

Flitwick Town Council

Minutes of the 93rd Meeting of the Business Services Committee held on
Thursday 11th April 2019 at the Rufus Centre

Present: Cllr I Blazeby (Chairman)
Cllrs A Lutley P Thompson D Toinko M A Williams

In attendance: RFO & HR Officer Assistant Town Clerk Site Agent
Functions & Events Co-ordinator

Apologies Received: Cllr G Mackey

No apologies received: Cllr J Roberts

Open Forum

There were no items.

1010 To note any Declarations of Interest relating to items on the agenda

There were no Declarations of Interest.

1011 Chairman's Announcements

There were no Chairman's announcements.

1012 Town Clerk's Report

There was no Town Clerk's report.

1013 Rufus Report – Part 1

- (i) Members had received the monthly update report. The Functions & Events Co-ordinator advised Members that there was not sufficient time to include the additional information they had requested but it would be included for the next meeting. The Chairman requested an additional totals column.
 - (ii) Members also discussed updating the current bookings package which would include a customer relations management system. The new Rufus Centre Manager would be tasked with this.
- 1014 To receive and consider the Internal Audit Report 2018-19: Second Interim Report
- (i) Members agreed the report.
 - (ii) The RFO & HR Officer advised Members that in relation to the first recommendation the Interim Town Clerk had updated the standing orders which were presented to Corporate Services Committee in March and would be adopted at April's Full Council meeting. The second recommendation should be considered after the New Burial Ground and Country Park costs are finalised. Members were in agreement to wait but requested that investment opportunities be investigated.

Action: RFO

1015 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 8, 9, 10 and 11 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

1016 **Rufus Report – Part 2**

a) **Rufus Maintenance Report update and consider EMR proposal**

Members had been circulated an update with quotes for the various maintenance jobs listed on the original report. It was recommended for the Site Agent to ensure the quotes were like for like. The Chairman commented that the original report that itemised room upgrades were still required. The RFO & HR Officer advised that the Bookings Officer was still gathering information. It would be one of the new Rufus Managers responsibilities to collate and report to Members.

Action: Site Agent

- i) It was **RECOMMENDED** to delegate responsibility to the Chairman to source correct fitting for the window in Lockyer Suite – up to £4,000. All agreed.
- ii) It was **RECOMMENDED** that: £50,000 be transferred to EMRs for refurbishment of the Rufus Centre by Cllr Thompson. If this is not needed, it can be returned back into the financial years account. Seconded by Cllr Williams. 4 for. 1 against.

b) **Marketing update**

The report was noted.

There was currently no update of Phase 2. The Communications and Marketing Officer would press on with the Rufus website launch and the site should be live by the end of the month. The Chairman advised that Phase 2 would create a link that would enable provisional bookings online.

Action: Comms & Marketing Officer

c) **Tenant**

Members received an update on the recent tenant request.

1017 **To note the Rufus income for March**

The Rufus income for March was noted.

1018 **To agree the accounts for March**

The accounts for March were agreed.

1019 **To note outstanding balances and consider bad debt**

The Members had recieved a report showing a proposal to write off two bad debts and the list of outstanding balances.

One **RECOMMENDATION** was made.

1020 **Questions**

There were no questions

The Chairman thanked the Members for attendance and involvement over the year.

Meeting closed at 8.41pm.

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Chairman