

Flitwick Town Council

Minutes of the 95th Meeting of the Business Services Committee held on
Thursday 13th June 2019 at the Rufus Centre

Present: Cllr M Williams (Chairman)
Cllrs A Snape P Thompson M Halligan .R Coleman A Lutley I Blazeby

In attendance: Assistant Town Clerk Rufus Centre Manager

Apologies Received: Cllr G Mackey Cllr J Roberts

Open Forum

There were no items.

1029 To note any Declarations of Interest relating to items on the agenda

There were no Declarations of Interest.

1030 Apologies received were Accepted

1031 Chairman's Announcements

Jon Barkat our Rufus Centre Manager was introduced and welcomed to the meeting

1032 Election of Vice Chairman

Cllr Andy Snape was proposed by Cllr Thompson to be elected as Vice Chairman.
Seconded by Cllr Lutley.

1033 Town Clerk's Report

Members noted the report.

1034 Rufus Report – Part 1

Members noted the report. Rufus Centre Manager hi-lighted the fees paid to Biffa re: Recycling bins. After discussions with Biffa, potential savings could be £3,500 per year. RCM is currently reviewing all supplier contracts.

Also plan to investigate bin usage to cut waste (food waste and recycling); to implement a process to ensure bins due for collection are completely full prior to collection by Biffa.

Posters and recycling boxes will be provided to tenants of FTC.

The occupancy of Conference Rooms – from last previous financial year: 30% occupancy. Excluding community events the occupancy is 24% which is low.

I will report back with findings for the next meeting and make recommendations.

Discussions took place re: Type of venue we have and the need to look into our strategy.

1035 **To note the new guidelines received from NALC re: website and ensuring accessibility to everyone**

Cllr Snape confirmed the task has been assigned to him to ensure compliance. This has been forwarded to the Web Design company. Changes were made.

1036 **To receive and agree the Final Internal Audit Report for 2018/19**

Members agreed the report.

It was **RECOMMENDED** that the Final Internal Audit Report for 2018/19 be accepted. All Members were in favour.

1037 **To receive and agree the accounts for 2018/19**

The Accounts for 2017/18 were agreed.

Cllr Blazeby questioned the accounts and the earmarked reserves. Requested to have the end of year accounts so the committees have the amount that has been spent.

It was **RECOMMENDED** to request a print out from the Finance team and to be printed out for the first Business Services Committee meeting for May 2020.

Further questions asked were advised to be discussed in confidential.

1038 **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 11, 12, 13 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

1039 **Rufus Report – Part 2**

(i) Cllr Blazeby requested to 'Add Forecasts' to the end of the columns for provisional bookings.

(ii) Cllr Snape enquired if there was a budget for old 'IT equipment' to be upgraded. It was suggested to have feedback from hirers using the rooms. Technology is outdated.

It was **RECOMMENDED** for Cllr Snape
-IT Panel to review the spec with Jon on the refurbishment program.
-To review the IT Budget in the summer.

1040 **To note the Rufus income from April and May**

The Rufus income for April and May was noted.

1041 **To agree the accounts for April and May**
The accounts for April and May were agreed.

1042 **Questions**
Cllr Blazeby asked one question.

Meeting closed at 8.20pm.

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Chairman

Chairman