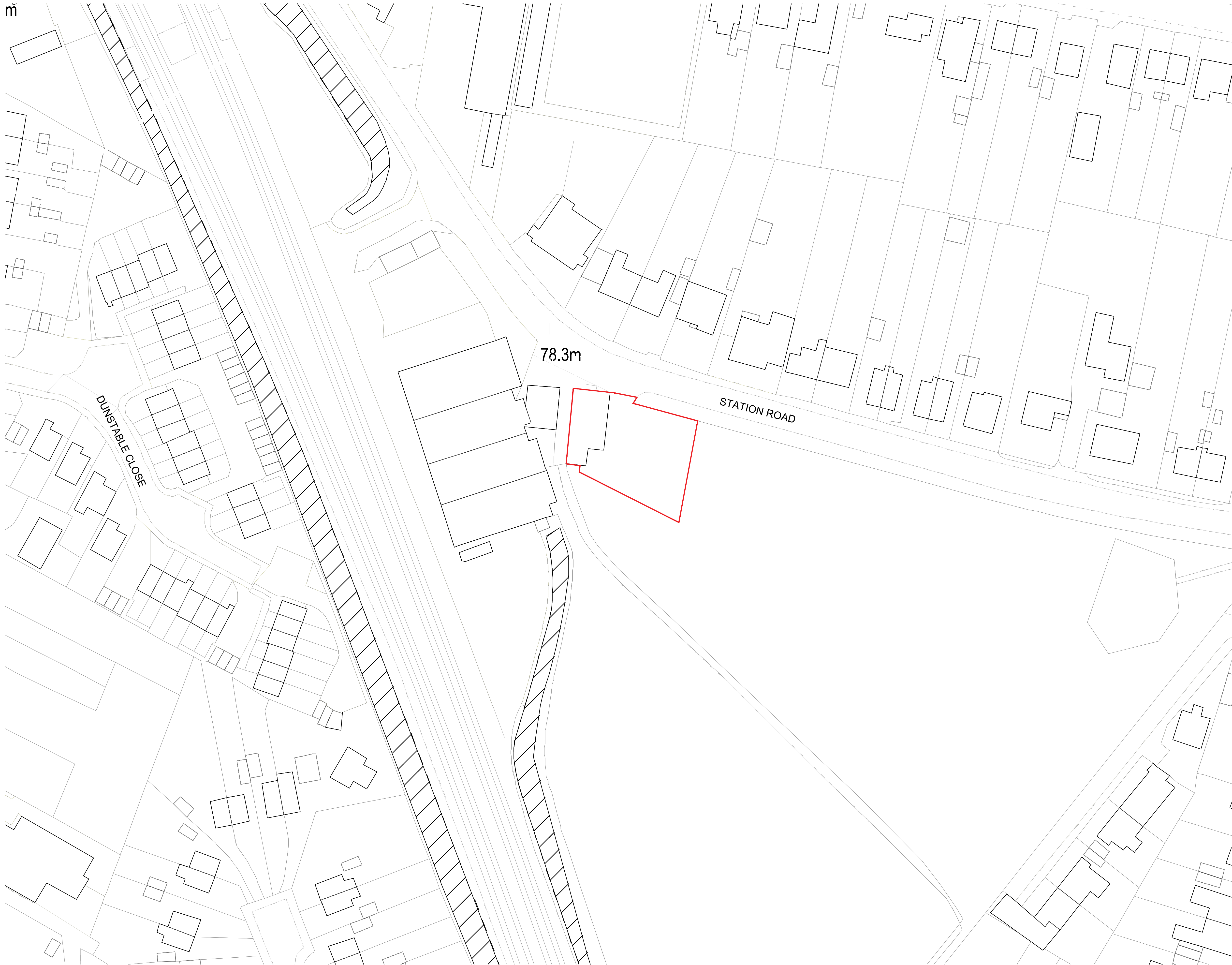
drawing no | **SPL002**

rev | **P01**

Existing Block Plan

Proposed Block Plan

m



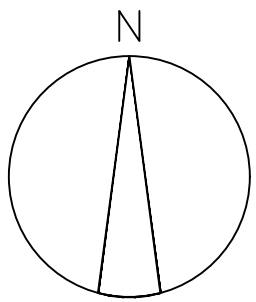
revisions | P01 First Issue 12/11/24

client | Flitwick Scouts
project | Flitwick Scout Hut
project no | 24020
drawing | Site Location Plan
drawn by | SS
scale | 1:500 at A1
date | August 2024

dwg status | **PRELIMINARY**

drawing no | **SPL003**

rev | **P01**



revisions | P01 First Issue 28/01/25

client | Flitwick Scouts
project | Flitwick Scout Hut
project no | 24020
drawing | Proposed Landscaping Plan
drawn by | SS
scale | 1:100 at A1
date | August 2024

dwg status | PRELIMINARY

drawing no | SPL004 rev | P01

Design & Access Statement

Proposed Community Building

Station Rd, Flitwick

24020-DAS001

Revision B

February 2025

cola projects

Introduction

This application proposes the construction of a new community / headquarters building for the Flitwick branch of the Scouts with associated landscaping works at the Land South of Station Road, Flitwick, MK45 1JT.

This application is being made on behalf of Flitwick Town Council.

