



The 102nd Meeting of The Business Services Committee will be held on
Thursday 16th January 2020 at the Rufus Centre at 7.45pm

**PUBLIC NOTICE OF MEETING AND SUMMONS TO THE MEMBERS OF THE BUSINESS
SERVICES COMMITTEE TO ATTEND**

This meeting is recorded.

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.

AGENDA

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. **Action Log/Town Clerks 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 and 10 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiation and questions. This section is not recorded.

7. **Rufus Report – Part 2**
8. **To note the Rufus Centre Managers Job Description**
9. **To consider proposal to form a Rufus Panel**
10. **To note the Rufus income for December**
11. **To agree the accounts for December**
12. **Questions**