

FLITWICK TOWN COUNCIL

**Minutes of the 100th Meeting of the Business Services Committee held on
Thursday 14th November 2019 at the Rufus Centre**

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

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: Cllrs P Dodds A Snape

No Apologies Received: None

Open Forum

There were no items.

1088 **To note any Declarations of Interest relating to items on the agenda**
There were no Declarations of Interest.

1089 **To Accept Apologies for Absence**
Apologies were accepted.

1090 **Chairman's Announcements**
There were no Chairman's Announcement.

1091 **Action Log**
There was no action log.

1092 **Town Clerk's Report**
Members noted the report.

1093 **Rufus Report – Part 1**
Members noted the report.

Cllr Roberts entered the meeting at the point.

1094 **To receive and agree the First Interim Internal Audit Report 2019/20**
Members agreed the report and were happy to note the detail was all positive.

It was **RECOMMENDED** that the Council agree the
First Interim Internal Audit Report 2019/20. All
Members were in Favour.

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1095 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.

1096 Rufus Report – Part 2

- (i) Members discussed various items on the report including the Legionella report, noise management, Afternoon Tea celebration event, Rendezvous upgrade and the projects.
- (ii) Members wanted to thank all involved in the afternoon tea and commented that they have received several compliments for the event.
- (iii) It was noted that the final quote for project works had been received and the schedule of works was being finalised. Works would be due to start in January.

It was **RECOMMENDED** that the proposed EMR be used for the update of the buildings wifi.

1097 To consider quote for Crime & Cyber insurance

- (i) Members had previously received the breakdown of the policy. After discussions it was agreed the insurance quote should be accepted.
- (ii) Members also discussed the need for further GDPR reviews to take place in the New Year in order to maintain compliance.

It was **RECOMMENDED** that the quote for Crime & Cyber insurance be accepted.

1098 To note the Rufus Centre income from October

The income for October was noted.

1099 To agree the accounts for October

- (i) The accounts for October were agreed.

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- (ii) Members discussed the Youth Hub being promoted to attract more bookings and reviewing the current restrictions on use.
- (iii) Flitwick Papers was also discussed in relation to content and advertising. It was agreed an item would be put on the next Corporate Services meeting.

1100 Questions

There was one question.

Meeting closed at 8.30pm.

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Chairman