The aim is to create a community building that meets the modern-day standards for efficiency, accessibility and safety. The design has evolved to minimise the impact on the street scene, being sympathetic to the landscape, while retaining and improving natural screening. This document intends to support the application to illustrate the principles of the schemes design with consideration to the site's context, planning policy and local planning history.

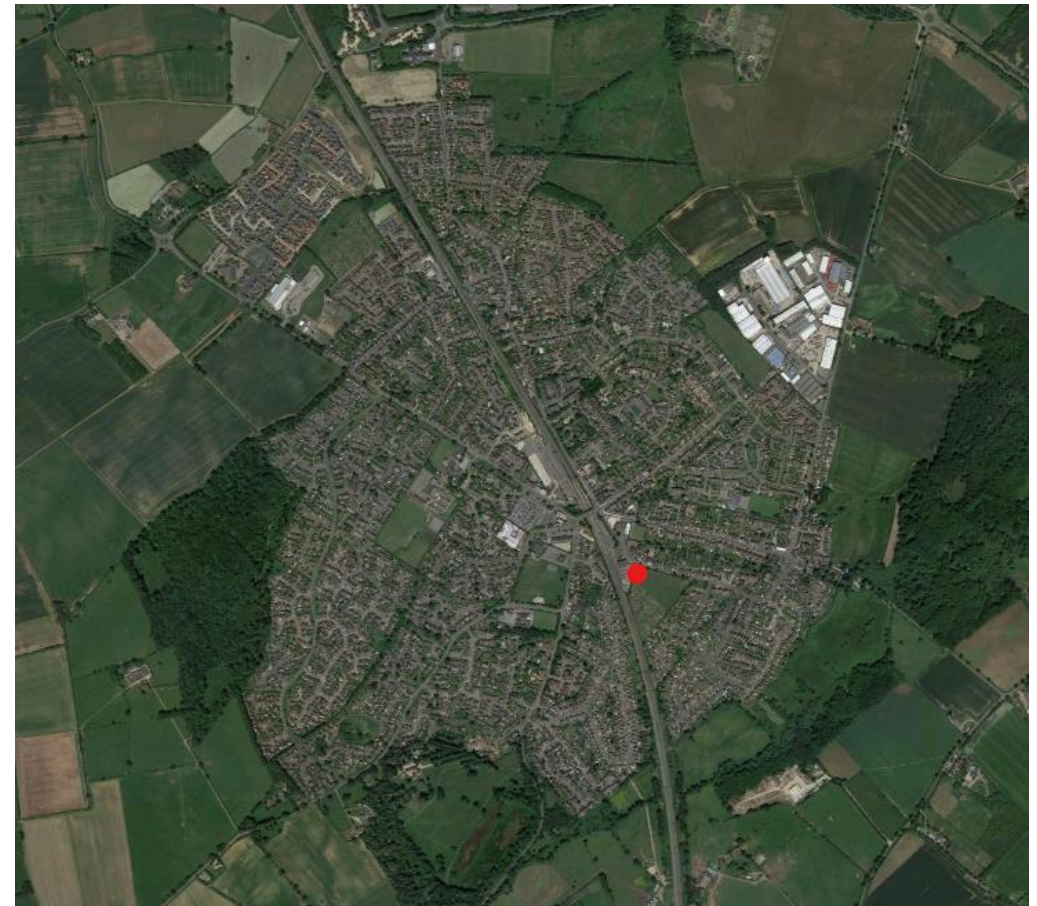


Figure 1 Aerial site photo

Site Context

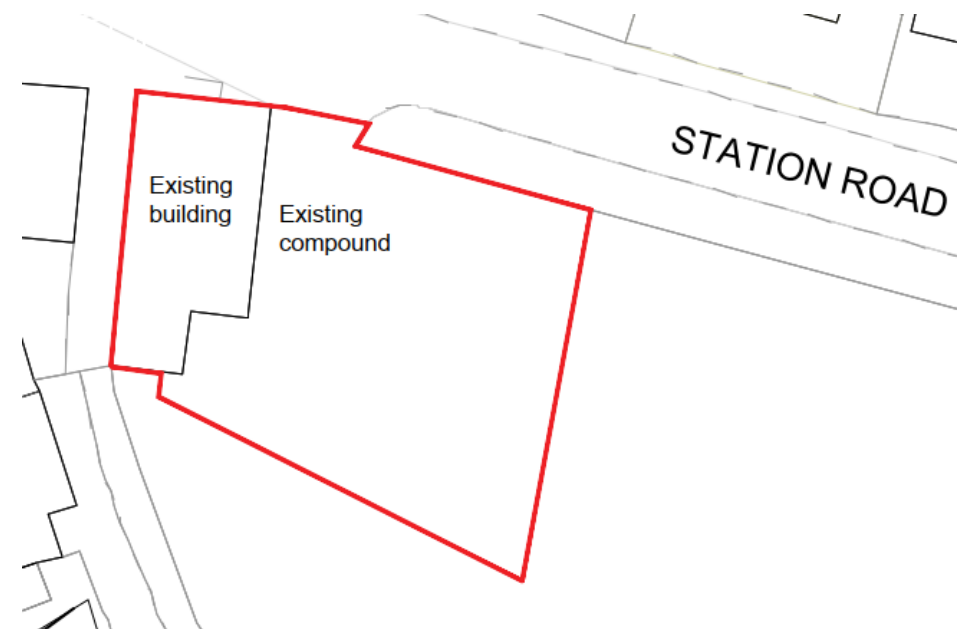
The site is located off Station Road, Flitwick, near to the railway station and centre of town. Open space sits to the South and East, which is home to Station Road Play Park. The existing Scout Hut and Royal British Legion Buildings sit to the North-West.

