

## **Flitwick Town Council**

Minutes of the 99<sup>th</sup> Meeting of the Business Services Committee held on  
Thursday 10<sup>th</sup> October 2019 at the Rufus Centre

Present: Cllr M A Williams (Chairman)  
Cllrs A Lutley A Snape P Thompson

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: Cllrs I Blazeby M Halligan J Roberts

No Apologies Received: None

### **Open Forum**

There were no items.

1076 **To note any Declarations of Interest relating to items on the agenda**  
There were no Declarations of Interest.

1077 **To Accept Apologies for Absence**  
Apologies were accepted.

1078 **Chairman's Announcements**  
There were no Chairman's Announcements.

1079 **Action Log**  
There was no action log.

1080 **Town Clerk's Report**  
(i) Members noted the report.

(ii) The RFO & HR Officer requested clarification of minute 1073 and the detail Members wanted in the profit and Loss report. It was agreed that Cllr Snape would advise in the coming months so a report could be ready for the following financial year.

1081 **Rufus Report – Part 1**  
Members noted the report.

1082 **To approve and accept the Annual Return for the Year Ending 31<sup>st</sup> March 2019**

The RFO & HR Officer advised Members the comment received from the External Auditor in relation to the website content had been resolved.

It was **RECOMMENDED** that the Council Approve and Accept the Annual Return for the Year Ending 31<sup>st</sup> March 2019. All Members were in Favour.

1083 **Questions**

There were no questions.

**Confidential Section**

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 9, 10 and 11 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

1084 **Rufus Report – Part 2**

- (i) Members discussed and noted the report.
- (ii) Members agreed to the upgrade of the Rendezvous package and discussed it being stored in the Cloud.

It was **RECOMMENDED** that the Rendezvous package be updated and to moved to the Cloud when possible.

Action: Rufus Manger

- (iii) The Rufus Centre Manager had requested additional funds, to deliver more of the maintenance schedule that had been identified, within the first year. Members discussed the request and it was agreed that a breakdown of the monies needed be provided at the next meeting, especially for the Wi-Fi and IT upgrade. Possible options of EMRs that could be redirected would also need to be presented.

Action: RFO & Rufus Manager

- (iv) Members also mentioned that previous comments that the occupancy of the Rufus Centre being low were unfair as the report does not include tenants which fill over half of the rooms and are at 100% occupancy.

**1085 To note the Rufus Centre income from September**

The income for September was noted.

**1086 To agree the accounts for August & September**

The accounts for August and September were agreed.

**1087 Questions**

Cllr Lutley questioned if the event, that was part of the Market Town Regeneration Project, was to be delivered by Central Bedfordshire Council or the Town Council and if the latter was there was a budget. Clarification would be sought from the Acting Town Clerk.

Action: Acting Town Clerk

Meeting closed at 8.30pm.

.....  
Chairman