

Flitwick Town Council

Minutes of the 98th Meeting of the Business Services Committee held on
Thursday 12th September 2019 at the Rufus Centre

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

In attendance: Major Project Coordinator Rufus Centre Manager

No Apologies Received: None

Open Forum

There were no items.

1064 **To note any Declarations of Interest relating to items on the agenda**
There were no Declarations of Interest.

1065 **To Accept Apologies for Absence**
None received.

1066 **Chairman's Announcements**
There was no Chairman's Announcement.

1067 **Town Clerk's Report**
Cllr Snape confirmed that the IT review was still outstanding.

Members noted that the proposed amendment to the proposed amendment to Financial Regulations allowing the Rufus Centre Manager's to sign for orders up to £5,000 needed to be approved at the next Town Council meeting.

1068 **Rufus Report – Part 1**
Members noted the report.

1069 **Questions**
There were no questions. Cllr Blazeby commented that the action log and review of the full financial accounts were not on the agenda again.

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.

1071 **Rufus Report – Part 2**

- (i) Members discussed and noted the report, commenting on the occupancy rates and noise management
- (ii) The Rufus Centre Manager delivered a PowerPoint presentation about the proposed refurbishment and modernisation of the Rufus Centre. Cllr Lutley commented it was the most exciting presentation the Council had received for a long time and welcomed the fact it included costings and was based on good information which had been researched.
- (iii) Cllr Snape indicated he would happily meet with the Rufus Centre Manager to discuss the AV equipment proposal as the costings were not where they should be and the user experience was an important consideration.
- (iv) It was proposed that the Rufus Centre Manager look to move forward on a two year project, with the first phase comprising the café, entrance and the phase 1 conference rooms and associated toilets in most need of refurbishment. Phase 2 would comprise the remainder of the conference rooms and toilets. A third phase would involve the refurbishment of the Stocksfield Room. The motion was seconded and approved unanimously.

It was **RECOMMENDED** that: the Rufus Centre Manager look to move forward on a two year project, with the first phase comprising the café, entrance and the phase 1 conference rooms and associated toilets in most need of refurbishment. Phase 2 would comprise the remainder of the conference rooms and toilets. A third phase would involve the refurbishment of the Stocksfield Room.

Action: Rufus Centre Manager

1072 **(a) To note the Insurance Schedule**

The Insurance Schedule was noted and one item discussed.

(b) To consider the quote for Cybercrime Insurance

It was noted that it was not clear if the quote included access to resources to assist in the event of an instance of cybercrime, and this was the biggest requirement if the worst should happen.

It was proposed that the Council's GDPR compliance status be reviewed and consideration then given as to whether this insurance is necessary. The motion was seconded and approved unanimously.

It was **RECOMMENDED** that: that the Council's GDPR compliance status be reviewed and consideration then given as to whether this insurance is necessary.

Action: Major Project Coordinator and RFO

1073 To note the Rufus Centre income from August

Cllr Snape commented that these should be reviewed from a profit and loss perspective once the RFO returned.

Action: RFO

1074 To agree the accounts from August

Accounts had not been provided.

Action: RFO

1075 Questions

There were no questions.

Meeting closed at 9.05pm.

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Chairman