The site is located approximately 0.4 miles southeast of Flitwick centre and benefits from good transport links with local bus connections, Flitwick train station and the M1 motorway in close proximity.



The Site

The proposed site for the new building is on the land to the side of the existing Scout Hut and is an area of clear green space, enclosed by a fence. The space was leased to the Scouts by Flitwick Town Council last year for the purpose of expanding their existing building. The additional space has been fenced and a new 70 metre mixed native hedgerow planted around the exterior of the fence by the Scouts.



Proposed Development

The scheme seeks to construct a new community building for use by the Flitwick Scout Group. Consideration had been made for relocating the building to allow for the continued use of the existing facilities whilst the new building is built, the same approach as set out in previous application CB/19/01652/FULL.

It is acknowledged that the new building will be located in what is deemed to be open space and therefore impact on openness will be considered. The scheme therefore proposes a single storey approach with a small mezzanine meeting/storage room, to limit the overall height.

The aspiration of the client is to create a building that meets the modern day standards for safety (Fire, structural etc), sustainability and accessibility for community use. High quality vernacular materials including profiled metal cladding and roofing, 'Blue' Engineering brickwork, 'Green' coloured flashings and PPC Aluminium Windows are proposed. The images below show the materials proposed.

Once the new building is completed it is anticipated that the existing building will be adapted and refurbished to a standard which will make it suitable for use as an additional large meeting room and store for the Scouts. The adaptation will most probably include a reduction in its present size.

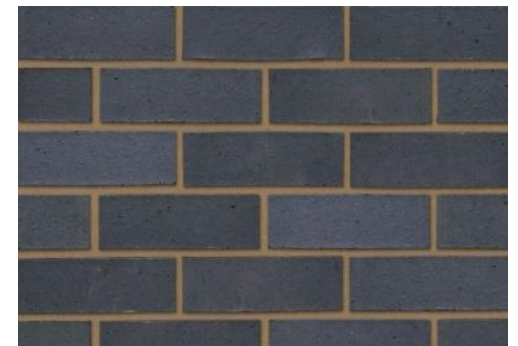


Figure 2 Images of Proposed Materials

Access

The site has an 18 meter long frontage to Station Road with no existing direct access point. Access currently is via the existing building and compound. A pedestrian entrance is proposed to be introduced for direct access from station road. Vehicular access will remain the same as for the existing building, with drop offs only on station road. The Scouts have the majority of their meetings outside of business hours in the evenings and outside of business hours. There is an informal arrangement with local businesses to use their parking spaces in the evenings when the building is used and the businesses are not making use of their parking.

Conclusion

We hope the above will be of assistance and clarifies the intent of the development. We look forward to your response particularly around size, mass and scale and hope we can develop the design into an acceptable proposal should there be any concerns. Should you have ././require any further information, please do not hesitate to contact us.

Appendix A – Photos

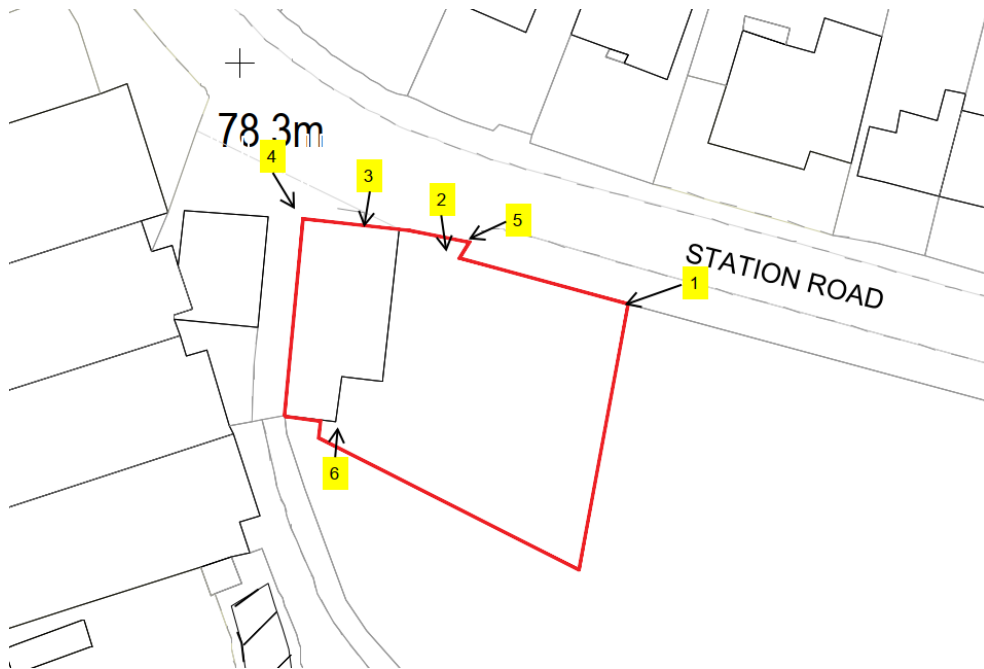


Photo Location Key Plan

1.



