



## FLITWICK TOWN COUNCIL

Ref: Agenda/Business-10/9/2020- 108

3<sup>rd</sup> September 2020

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 10<sup>th</sup> September 2020 via Virtual access**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

*Rob McGregor*

Rob McGregor  
Town Clerk

Committee Members: Councillors Snape, Badham, Blazeby, Coleman, Dodds, Lutley, Roberts and Williams

Distribution: All Town Councillors  
Notice Boards  
Website

Chairman will advise all that this meeting is being recorded.

**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. CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

**4. 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.

Please register in advance for this Zoom meeting:

<https://us02web.zoom.us/meeting/register/tZAvde-orT0vEt1TwM5rEiY039svGFbqsyig>

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**.

**5. MEMBERS QUESTIONS**

To receive questions from members.

**6. MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 13<sup>th</sup> August 2020

**7. MATTERS ARISING**

- a. Minutes of the Business Services Committee 13<sup>th</sup> August 2020.

**8. ITEMS FOR CONSIDERATION**

**a. Credit Cards**

Members are to consider issuing the Rufus Centre Chef with a business credit card.

Members are asked to consider increasing the limit placed on credit cards from £2,000 to £3,5000 over both cards used in the Catering Team.

**b. Bank Accounts**

Members are asked to consider opening a separate bank account for card payments from the various machines in the Rufus Centre. The Auditors have recommended this as it would make financial sense to streamline the accounting system.

**9. ITEMS FOR INFORMATION**

**a. Field Events**

i) Members will receive an update from the Rufus Centre Manager regarding the Outdoor Cinema Event Review

ii) Members are to note the Town Clerk and the Rufus Centre Manager's intentions to meet with the Froghall Fields residents and to work on the Noise Management Plan

**b. Rufus Centre Café**

Members are to note the circulated report.

**c. Solar Panels Update**

Members are to note the circulated report.

**d. Phase 2 Rufus Centre Project Update**

Members are to note the circulated report.

e. **Health & Safety**

Members are to note the circulated report.

f. **Marketing**

Members are to note the circulated report.

g. **Rufus Centre Income**

Members are asked to note the Rufus Centre income for August.

h. **Aged Debtors Report**

Members are asked to note the report circulated.

i. **Budget**

Members are to note the Business Services Budget circulated.

10. **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**.

11. **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.