

**Minutes of the 102nd Meeting of the Business Services Committee held on
Thursday 16th January 2020 at the Rufus Centre**

Present: Cllr M A Williams (Chairman)
Cllrs I Blazeby P Dodds A Lutley A Snape
P Thompson

In attendance: RFO & HR Officer Rufus Centre Manager

Apologies Received: Cllrs J Roberts

No Apologies Received: Cllr M Halligan

Open Forum

There were no items.

1112 To note any Declarations of Interest relating to items on the agenda
There were no Declarations of Interest.

1113 To Accept Apologies for Absence
Apologies were accepted.

1114 Chairman's Announcements
There were no Chairman's Announcement.

1115 Action Log/Town Clerks Report
Members noted the report. It was agreed to move GDPR matters to be discussed at Corporate Services and for an item to go on the next agenda.

Action: RFO & HR Officer

1116 Rufus Report – Part 1
Members noted the report.

1117 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, 10 and 11 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

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1118 Rufus Report – Part 2

Members noted the report which included health & safety, pricing review, noise management, marketing and a projects update.

Cllr Dodds commented in relation to marketing that schools and colleges should be contacted about their CPD and training days, to offer the Rufus Centres as a venue.

Action: Rufus Centre Manager

1119 To note the Rufus Managers Job Description

Members had been circulated the Rufus Managers job description in order to make clear the roles and responsibilities of the post.

1120 To consider proposal to form a Rufus Panel

This Item was removed from the Agenda.

1121 To note the Rufus Centre income from December

The income for December was noted.

1122 To agree the accounts for December

The accounts for December were agreed.

1123 Questions

There were no questions and two comments.

Meeting closed at 8.37pm.

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Chairman