

Flitwick Town Council

Minutes of the 91st Meeting of the Business Services Committee held on
Thursday 14th February 2019 at the Rufus Centre

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

In attendance: Functions & Events Co-ordinator Site Agent

Apologies Received: Cllr G Mackey

No Apologies Received: Cllr A Larkins

Open Forum There were no items

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

990 **Chairman's Announcements**
There were no Chairman's announcements.

991 **Town Clerk's Report**
There was no Town Clerk's report.

992 **Rufus Report – Part 1**
Members had received the monthly update report. The report was noted and members requested that brochure requests year on year were added to the report.

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

994 **Rufus Report – Part 2**

a) Tenant Welcome Pack final draft

Members had previously been circulated the final draft proposal for the Tenants Welcome Pack. The pack would be circulated to all current and future Tenants by the end of February. A few minor changes were noted and the Chairman would liaise direct with the staff member for final approval.

It was **RECOMMENDED** that once the final amendments had been made and approved by the Chairman the Tenant Welcome Pack would be distributed to all current and future tenants.

b) Rufus Maintenance report

- (i) Members had received a maintenance report for the Rufus Centre prepared by the Bookings Officer and Site Agent. The Officers had also suggested areas and issues which they felt should take priority. Members requested that the Bookings Officer and Site Agent produce three separate work quotations for the items identified as poor and fair and a third one for IT equipment.
- (ii) Members also noted the maintenance projects. It was agreed the Site Agent would co-ordinate a letter from Solicitors to be sent to all three parties; Bovis Homes, Taylor Wimpey and MV Kelly in respect of the damaged storm drain.
- (iii) The Site Agent explained the flushing of the heating system. Members asked the Site Agent to source a specification and gather further information. All in favour for the works to be undertaken post May and ideally a mix of weekdays and weekend to reduce overall cost without inconveniencing tenants.
- (iv) Members were advised that the replacement carpet had been quoted for by two companies. Both had recommended floor tiles but Members advised they would prefer carpet, the Site Agent would obtain quotes from both for the next meeting.
- (v) A discussion was held regarding the Dining Room, Members decided this was a Capital Project and was to be fully costed.
- (vi) The Site Agent advised Members the sliding doors in the Lockyer Suite had dropped and were catching on the floor. Members requested the Site Agent obtain quotes for the repairs.
- (vii) Members also requested a forward plan for maintenance work for budgeting purposes.

c) Annual Functions comparison

- (i) As requested the Functions Team had prepared a report comparing functions the Rufus Centre held over the last 3 years. Members asked the Functions and Events Co-ordinator to add the types of functions that were held; in order to establish what impact there could be on future business now the sound restrictions are in situ.
- (ii) Members noted the functions forecast report and requested that this be presented at every meeting.

- (iii) Members were asked about an enquiry received by the Bookings Officer for an 'Afternoon Tea with a Medium' which would potentially become a quarterly booking. Members were all in favour.

995 **To note the Rufus income for January**
The Rufus income for January was noted.

996 **To agree the accounts for January**
The accounts for January were agreed.

997 **Questions**

- (i) Cllr Mrs Lutley asked where the Ear Marked Reserves were. This question would be passed to the RFO & HR Officer.
- (ii) Cllr Blazeby requested that the completed Tenant Survey be distributed with the Tenant Welcome packs.

It was **RECOMMENDED** that the Tenant Survey be distributed at the same time as the Tenant Welcome Pack.

The meeting closed at 8.34pm

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Chairman