

Flitwick Town Council

Minutes of the 87th Meeting of the Business Services Committee held on
Thursday 11th October 2018 at the Rufus Centre

Present: Cllr I Blazeby (Chairman)
Cllrs K Badham A Lutley G Mackey J Roberts
P Thompson D Toinko M A Williams

In attendance: Acting Town Clerk RFO & HR Officer

Apologies Received: Cllr A Larkins

No Apologies Received: None

Open Forum There were no items

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

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

943 **Town Clerk's Report**
There was no Town Clerk's report.

944 **Action Log**
The Chairman asked if the final layout of the Action Log was ready. Cllr Lutley advised that she thought it was. The final Action Log would be presented at the next Town Council meeting.

945 **Rufus Report – Part 1**
Members had received the monthly update report. The report was noted.

The Chairman asked to see the new conferencing flyer and the Acting Town Clerk passed it round to Members. Members also discussed the item which referred to building on and updating the current decorations package.

It was **RECOMMENDED** that: a proposal be brought to the next meeting including prices for updated items for the decorations package. All Members were in favour.

946 **Solar Panels Update**

(i) The RFO & HR Officer advised Members she was yet to contact the company to for the display monitor, this would hopefully be done in the next couple of weeks.

(ii) Members were informed that the blinds and blind repairs for affected tenants had been ordered and the first stage of the tree removal had been completed. In the next month Officers were meeting to put together a proposal for the 2nd stage which included

creating a flower bed and planting new trees. The Grounds Team Supervisor would attend the next meeting in order to answer any relevant questions the Members may have.

- (iii) Members discussed the possibility of the World War 1 memorial Tommy statue being featured in the new design as a permanent location once the commemorative period on the Town Centre roundabout was completed.

947 **To receive and agree the First Interim Internal Audit Report 2018/19**

- (i) The report was received and agreed.
- (ii) Members responded to the Recommendation (R1) made by the Internal Auditor relating to the tendering process for the purchase of the solar panels. Another company had been approached and they quoted but this option had fewer benefits and were more expensive. This was discussed by Members and a decision was made outside of an official Committee meeting. The paperwork had now been forwarded on to the office.
- (iii) Members also commented on the exception specified in the contracts section of the Financial Regulations relating to supply of electricity.

It was **RECOMMENDED** to agree the First Interim Internal Audit Report 2018/19 and response to the Recommendation (R1) given to the Internal Auditor. All Members were in favour.

948 **To approve and accept the Annual Return for the Year Ending 31st March 2018**

It was **RECOMMENDED** that: the Annual Return for the Year Ending 31st March 2018 is accepted. All Members were in favour.

949 **To consider a request from Young Enterprise**

Members were advised that Young Enterprise, a charity that was working with schools, were seeking use of the Rufus Centre for their showcase events. The *Company* Programme saw students set up, develop and launch products and the scheme was explained in full. An extended discussion took place including the benefits to the Rufus Centre and Members were in support of the request.

It was **RECOMMENDED** that: Young Enterprise has use of the Centre on two selected Friday afternoons. Possible linkage with Flitwick Business Group to be investigated. All Members were in favour.

950 **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 12, 13, 14, 15 and 16 in view of the

confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

-3-

951 **Rufus Report – Part 2 – Including Tenant Survey**

Members received a report giving an update on the license review and tenant survey. After discussions on both, one recommendation was made.

It was **RECOMMENDED** that: the Town Council hold the contracts with bands hired for functions rather than the client. A report would be brought to the following meeting where the terms and conditions of this agreement would be looked at in more detail. Members agreed in principle.

952 **To note the Rufus income for September**

The Rufus income for September was noted.

953 **To agree the accounts for September**

The accounts for September were agreed.

954 **Key Project Update**

The Chairman advised Members that a previously requested report on projects had not been received. Information on the status of the projects would need to be gathered and reported to Council. After discussions one recommendation was made.

It was **RECOMMENDED** that: A small group of Members be formed to work with the senior members of staff to formulate reports regarding costings and deliverance and present them to Council. The panel would be agreed at Town Council meeting 16th October. All Members were in favour.

955 **Individual Committee Budget Review**

Members discussed the need for the Community and Corporate Committees to also be aware of their budgets throughout the year. One recommendation was made.

It was **RECOMMENDED** that: Each Committee has a budget item on their agendas. Under this item the Committees current Income/Expenditure would be presented. All Members were in favour.

955 **Questions**

There were no questions.

The meeting closed at 9.24pm

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Chairman