

**Minutes of the 101st Meeting of the Business Services Committee held on
Thursday 12th December 2019 at the Rufus Centre**

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

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: Cllrs P Dodds M Halligan

No Apologies Received: Cllr J Roberts

Open Forum

There were no items.

1101 To note any Declarations of Interest relating to items on the agenda
There were no Declarations of Interest.

1102 To Accept Apologies for Absence
Apologies were accepted.

1103 Chairman's Announcements
There were no Chairman's Announcement.

1104 Action Log/Town Clerks Report

- (i) Members noted the report. It was agreed that point 1014 (i) would be removed as it was not viable at this present time.
- (ii) Cllr Snape commented that he would hope to meet with the RFO and Rufus Manger in January to discuss point 1073.

1105 Rufus Report – Part 1
Members noted the report.

1106 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, 11 and 12 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

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1107 Rufus Report – Part 2

- (i) Members noted the report which included health & safety, pricing review, noise management, marketing and a projects update.
- (ii) The Rufus Centre Manager and RFO & HR Officer would initially review the Business Continuity Plan then submit to the Corporate Committee for review.

Action: Rufus Manager & RFO

- (iii) The Rufus Centre Manager would review the current Health and Safety documents and policy for the Rufus Centre.

Action: Rufus Manager

Cllr P Dodds joined the meeting at this time.

- (iv) The Rufus Centre Manager circulated 3 quotes that had been received in relation to the wifi upgrades. After consideration of all three quotes, Members recommended to accept quote 1.

It was **RECOMMENDED** that quote 1 be accepted for the wifi works. All were in favour.

1108 To note the Rufus Centre income from November

The income for November was noted.

1109 To agree the accounts for November

The accounts for November were agreed.

1110 To consider the proposed Committee Budget for 2020/21

- (i) Members had previously been circulated the proposed committee budget for 2020/21. Members agreed the proposed budget.
- (ii) Cllr Snape raised a question in relation to rent.

It was **RECOMMENDED** that the proposed budget of £150,067 be agreed. All were in favour.

1111 Questions

There were no questions.

Meeting closed at 9.40pm.

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Chairman