



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 16/07/2024 - 461

11th July 2024

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 16th July 2024 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

(a) Disclosable Pecuniary interests in any agenda item.

(b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **Leader Update**

To receive an update from the Leader of the Council.

5. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

6. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWYyYWI4ZTQtNmlyNy00N2NlLTljNDQtMDlyZmQyNDAYZWQy%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

7. **INVITED SPEAKER**

No invited speaker.

8. **MEMBERS QUESTIONS**

To receive questions from members.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 18th June**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider resolutions and recommendations of the **Community Services Committee** meeting, held on **Tuesday 2nd July 2024**, this meeting was held at The Rufus Centre.

Members will consider recommendations under item 12a.

- c. For Members to approve the minutes of the Extra Ordinary Town Council Meeting held, on **Tuesday 9th July 2024**, this meeting was held at the Rufus Centre.

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 18th June 2024**.
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. **ITEMS FOR CONSIDERATION**

a. Community/Civic Events

i) Community Services Events & Activities Review

Members to consider the recommendations made by the Community Services Committee as part of the Community Services events/activities review.

*It was **RECOMMENDED** to*

- *Reduce the Friday Market visits to four a year in line with the Big Knit.*
- *Stop delivering the information drop-in sessions.*
- *Reallocating the Job Club to a drop-in session at the Rufus Centre on specific days/times.*
- *Stop delivering the Tea Dances as a Community event but offering it to the Rufus Centre as a commercial event.*
- *Removing the Painting Circle from the Community Services programme and offering the group to run it themselves as a drop-in session.*
- *Removing the Over 60s Christmas Lunch from the events calendar with immediate effect.*

Officers were also tasked with exploring alternative arrangements and venues for Lunch Club. The Community Services Manager will provide a verbal report.

ii) Community/Civic Events

Members to continue the community/commercial event discussion and consider the following:

- Catering cross charges for Community & Civic Events (this is currently charged with a 65% mark-up)
- Internal room hire charges – currently taken into account when the Community Team complete a profit and loss exercise for events/activities.
- Consider allowing a set number of events/activities at cost price, i.e. Civic Events, Proud AF etc.
- Any other matters Members wish to raise.

b. Scheme of Delegation Review – Finance & General Purposes & Community Services

- i) Members are asked to consider the proposed changes to the delegation scheme shown in blue font.
- ii) Members are asked to consider the circulated Terms of Reference for the Finance & General Purposes Committee.
- iii) Members are asked to consider the circulated report relating to meeting schedules for the Finance & General Purposes Committee.

c. Re-Appointment of Internal Auditor 2024-25

Members are asked to consider the re-appointment of Auditing Solutions Limited as the Council's Internal Auditor for 2024-25.

d. Social Value

Members to receive a report from the Town Clerk and consider the recommendations within the report.

e. Flitwick Village Hall Management Committee Representative

(i) Following the resignation as the representative on the FVHMC from Cllr Blazeby, Members are asked to consider electing a new representative.

(ii) To receive an update from the Leader and Cllr Thompson.

f. **Flags**

Following correspondence on social media relating to flags, Members are asked to discuss the flag-flying policy and the current flag pole situated at the Rufus Centre.

g. **Projects Fund**

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

Community Services Committee

(i) **Road Closure Training**

It was **RECOMMENDED** to accept quote A for the purchase of signs at a cost of £2,453.13. This would require £1,453.13 to be allocated from the Projects Fund.

(ii) **UKSPF Community Grant Match Funding**

It was **RECOMMENDED** to allocate £8000 from the Project Fund to match fund the UKSPF Community Grant at 20% for extension to the Skate Park.

13. **ITEMS FOR INFORMATION**

a. **Finance Reports**

Members are asked to note the following finance reports:

- i) Flitwick Town Council Summary, Investments & Loans
- ii) Balance Sheet
- iii) Cashbooks

b. **3 Station Road**

Members to receive a verbal update from Officers.

c. **Councillor Attendance Record**

Members are asked to note the circulated Councillor Attendance Record.

14. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

15 **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

No items

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.