

**Minutes of the 104th Meeting of the Business Services Committee held on
Thursday 12th March 2020 at the Rufus Centre**

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

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: Cllr A Snape

No Apologies Received: None

Open Forum

There were no items.

1136 To note any Declarations of Interest relating to items on the agenda
There were no Declarations of Interest.

1137 To Accept Apologies for Absence
Apologies were accepted.

1138 Chairman's Announcements
There were no Chairman's Announcements.

1139 Action Log/Town Clerks Report

(i) Members noted the report.

(ii) The RFO & HR Officer advised Members that in relation to point 1073 unfortunately time had run out to deliver, as Year End and training the Finance team must take priority.

1140 Rufus Report – Part 1
Members noted the report.

Cllrs P Dodds and M Halligan joined the meeting at this time.

1141 To discuss Flitwick Town Council Strategy
Members discussed the previous strategy which had been circulated and agreed from a business point of view, there was no new items to be added. Cllr Dodds had previously expressed his comments at the Community Services Meeting.

1142 Questions
There were no questions.

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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 and 10 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

1143 Rufus Report – Part 2

- (i) Members noted the report which included health & safety, noise management, marketing, team training and a projects update.
- (ii) Cllr Blazeby requested if it was possible to know the breakdown of room usage to morning and afternoon sessions. The Rufus Centre Manager advised this was possible.
- (iii) The Rufus Centre Manger requested additional funds of £10,176 for replacement doors in the Lockyer Suite. Although the original plan included trying to soundproof the current doors this was now not adequate or in keeping with the upgrades.

It was **RECOMMENDED** that the additional funding required for the replacement of the Lockyer Suite doors be allocated from the Rolling Capital Fund.

- (iv) The Rufus Centre Manger informed Members that increasing comments regarding the upgrade of the toilets had been made by various parties and it was felt by all that the original plans were not to a high enough standard. Additional funds were being requested to come from either the Rolling Capital Fund or General Reserves if appropriate, to cover the additional costs.
- (v) Cllr Dodds and Cllr Thompson requested that the local college be approached to see if students would like to take on the project of some of the less urgent toilets. Cllr Dodds would advise the Rufus Centre Manger of who to contact.

It was **RECOMMENDED** that in principle the additional funds needed for the toilet upgrades be allocated from either the Rolling Capital Fund or General Reserves, up to £40K, once the specification of work and materials had been seen and agreed by the committee. The local college would also be contacted in relation to the less urgent toilets to see if this was a viable option.

1144 To note the Rufus Centre income from February

The income for February was noted.

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1145 To agree the accounts for February

- (i) The accounts for February were agreed.
- (ii) The RFO & HR Officer advised Members that some of the previously agreed Earmarked Reserves may not be needed to cover certain costs due to other underspends within the budgets. Members agreed that where possible this should be done.

1146 Questions

There were no questions.

Meeting closed at 8.40pm.

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Chairman