

8<sup>th</sup> February 2019

TO: All Members of the Business Services Committee

The 91<sup>st</sup> Meeting of the Business Services Committee will be held on  
Thursday 14<sup>th</sup> February 2019 at **7.45pm** at the Rufus Centre

Signed .....  
Acting Town Clerk

Open Forum to receive oral and written comments from the public relating specifically to an agenda item

*This is a period of time designated for public participation and shall not exceed a maximum of 15 minutes, unless under special circumstances and at the discretion of the Chairman. Each member of the public is entitled to speak once in respect of business itemised on the agenda and shall not speak for more than three minutes.*

1. **To note any Declarations of Interest relating to items on the agenda**  
*Members are asked to declare any interest, and the nature of that interest, which they may have relating to any of the items under consideration at this meeting. Local Authorities (Model Code of Conduct) Order 2007*
2. **To Accept Apologies for Absence**  
*Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Under Section 85 (1) of the Local Government Act 1972, Members present must decide whether the reason(s) for a Member's absence are acceptable.*
3. **Chairman's Announcements**
4. **Town Clerk's Report**
5. **Rufus Report – Part 1**
6. **Questions**

Confidential section

In accordance with Section 1 of the Public Bodies (Admission to meetings Act 1960) the public and press are to be excluded for items 7, 8 & 9 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiation and questions.

7. **Rufus Report – Part 2**
  - a) **Tenant Pack final draft**
  - b) **Rufus Maintenance report**
  - c) **Functions Comparison report**
8. **To note the Rufus income for January**
9. **To agree the accounts January**
10. **Questions**