

Flitwick Town Council

Minutes of the 88th Meeting of the Business Services Committee held on
Thursday 15th November 2018 at the Rufus Centre

Present: Cllr I Blazeby (Chairman)
Cllrs K Badham G Mackey P Thompson
D Toinko M A Williams

In attendance: RFO & HR Officer Functions & Events Co-ordinator

Apologies Received: Cllr J Roberts

No Apologies Received: Cllr A Larkins

Open Forum There were no items

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

957 **Chairman's Announcements**
There were no Chairman's Announcements.

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

959 **Action Log**
At Corporate Services a revised layout had been discussed, this would be presented at the December Corporate Services meeting and once agreed the implementation of the Action log agenda item for each Committee would commence.

960 **Rufus Report – Part 1 Including Tree and Flower bed proposal**

- (i) Members had received the monthly update report along with proposals to update the decorations package, the kitchen air conditioning quote and the new tree and flower bed layout.
- (ii) Members discussed item 3 - the wedding decorations proposal. All Members were in favour of updating the current decorations package with the smaller proposed items but wanted more details regarding usage and repair and maintenance cost of the large LED letters that had also been requested.

It was **RECOMMENDED** that:

1. The Functions & Events Co-ordinator be permitted to update the current decorations package with the smaller proposed items up to £500.
2. A report is brought back to the Committee with additional details regarding the current demand/usage and maintenance costs for the LED letters to be considered.

- (iii) Members discussed item 4 - the kitchen air conditioning quote. The Chairman queried if Central Bedfordshire Council had been asked to cover the cost as part of the noise reduction measures. Members felt that as CBC had a responsibility to cover some if not all of the cost as they had enforced the rule of no windows or doors to be open during functions. This was felt to be a health and safety risk to members of staff who had the right to reasonable working conditions.
- (iv) The RFO & HR Officer advised that she did not think CBC had been approached regarding this. The Members requested that this was done before the next quarterly review meeting with CBC regarding noise reduction and the works that had taken place.
- (v) Members also requested that another quote be obtained and brought to the next meeting.

It was **RECOMMENDED** that: the item was deferred until the following had happened.

1. CBC was contacted and asked to cover the cost due to the direct impact of rules they had enforced as noise reduction measures.
 2. A second quote was received for Air Conditioning.
- (vi) Members discussed item 5 - the Rufus tree and flower bed proposal. A report from the Grounds Team Supervisor had been circulated to Members including the trees and plants that would be purchased, the shape of the flower bed and other materials to be used. Members were in favour of the plans, some Members wanted to know more about the plants that had been selected and the aftercare they required. The RFO & HR Officer advised that the finer details of the flowers etc. could be agreed outside of the meeting but if the Members were happy with the shape of the bed and the trees the work could be progressed.
 - (vii) The Members requested that as the garden would home the Remembrance Tommy statue when it was not being displayed during the Remembrance period in the Town Centre, that it be named 'The WW1 Centenary Garden' and an official opening take place once the project had been completed.

It was **RECOMMENDED** that:

1. The project start with the flower bed and planting the trees with finer details of the flowers used to be discussed once the initial work had taken place.
2. The garden is named 'The WW1 Centenary Garden' and an official opening take place once the project had been completed.

961 **Questions**

- (i) There were no questions.
- (ii) Cllr Mackey commented that as he was unable to attend the Council meeting on Tuesday night he wanted to express his thanks now to the staff and Councillors that

were involved in delivering the Remembrance Memorial Service in the morning and the Beacon of Light Event in the evening. The events were a huge success and well attended. Cllr Thompson highlighted Cllr Badham, Cllr Lutley and Cllr Williams great input on the day.

Confidential Section

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 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.

962 **Rufus Report – Part 2 – Including Tenant Survey**

- (i) The Members were circulated the draft Tenant survey that the Chairman had produced using SurveyMonkey. After discussions it was agreed that this would be finalised and circulated in the New Year in line with the Tenant Information packs that were currently being worked on.
- (ii) Members discussed items to be covered in the Tenant Information packs.
- (iii) Discussions regarding upgrades to the building were discussed.

It was **RECOMMENDED** that: an agenda item appears on the next staff/Councillor panel meeting to discuss ideas for upgrades to the building.

963 **Event Costs and Noise Reduction consequences**

The Chairman advised Members that as concern had been raised at a previous meeting regarding the impact of the noise reduction measures on future bookings, he felt further investigation into what type of bookings could be affected and what financial impact it could have was needed. The Functions & Events Officer would collate this data and once ready, present to the Committee.

964 **To note the Rufus income for October**

- (i) The Rufus income for October was noted.
- (ii) The RFO & HR Officer advised Members that community use of the building needed to be clarified and communicated to departments as concern had been expressed regarding some community events that had been moved rooms or dates to accommodate commercial bookings.

It was **RECOMMENDED** that: a staff and Councillor workshop is held to discuss issues facing both departments in order to come up with clear procedures for the future. Cllr Badham agreed to lead the workshop.

965 **To agree the accounts for October**

- (i) The accounts for October were agreed.
- (ii) Cllr Mackey advised Members of an item regarding Data Protection that had been raised at the recent NALC conference. Members discussed.

966 **Questions**

There were no questions.

The meeting closed at 8.55pm

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Chairman