2.



3.



5.



4.



6.



cola projects

New Community Building
Station Rd, Flitwick

cola projects
Architects | Principal Designers

T: 07973386069
E: info@cola-projects.co.uk



Flitwick Town Council

Standing Orders

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These Standing Orders were adopted by Council on 16th April 2024 and replace all previous versions, the most recent being 21st September 2021. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

Standing Orders are one of the council's three principal governing policy documents providing procedural guidance for members and officers. They must be observed in conjunction with the council's **Financial Regulations** and **Standing Orders for Contracts**.

The word "councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

INTRODUCTION

HOW TO USE STANDING ORDERS

Standing orders are the written rules of the council. Standing orders are essential to regulate the proceedings of a meeting. The council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of the council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework and these Standing Orders incorporate and reference many statutory requirements to which councils are subject. The statutory requirements to which this council is subject to apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of the council. The financial regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the council's Responsible Financial Officer. The Council also operate under their Standing Orders for Contracts.

NOTES

Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

1. RULES OF DEBATE AT MEETINGS

- a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c** A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j** Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k** One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l** A councillor may not move more than one amendment to an original or substantive motion.
- m** The mover of an amendment has no right of reply at the end of debate on it.
- n** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p** During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q** A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r** When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s** Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t** Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

- u** If, at the Chairman's discretion, urgent business is added to the Agenda, the item may be discussed **but no formal decision may be made.** The Town Clerk has delegated authority through the scheme of delegations to deal with urgent matters in consultation with specific members.

2. DISORDERLY CONDUCT AT MEETINGS

- a** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b** If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c** If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

- a** **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b** **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c** **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d** All items of business will be set out on the agenda for all meetings and sent out with the summons to councillors. Members of Council or members of committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their decision is final. If the Town Clerk declines the request, they will notify the councillor of their decision and explain the reason for it.
- e** **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's**

exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- f** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g** Each period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h** Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes and may only speak once.
- i** In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a response to a question by a member of the public be referred to a Councillor for an oral response or to an Officer for a written response.
- j** During consideration of planning matters, equal opportunity shall be given to persons supporting applications and to persons opposing.
- k** A person, Councillor or member of the public shall raise their hand (either in person or via virtual access) when requesting to speak and remain seated when speaking.
- l** A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- m** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. Where there is more than one public participation section of a meeting, the chairman will give members of the public who have not already spoken priority over those who have previously spoken.
- n** **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chairman should have regard if filming takes place, that members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.
- o** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

- p The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- r The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- t The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- u Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- v The minutes of a meeting shall include an accurate record of the following:**
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent with the reason for absence;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and

vii. the resolutions made.

- w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- x Councillors have a *duty* to attend meetings**
- y The quorum of the Council is 6 councillors. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

Apologies should be sent directly to the Town Clerk or Deputy Town Clerk by email prior to the meeting. It is unacceptable for other Councillors to apologise on behalf of colleagues.

- i. It is the responsibility of the councillor to arrange for a nominated substitute to attend on their behalf which also must be notified as per 3v(ii) above.
- ii. If a councillor is unable to attend and has not arranged for a nominated substitute to attend on their behalf, the Chairman may at their discretion agree for another councillor present at the meeting to substitute.
- iii. If a councillor does not attend a meeting of the Council for six (6) months and has not submitted a reason for long term absence that has been accepted by Resolution of the Council, they will no longer hold the office of Councillor.
- iv. In line with the Local Government Act 1972 s85 (1) & (2) apologies will be shown as:

Apologies accepted, with the *reason given*.

- z No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 3(y) for the quorum of a committee or sub-committee meeting.

- aa If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- bb A meeting shall not exceed a period of 3 hours.**

- cc** Adequate breaks during long meetings are a necessity for maintaining attention, energy, and performance. The Chairman should offer members the opportunity of adjourning the meeting for a ten-minute break if a meeting is expected to be longer than two and a half hours.
- dd** The statutory requirements for meetings are mainly contained in the Local Government Act 1972 ("the 1972 Act") and the Public Bodies (Admission to Meetings) Act 1960 ("the 1960 Act"). Usually, there is a requirement for local authorities to hold public meetings in person with all members present in one place.

4. COMMITTEES AND SUB-COMMITTEES

- a** **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b** **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c** **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d** The Council may appoint standing committees or other committees and working groups as may be necessary, and:
 - i.** shall determine their terms of reference; and any delegation to its committees.
 - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv.** shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v.** may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend;
 - vi.** shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own vice-chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee, which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. A councillor who has proposed a resolution on an agenda of a committee of which they are not a member must attend that Committee to explain their resolution and answer questions but shall not vote. The item will not be considered if the member requesting the resolution cannot attend.
 - xiv. Any councillor is entitled to be present as a spectator at the meetings of any committee or subcommittee of which they are not a member, except if a resolution has been passed to exclude the press and public. The councillor may speak on an item on the Agenda with the chairman's permission but may not participate further or vote.
- e. Non-councillor members of Committees, Subcommittees, or Working Groups will be required to comply with the Council's Standing Orders. If a Non-Councillor member acts in a way that is contrary to the rules set out in the Standing Orders through disruptive or detrimental behaviour, the Council can remove such members from the meetings either permanently or temporarily. All Members should receive a copy of the associated Terms of Reference once elected.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7:45pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as**

the Council decides.

- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f All Members are eligible to be proposed as Chairman or Vice-Chairman of the Council**
 - I. The Chairman of the Town Council shall be known as the Town Mayor and the Vice-Chairman as the Deputy Town Mayor.
 - II. The Chairman of the Town Council should serve for one year, but this may be varied by Resolution of the Council if circumstances are deemed appropriate for a longer Term of Office.
 - III. The custom and practice of outgoing Town Mayor/Chairman proposing the Deputy Town Mayor/Vice Chairman is not mandatory.
 - IV. It is preferable that the Chairman and Vice-Chairman of the Council have experience in Chairmanship before election to these posts.
 - V. The Chairman of the Council should, during their office, involve the Vice-Chairman as much as practically possible.
 - VI. As set out in the Civic Protocol, the Vice Chairman is expected to deputise for the Town Mayor at functions they are unable to attend.
- g The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:**

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council his acceptance of office form unless the Council resolves for this to be done at a later date.**
- ii.** If required, the Election of a Leader of the Council.
- iii.** If required, the Election of a Deputy Leader of the Council.
- iv.** To receive announcements from the Leader of the Council
- v.** Confirmation of the accuracy of the minutes of the last meeting of the Council;
- vi.** Consideration of the recommendations and resolutions made by a committee;
- vii.** Review of delegation arrangements to committees, sub-committees, officers and other local authorities;
- viii.** Review of the terms of reference for committees and working groups;
- ix.** Appointment of members to existing committees;
- x.** Appointment of any new committees in accordance with standing order 4;
- xi.** Election of a Chairman to each committee.
- xii.** Review and adoption of appropriate standing orders, standing orders for contracts and financial regulations;
- xiii.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xiv.** Review of representation on or work with external bodies and arrangements for reporting back;
- xv.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xvi.** Review of inventory of land and other assets including buildings and office equipment;
- xvii.** Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xviii.** Review of the Council's and/or staff subscriptions to other bodies, unless this has been undertaken as part of the budget process

- xix.** Review of the Council's complaints procedure;
- xx.** Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xxi.** Review of the Council's policy for dealing with the press/media;
- xxii.** Review of the Council's employment policies and procedures;
- xxiii.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, unless it is to be undertaken at a meeting of the Council to approve year end accounts and the annual governance statement.
- xxiv.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES

- a** The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b** If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c** The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d** If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a** A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. To consider a previous resolution, there must have been a material change or further information that has come to light since the previous resolution was made.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b Voting on appointments will be conducted by secret ballot.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i.** to correct an inaccuracy in the draft minutes of a meeting;
- ii.** to move to a vote;
- iii.** to defer consideration of a motion;
- iv.** to refer a motion to a particular committee or sub-committee;
- v.** to appoint a person to preside at a meeting;
- vi.** to change the order of business on the agenda;
- vii.** to proceed to the next business on the agenda;
- viii.** to require a written report;
- ix.** to appoint a committee or sub-committee and their members;
- x.** to extend the time limits for speaking;
- xi.** to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii.** to not hear further from a Councillor or a member of the public;
- xiii.** to exclude a Councillor or member of the public for disorderly conduct;
- xiv.** to temporarily suspend the meeting;
- xv.** to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi.** to adjourn the meeting; or
- xvii.** to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a** **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b** **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention**

policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings
Committee meetings
Sub-committee meetings

- a** If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d** If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the Council, Committee or sub Committee held on [date] in respect of (----) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e** **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f** Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. The approved minutes will be published on the Council's website within 2 weeks of

approval.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(v).

- a** All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d** **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e** A decision as to whether to grant a dispensation shall be made by the Town Clerk, or Proper Officer in accordance with the Councils Scheme of Delegation and that decision is final.
- f** A dispensation request shall confirm:
 - i.** the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii.** whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii.** the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv.** an explanation as to why the dispensation is sought.
- g** Subject to standing orders 13(d) and (f), a dispensation request shall be considered the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h** **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i.** **without the dispensation the number of persons prohibited from**

participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council of this fact. The Leader shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed on what action, if any, to take.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or, in their absence, the Deputy Town Clerk or other senior officer(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residence or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda, (provided the Councillor has consented to service by email and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- Publish a copy of the agenda and appropriate supporting papers on the Council's website.

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's

response to the local planning authority and report this to the Council each month;

- xv.** consider all planning applications received by the Council in accordance with the adopted planning guide and respond to the application on behalf of the Council or, for significant or controversial applications, refer to the next available meeting of the Council.
- xvi.** manage access to information about the Council via the publication scheme and retain custody of the seal of the Council, which shall not be used without a resolution.
- c.** The Town Clerk and other council officers shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

16. RESPONSIBLE FINANCIAL OFFICER

- a** The Town Clerk post has been designated as the Deputy Responsible Financial Officer and may deputise for the Responsible Finance Officer.
- b** The Council shall appoint appropriate officer(s) to undertake the work of the Responsible Financial Officer if the Responsible Financial Officer and Deputy Responsible Financial Officer are absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a** "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b** All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c** The Responsible Financial Officer shall supply to the Finance & General Purposes Committee monthly financial reports to summarise:
 - i.** the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii.** the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii.** the balances held at the end of the month being reported which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d** As soon as possible after the financial year ends on 31 March, the Responsible Financial Officer shall provide:
 - i.** each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to

date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance & General Purposes Committee at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the light touch arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (Framework Agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the Value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and if either of those Regulations apply, the Council must comply with procurement rules.**

