

**Minutes of the 103rd Meeting of the Business Services Committee held on
Thursday 13th February 2020 at the Rufus Centre**

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

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: None

No Apologies Received: Cllr M Halligan

Open Forum

There were no items.

1124 To note any Declarations of Interest relating to items on the agenda
There were no Declarations of Interest.

1125 To Accept Apologies for Absence
Apologies were accepted.

1126 Chairman's Announcements
There were no Chairman's Announcements.

1127 Action Log/Town Clerks Report
Members noted the report.

1128 Rufus Report – Part 1
Members noted the report. The RFO & HR Officer advised there would be details of cancellations relating to 2020 function bookings within the confidential Rufus Report.

1129 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 7, 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.

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1130 Rufus Report – Part 2

- (i) Members noted the report which included health & safety, noise management, marketing, team training and a projects update.
- (ii) Cllr Blazby asked what the scale of cancellation charges were for function bookings. The RFO & HR Officer advised they would be reported to the next meeting.

Action: Functions Co-ordinator
- (iii) Cllr Thompson requested that the new bar policy and relevant training were updated and implemented as soon as possible. The Rufus Manager would upload to SharePoint for the Members to view.

Action: Rufus Centre Manager
- (iv) The Rufus Centre Manger advised Members that he had been working alongside a training consultant to produce a Team Charter for the Rufus Team. it was requested that although the training budget was overspent for the current year, underspent funds from the Salary budget be used to offset the cost.

It was **RECOMMENDED** that the Team Charter day go ahead using unspent salary budget to offset the cost. Members agreed with one abstention.

1131 To consider proposal to renew HR & Health & Safety contract

Members had previously been circulated the HR & Health & Safety contract proposal from the Councils current provider. After discussions it was requested by the RFO & HR Officer and Rufus Centre Manager to agree, it was recommended to proceed with the proposal.

It was **RECOMMENDED** that the HR & Health & Safety contract be renewed early for 3 years with the current provider. Members agreed with one abstention.

1132 To note the Rufus Centre income from January

The income for January was noted.

1133 To agree the accounts for January

The accounts for January were agreed.

1134 To note Earmarked Reserves

- (i) The Earmarked Reserves were noted.

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- (ii) Cllr Thompson requested that any bins purchased included recycling sections to help promote recycling in the Town. The RFO & HR Officer would advise the Amenities Officer of this request.
- (iii) Cllr Lutley asked when the reallocation of Earmarked Reserves could be looked at. The RFO & HR Officer advised that proposals would be brought to the March or April meeting for Members to consider.

Action RFO & HR Officer

1135 Questions

There were no questions.

Meeting closed at 8.30pm.

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Chairman