

Flitwick Town Council

Minutes of the 86th Meeting of the Business Services Committee held on
Thursday 13th September 2018 at the Rufus Centre

Present: Cllr I Blazeby (Chairman)
Cllrs K Badham A Larkins A Lutley J Roberts P Thompson
D Toinko M A Williams

In attendance: Town Clerk Senior Finance & HR Officer
Functions and Events Co-ordinator

Apologies Received: Cllr G Mackey

No Apologies Received: None

Open Forum There were no items

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

There were no Declarations of Interest.

930 **Chairman's Announcements**

There were no Chairman's Announcements.

931 **Town Clerk's Report**

There was no Town Clerk's report.

932 **Action Log**

Members were informed that the Action Log was still not fully up-to-date. Cllr Thompson commented that there had been an issue with creating the Log in that the subject relating to recommendations from meetings were not always clear. The Chairman requested that the final layout and content be brought to the next full Town Council Meeting.

933 **Rufus Report – Part 1**

Members had received the monthly update report. The report was noted. The Chairman asked the Functions and Events Coordinator if there was any concern about future bookings. Members were advised that yes there was a slight concern as there were currently only a few booking confirmed for next year, however the Centre did receive late bookings frequently.

934 **Solar Panels Update**

- (i) The Senior Finance & HR Officer advised Members that the Solar Panels were officially active as of 10th September 2018. The next stage was the registration of the feed in tariff which Centreco would assist with. Centreco had advised that this could take up to six months. Centreco would also arrange for a member of their IT department to explain the monitoring system that was installed.
- (ii) The Chairman commented that the company had mentioned a visible monitoring system that could be displayed in the reception area. The Senior Finance & HR Officer would ask the company about this and report back to the Committee.

935 **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.

936 **Rufus Report – Part 2**

Members had received a report updating them on marketing, a tenant Wi-Fi request, a proposal for turf mesh for the Rufus Centre field and an additional item regarding a mid-week functions enquiry. After discussions were held on each item, the following recommendations were made.

It was **RECOMMENDED** that

- i) The tenant's proposal to install Wi-Fi is agreed in line with terms and conditions in the report presented.
- ii) A policy would be formed to prevent people using public areas as meeting rooms.
- iii) The Committee delegate powers to the Chairman to agree the additional turf mesh proposal, up to the amount of £16,000 after the following information is known 1) a quote is sought for the cost of installation 2) how much time would it take to lay by the Ground Staff 3) how often was it used.
- iv) During week day business hours, no new function bookings be confirmed, until tenant surveys were carried out and guidance was given from CBC in relation to the implementation of the agreed noise reduction measures.

937 **To note the Rufus income for August**

The Rufus income for August was noted. The Town Clerk asked Members one question.

938 **To agree the accounts for August**

The accounts for August were agreed.

939 **Estimated Project Costs**

The Chairman requested that as the Town Clerk was retiring at the end of September, a spreadsheet of all the details and costings of big projects she had started were given to the Council as many Members were unaware of what stages the projects were at and

where funding was coming from. The Town Clerk advised Members that she was preparing this as part of the handover process.

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It was **RECOMMENDED** that the Town Clerk would bring the figures and details of the Market Towns, Country Park and the New Burial Ground projects to the next Corporate Services meeting for discussion.

940 **Questions**

There were no questions.

The meeting closed at 9.12pm

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Chairman