19. HANDLING STAFF MATTERS

- a. A matter personal to relating to an officer being considered by a meeting of Council, or HR Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Leader of the Council or, if they are not available, the Chairman of the absence occasioned by illness or other reason and that person shall report such absence to the HR Committee at its next meeting. The Deputy Town Clerk will follow the same process should the Town Clerk be unavailable.
- c. The chairman of the HR Committee or, in their absence, the vice-chairman shall, upon a resolution, conduct a review of the performance of the Council officer appraisals, job descriptions and pay arrangements. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the HR Committee.
- d. The Leader and Chairman of the HR Committee shall, upon a resolution, conduct an annual review of the performance of the Town Clerk. The appraisal will be reported in writing and is subject to approval by resolution of the HR Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior officer shall notify the chairman of the HR Committee or in their absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter. This matter shall be reported back and progressed by resolution of the HR Committee, or Appeals Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The council shall keep all written records relating to employees secure. All paper records shall be secured appropriately, and electronic records shall be password-protected and encrypted.
- i Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to employees authorised by Town Clerk or the HR Committee.
- k The Leader and Deputy Leader will not be on the Appeals Committee.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or officers shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.** Documents relating to matters reserved for the Town Council in the scheme of delegations should be signed by the Leader and the Town Mayor. Other documents should be signed by two councillors from the relevant standing committee, ideally including the committee chairman.

24. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the Unitary Council representing the area of the Council.
- b Unless the Proper Officer or Council decides otherwise, a copy of each formal letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. LEADER AND DEPUTY LEADER

- a The primary functions of the Leader and the Deputy Leader shall be to facilitate the definition of the Council's policy and to work with the Town Clerk to progress council business in accordance with the council's formal decisions.

- b** The Leader and Deputy Leader are expected to act as uniting figures within the council, leading with influence, working with councillors and officers to build consensus and encouraging communication.
- c** The Leader and Deputy Leader are appointed by the Council at the annual statutory meeting and serve for a term of two years to match the term of the Council.
- d** The Leader and Deputy leader shall be ex-officio voting Members on all Standing Committees.
- e** Any councillor may submit a written motion of no confidence in the Leader and/or Deputy Leader to the Proper Officer, which must be signed by three councillors.
 - i. The motion will be considered at the next meeting of the Council. Should the motion be carried, the Leader and/or Deputy Leader will be immediately removed from office and a new Leader and/or Deputy Leader will be immediately elected following the process set out in standing order 8.
 - ii. Should the motion of no confidence in the Leader or Deputy Leader fall, it will not be possible to submit another motion of no confidence for three months unless the Leader or Deputy Leader are subsequently found to have broken the code of conduct by the Monitoring Officer of the Unitary Authority as detained in standing order 14.

27. QUESTIONS

- a** A Councillor may ask the Town Mayor or Leader any question or request a statement on any matter related to which the Council has powers or duties or which affects the parish.
- b** While not mandatory, written notice of the question should be submitted to the Proper Officer at least 3 clear working days prior to the date/time of the meeting to allow the delivery of an appropriate response at the meeting.
- c** Every question shall be put and answered without discussion. An answer may take the form of:
 - i. A direct oral answer
 - ii. Where the desired information is in a publication of the Council or other published work, a reference to that publication, or
 - iii. Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.
- d** Questions or statements not related to items of business on the agenda for a meeting shall only be asked during the part of the Council meeting set aside for such questions.

- e Any question or statement made by a Councillor with the consent of the Chairman should not exceed 3 minutes.

28. CO-OPTION

- f In the event of a co-option arising to fill a casual vacancy caused by the death, resignation or disqualification of a Councillor, the Council's co-option policy shall apply.

29. GENERAL POWER OF COMPETENCE

- a Before exercising the General Power of Competence, the Council must resolve at a meeting of the Council and each subsequent relevant annual meeting that it meets the conditions in paragraph b below.
- b At the time a resolution under paragraph a is passed:
 - i. The number of ordinary members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the council;
 - ii. The Town Clerk holds one of: the Certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and
 - iii. The Town Clerk has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph b. "Relevant training" means training provided in the exercise of general power; or provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

30. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing

orders at the meeting shall be final.

These Standing Orders were adopted on the xx/xx/xx.

Signatures:

Town Mayor

Town Clerk



FLITWICK TOWN COUNCIL: CO-OPTION POLICY

This procedure is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. The vacancy has been the subject of a public notice and fewer than 10 registered electors have requested an election by a deadline date specified by the Returning Officer.

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, Flitwick Town Council will:

Consider advertising the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the Parish who is eligible to stand as a Parish Councillor. All potential candidates will be requested to put their request for consideration in writing with the following additional information:

1. The reason for wishing to be a Councillor.
2. Previous Community/Council work.
3. Other skills they can bring to the Council. Please note it is a condition of a Councillor that a means of contact by telephone and/or email will be public information.

The Clerk will confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.

