



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 18/02/2025 - 468

13th February 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 18th February 2025 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.

https://teams.microsoft.com/join/19%3ameeting_YjM3YjY4ZDEtZWl3OC00ZGE5LWlxMmItZGJjNzI2NmE2OWUy%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 21st January 2025**, this meeting was held at the Rufus Centre.
- 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.

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 21st January 2025**.
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. **ITEMS FOR CONSIDERATION**

a. Standing Orders

Members are asked to review the suggested amendments to the Standing Orders and make any further recommendations. The Standing Orders will be presented as a final draft at the March Town Council meeting.

b. Resident Survey

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

(ii) Members to note the timeline for publication.

c. Street Trading Application

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

d. Finance

i) **Financial Regulations**

Members are asked to consider adopting the revised Financial Regulations for Flitwick Town Council.

ii) **Overspend**

Members are asked to approve an overspend of £7,680 on nominal code 4110/303 (Tree Maintenance) for essential tree works in Manor Park.

iii) **Internal Audit (2nd Interim)**

Members are asked to consider the Second Interim Internal Audit Report for 2024-2025.

e. X (Formally Twitter)

Members to receive a report from the Leader of the Council and consider recommendations within the report.

f. Office Space Refurbishment

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

Room 8&9 - carpet, suspended ceiling, LED lighting, paintwork & blinds

Quote 1 - £13,547.20

Quote 2 - £15,200.00

Room 13 & 28 - sink and wall unit

Quote 1 - £3,000.00

Quote 2 - £3,475.00

TOTAL - £16,547.20

13. ITEMS FOR INFORMATION

a. Finance Reports

Members are asked to note the following finance reports:

- i) Balance Sheet
- ii) Projects Fund

14. PUBLIC OPEN SESSION

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

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

15. EXEMPT ITEMS

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

- a. Allotments** – for consideration
- b. Youth Provision** – for consideration

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.