The ~~Leader and Deputy Leader~~~~Chairman and the Vice Chairman~~ will:

1. Offer the opportunity for candidates to be interviewed
2. Determine the acceptability of each candidate for co-option, utilising the 'person specification' criteria as set out and any personal statements requested from and provided by candidates.
3. Recommend to the Town Council any candidates who are deemed suitable for co-option.

At the next available Town Council meeting, an absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39).

The applicant with the least number of votes casted will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

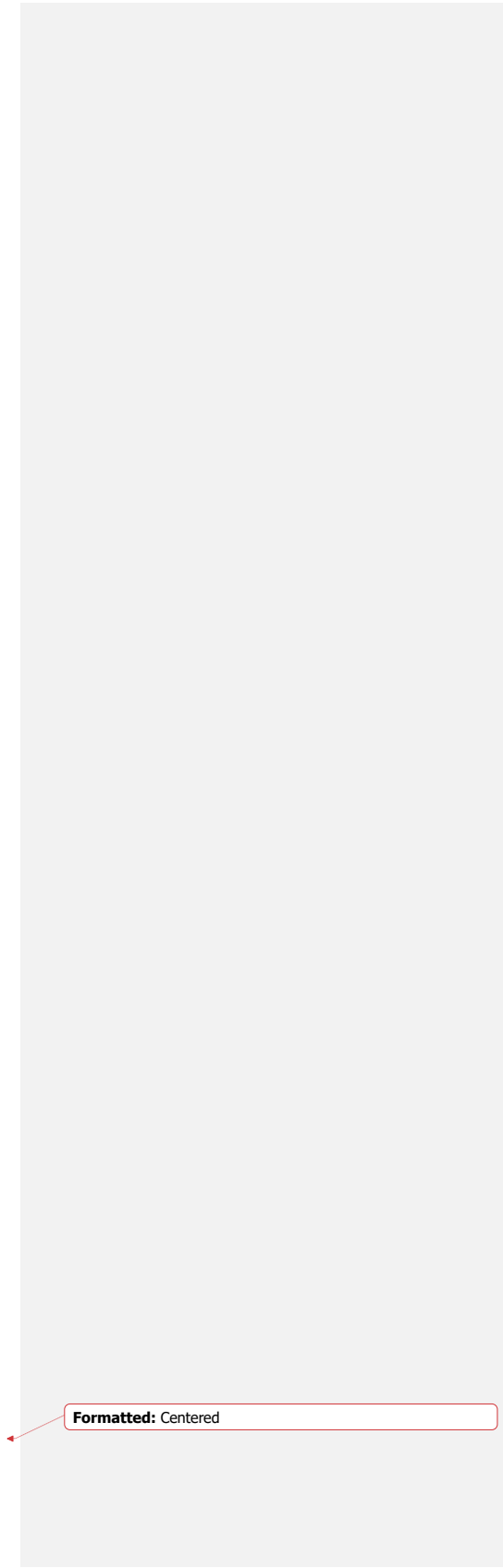
The successful candidate's co-option is formally ratified at the full Council meeting.

The Town Clerk will notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests'.

If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified or until the next election.

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound Knowledge and understanding of local affairs and the local community. • Forward Thinking. • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of projects. • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council. • Experience of working or being a member in a local authority or other public body. • Experience of working with voluntary and local community interest groups. • Basic Knowledge of legal issues relating to Town and Parish Councils or Local Authorities. • Experience of public speaking.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to communicate succinctly and clearly. • Ability and willingness to work with Councils partners, voluntary groups, other Parish Councils, principle authority and charities. • Ability and willingness to undertake induction training and any other relevant training. 	
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council and its committees. • Attend meetings of the local authority and any other bodies at any time. • To attend events in the evening and at weekends. 	

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12/03/2025

Flitwick Town Council CURRENT YEAR: 2024-25

16:00

Balance Sheet as at 28/02/2025

31st March 2023

31st March 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
	0			0
	Current Assets			
35,906	DEBTORS	100,018		
447	Burial Grounds & Cemetries	1,521		
0	VAT Control Account	1,732		
39,477	PREPAYMENTS	4,073		
5,345	Mthly Business Prepays	15,538		
47,844	PrePayment for Land Sale	51,069		
4,733	Accrued Income	0		
3,886	Stock Held - Bar	3,559		
4,953	Stock Held - Food	5,610		
5,018	Current Bank Ac Barclays 009	5,000		
136,295	Barclays Business Reserve 106	44,251		
1,000	PDQ Account	901		
41,209	Tenants Deposits Account	48,333		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	400		
400	Float - Cafe Safe (YE)	400		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA Deposit Fund	1,309,095		
1,348,208			1,591,995	
	1,348,208 Total Assets			1,591,995
	Current Liabilities			
8,693	DEBTORS Control: Functions	13,708		
1,902	VAT Control Account	0		
0	Barclaycard	1,417		
23,904	CREDITORS	39,515		
8,493	ACCRUAL - Loan Interest (YE)	0		
18,438	ACCRUALS (YE)	0		

12/03/2025

Flitwick Town Council CURRENT YEAR: 2024-25

16:00

Balance Sheet as at 28/02/2025

31st March 2023		31st March 2024	
18,645	PAYE/NIC Due	17,476	
11,886	LGPS Pension Control	13,266	
2,619	NEST Pension Control	3,130	
2,973	Income in Advance (YE)	0	
5,009	Past Yr TM Charity (YE)	0	
1,591	Past Yr TM Allow & Civic Recep	0	
45,751	Tenants Rent Deposits	47,838	
1,500	Refundable Deposits: Functions	0	
963	Barclaycard Year End balance	0	
152,369		136,350	
1,195,839	Total Assets Less Current Liabilities	1,455,645	
	Long Term Liabilities		
0		0	
1,195,839	Total Assets Less Long Term Liabilities	1,455,645	
	Represented By		
453,445	GENERAL RESERVE	540,275	
0	Proud AF Picnic	100	
106,432	Central Project Fund	91,664	
3,704	EMR Election Costs	0	
0	EMR Nature Park Annual Grant	10,738	
500,000	EMR Do Not Spend Ops Reserves	500,000	
6,457	EMR IT Equipment Provision	3,232	
0	EMR Oral History Equipment	250	
25,088	EMR Allotments	17,494	
13,160	EMR Cost of Living	13,160	
57,050	EMR Steppingley Rd Legal Fees	57,050	
0	EMR 3 Station Road Development	132,180	
0	EMR Rufus Capital Works (4130)	12,497	
3,000	EMR Community Events	0	
14,600	Capital Receipts Reserve	0	
1,687	PROJ - Nature Park	0	
722	PROJ - Flitwick Town Sq Defib	722	
3,800	PROJ - Heritage Website	3,800	
2,000	PROJ - Rural Match Fund Bench	2,000	
524	PROJ - Lockyer Suite Works	0	
800	PROJ - Hub Car Pk Delineation	0	
3,370	PROJ - Office Room 28 Refurb	0	

12/03/2025

Flitwick Town Council CURRENT YEAR: 2024-25

16:00

Balance Sheet as at 28/02/2025

31st March 2023

31st March 2024

0	PROJ - Replacement Windows	7,120
0	PROJ - Nature Park Planning	2,764
0	PROJ - Burial Ground Wall	500
0	PROJ - Skate Park Extension	60,100

1,195,839

1,455,645

The above statement represents fairly the financial position of the authority as at 28/02/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

FTC Projects Review 2024-25

Last Updated: 28 February 2025

	Roll Over Balance (24/25 only)	£	119,335
	Previous Year's Committee Spend (24/25 only)	£	12,903
(315)	Central Project Fund Opening Balance	£	106,432
1176/110	PLUS 2024/25: Agreed CPF Precept Funding	£	55,675
800s	LESS: 24/25 Projects Opening Balance	£	68,967
	LESS Projects Overspend	£	1,715
	PLUS Projects Underspend	£	238
(315)	Central Project Fund YTD Funds Available	£	91,664

(1st Instal £27,837.50 rec'd April 24 & 2nd instal £27,837.50 received Sep 24)

Working balance (315) less 2nd precept instal (Oct)=

£63,826

Accepted Project budget variance at 5%.

All projects now managed through individual EMRs with budgets drawn from CPF

PROJECT Details					Project Details										24/25 FUNDING Details			Comments
Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	24/25 Opening Project Balance	GRANT Received	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	24/25 Actual Funds Received	Grants/ Funding Budget Remaining	
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 12,177		£ -	0%	£ 283,385	£ 10,490	£ 272,895	S106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23. Jan 25 : CPF Fund & 24/25 Grant Instal complete. Outstanding approved grant fund (£272,895) not yet claimed. No further CPF spend committed.
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -		£ 722	41%				Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)l	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ -		£ 3,800	100%				
	803	4837 110	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -	£ -		£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
	804	4849 110	Proj - Lockyer Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -	£ 2,239	£ 1,715	£ -	0%				Overspend is within accepted 5% tolerance. PROJECT CLOSED June 24
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645	£ 155	£ -	0%				PROJECT CLOSED August 24
	806	4852 110	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -	£ 3,370		£ -	0%				PROJECT CLOSED June 24
	807	4850 110	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -	£ 3,560		£ -	0%				PROJECT CLOSED July 24
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 20,909		£ 2,764	12%				
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627		£ 500	3%				
	810	4855 110	Proj - Stocksfield Refurb	Business / Community	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 10,649	£ 1	£ -	0%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubbub Grant Funding - received PROJECT CLOSED January 25
	811	4856 110	Proj - Café IT Station	Business	5661gii2	Jun-24	£ 2,621		£ 2,621	£ -	£ 2,539	£ 82	£ -	0%				PROJECT CLOSED August 24
	812	4857 110	Proj - Café Dishwasher	Business	5661gii1	Jun-24	£ 4,472		£ 4,472	£ -	£ 4,472		£ -	0%				PROJECT CLOSED July 24
	813	4858 110	Proj - Road Closure Signage	Community	5681gj	Jul-24	£ 1,453		£ 1,453	£ -	£ 1,453		£ -	0%				PROJECT CLOSED October 24
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600		£ 9,600	£ 64,900	£ 14,400		£ 60,100	626%	£ 64,900	£ -	£ 64,900	£38,400 match funding from CBC UKSPF Community Grant £26,500 from CBC S106 Funding
	815	4860 110	Proj - Rufus Centre CCTV	Business	5696ei	Sep-24	£ 8,521		£ 8,521	£ -	£ 8,521		£ -	0%				PROJECT CLOSED October 24

£ 68,967

£ 1,715

£ 238

Continue